



2026-2027

High School Student Handbook

Tri-Valley High School
46 E. Muskingum Ave.
Dresden, OH 43821
Phone: 740-754-2921
Fax: 740-754-6415

Student Services
Phone: 740-754-2941
Fax: 740-754-6249

www.tvschools.org

Tri-Valley High School

2026-2027

Tri-Valley Local Schools

Superintendent, Kirk Henderson
Assistant Superintendent, Todd Woodard

TVHS Administration

Cameron West, Principal
Jared Hindel, Assistant Principal
Courtney Shirer, Assistant Principal

Student Services

Laura Seward, Counselor
Sarah Hanson, Student Advocate

Athletic Administration

Chris Garber, Athletic Director
Josh Willison, Assistant Athletic Director

Board of Education

Mr. Scott Ford, President	Mrs. Betsy Brocklehurst, Member
Mr. Luke Davis, Vice President	Dr. Andrea Collet, Member
	Mr. Steve Barr

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](#).

School Hours

Doors Open: 7:25 AM
Tardy Bell: 7:40 AM
Student Day: 7:40 -2:30 PM

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.

Dear Student:

Welcome back to another exciting school year. All of us are dedicated to providing you a quality educational experience that will prepare you to become productive, knowledgeable adults. It is our mission to make available to you the resources necessary for effective learning to take place.

Use this handbook as a resource and guide. You will find the information on the following pages helpful in answering questions you may have about the operation and instructional programs at Tri-Valley High School.

We ask that you and your parents read this handbook carefully and thoroughly. It has been prepared to help you get acquainted with the Tri-Valley traditions and expectations. Remember, how you conduct yourself in classrooms, in hallways, on buses, in school, at co-curricular activities, and at extracurricular activities will affect your success this year.

Try your hardest, be respectful of yourself and others, and set goals—these are just a few steps that will enable you to be successful this year. We encourage you to get involved in an extracurricular activity. High school is what you make of it, so make it exciting by getting involved! Please remember to visit us on the various social media outlets including Facebook, Instagram and our Tri-Valley Local Schools District webpage for updates and announcements throughout the year. Best of luck on another successful school year at TVHS!

Sincerely,

The Administration and Faculty of TVHS

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(s):

Mr. Todd Woodard, Assistant Superintendent p. 740-754-1442

Complaints will be investigated in accordance with the procedures described in 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 Principal.

[] Adult students (age eighteen (18) or older) must follow all school rules.

[] If residing at home, adult students are encouraged to include their parents in their educational program.

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. Parents have the option of receiving communication from the School via e-mail and/or facsimile by filling out the appropriate form available in the school's administrative office. 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.

Table of Contents

- Bell Schedule (p. 7)
- District Calendar (p. 8)
- Section A: Academic Information (p. 9)
 - Academic Letter (p. 9)
 - Credit Flexibility (p. 9)
 - Credit Minimums (p. 9)
 - Credit Policy (p. 9)
 - Grade Scale and Calculations (p. 10-11)
 - College Credit Plus (p. 11-12)
 - College Entrance Testing (p. 12)
 - PSAT/ National Merit Scholarship (p. 12)
 - ACT (p. 12)
 - Career Advising Policy (p. 13)
 - Graduation Requirements (p. 13)
 - Commencement Eligibility (p. 13-14)
 - Honors Diploma Recipients (p. 14-15)
 - Honors Cords (p. 15)
 - National Honor Society (p. 15)
 - ProgressBook (p. 15)
 - Special Education Services (p. 16)
 - Homework (p. 16)
 - Student Assessment (p. 16)
- Section B: Attendance (p. 17-26)
- Section C: General School Operations (p. 26-49)
 - Absence of Parents (p. 26)
 - Announcements (p. 26)
 - Bullying (p. 26)
 - Cafeteria/Lunch Procedures (p. 26-27)
 - Concussions (p. 27)
 - Conduct at School Activities (p. 27)
 - Use of Tobacco on School Premises (p. 27-28)
 - Drug and Tobacco Free Schools (p. 28)
 - Electronic Devices/Phones/Watches (p. 28-30)
 - Electronic Surveillance (p. 30)
 - Computer Technology/Networks (p. 30-35)
 - Emergency Medical Forms (p. 35)
 - Emergency Procedures-Fire & Tornado (p. 35)
 - Preparedness for Toxic/Asbestos Hazards (p. 35)
 - Environmental Sensors (p. 35)
 - FERPA (p. 36-37)
 - Fee Schedule (p. 37)
 - Student Fundraising (p. 38)
 - Foster Care (p. 38)
 - Student Services (p. 38)

- Halls and After School Hours (p. 38)
- Home Instruction (p. 38)
- Home Education (p. 39)
- Homeless/Unaccompanied Youth Student Notice (p. 39)
- Lice/Bed Bugs (p. 40)
- Immunizations (p. 40)
- Communicable Illness Guidelines (p. 40)
- Students with Disabilities (p. 41)
- Library/Media Center (p. 41)
- Lockers (p. 41)
- Lost and Found (p. 42)
- Medication (p. 42)
- Monitoring of School Issued Devices (p. 42)
- Permission to Attend School Sponsored Events (p. 43)
- Preparation for the Career Center (p. 43-44)
- Pictures (p. 44)
- Positive Behavior Intervention Supports (p. 45)
- Posters-Bulletin Boards (p. 44)
- Protection of Individual Beliefs (p. 44)
- Restroom, Locker, Shower, & Changing Rooms (p. 45)
- Schedule Changes (p. 45)
- School Closing Information (p. 45)
- School Communication (p. 45)
- School Nurse (p. 45)
- School Publications (p. 45)
- Selective Service Notice (p. 46)
- Social Probation List (p. 46-47)
- Student Lunch/Breakfast (p. 47)
- Telephone Use (p. 47)
- Use of Electronic Communication Devices (p. 47)
- Use of Electronic Devices During State Testing (p. 47-48)
- Use of Social Media - State Testing (p. 48)
- Valuables (p. 48)
- Visitors (p. 48)
- Withdrawal from School (p. 48-49)
- Work Permits (p. 49)
- Section D: Transportation (p. 49-53)
- Section E: Student Activities/MISC (p. 53-59)
- Section F: Code of Conduct (p. 59-88)

TVHS Regular Bell Schedule Monday, Tuesday, Thursday & Friday

1st Period	-----	7:40 - 8:26
2nd Period	-----	8:29- 9:13
3rd Period	-----	9:16 - 10:00
4th Period	-----	10:03 - 10:47
5th Period Lunch	-----	10:50 - 11:20
5th Period Class	-----	10:50 -11:34
6th Period Class	-----	11:23 - 12:07
6th Period Lunch	-----	11:37-12:07
7th Period	-----	12:10 - 12:54
8th Period	-----	12:57 - 1:41
9th Period	-----	1:44 - 2:30

TVHS Regular Bell Schedule Wednesday Club & Sport Meeting / Advisory Period

1st Period	-----	7:40 - 8:24
2nd Period	-----	8:27 - 9:09
3rd Period	-----	9:12 - 9:54
<i>Advisory (Stay in 3P) 9:57 - 10:12 Study Hall for those not involved</i>		
4th Period	-----	10:15 - 10:57
5th Period Lunch	-----	11:00 - 11:30
5th Period Class	-----	11:00 - 11:42
6th Period Class	-----	11:33 - 12:15
6th Period Lunch	-----	11:45 - 12:15
7th Period	-----	12:18 - 1:00
8th Period	-----	1:03 - 1:45
9th Period	-----	1:48 - 2:30

2026-2027 DISTRICT CALENDAR

<https://resources.finalsite.net/images/v1769093217/trivalleyk12ohus/sqduqas1r8mvzaepidqx/2026-27OnePgTVCalendar.pdf>

TH	August	13	Building Meetings	Professional Day	
M	August	24	District Breakfast	Professional Day	
T	AUGUST	25	FIRST DAY FOR STUDENTS		
M	September	7	No School	Labor Day	
M	October	26	No School for Students	Professional Day	
M	November	2	No School for Students	Parent Teacher Conferences 12:45 p.m.- 8:00 p.m.	
T	November	3	No School for Students	Parent Teacher Conferences 9:45 a.m.- 5:00 p.m.	
W	November	25	No School		
TH	November	26	No School	Thanksgiving	
F	November	27	No School		
M	November	30	No School for Students	Professional Day	
F	December	18	Last Day before Christmas Break		
M	January	4	First Day after Christmas Break		
F	January	15	No School for Students	Professional Day	Possible Make Up Day
M	January	18	No School	Martin Luther King Day	Possible Make Up Day
M	February	15	No School	President's Day	Possible Make Up Day
T	February	16	No School for Students	Professional Day	Possible Make Up Day
W	March	24	No School for Students	Professional Day	Possible Make Up Day
TH-M	March	25-29	No School	Spring Break	Possible Make Up Day
T	March	30	First Day after Spring Break		
T	MAY	25	LAST SCHEDULED DAY FOR STUDENTS		
W	May	26	No School for Students	Professional Day	Possible Make Up Day
F	May	28	Graduation Day		

	GP1	GP2	GP3	GP4
Period Begins	Tues. August 25	Tues. October 27	Tues. January 19	Tues. March 30
Period Ends	Fri. October 23	Thurs. January 14	Tues. March 23	Tues. May 25
Grades Published	Fri. October 30	Fri. January 22	Fri. April 2	To be determined
Days in Session	43	44	44	41

SECTION A: ACADEMIC INFORMATION

ACADEMIC VARSITY LETTER

Defined as earning a 3.75 GPA for all grading periods of an academic school year. Students will receive their Academic Varsity Letter at the start of the following school year.

CREDIT FLEXIBILITY

Ohio's plan for credit flexibility is designed to broaden the scope of curricular options available to students, increase the depth of study possible for a particular subject, and allow tailoring of learning time and/or conditions so aspects of learning can be customized around more of students' interests and needs. Students may earn credits by:

- Completion of Coursework;
- Testing out of or otherwise demonstrating mastery of course content; or
- Pursuit of one or more educational options, including distance learning, educational travel, independent study, an internship, music, arts, after-school/tutorial program, community service or other engagement projects or sports).

All methods of earning credit shall be guided by Ohio Academic Content Standards.

Please contact the high school student services for more information and Board Policy 7.32 for more information.

CREDIT MINIMUMS

All students are required to schedule at least five class periods each semester. Students in all grades 9-12 must register for a minimum of five credits.

CREDIT POLICY/PROMOTION, ACCELERATION AND RETENTION

The number of credits needed to move from one grade level to another will be:

To be a freshman successful completion of 8th grade

To be a sophomore five (5) credits earned

To be a junior ten (10) credits earned

To be a senior fifteen (15) credits earned

A student may be assigned to the next higher grade when lacking one or fewer credits needed for promotion if the guidance counselors recommend and the principal approves.

GRADING SCALE/CALCULATIONS

Tri-Valley Administrative Guidelines

Grades 3 - 12

Grading System:

- A. Student grades should be the individual responsibility to the classroom teacher; however, each teacher should submit his/her individual marking format to the principal for review and recommendation.
- B. All students should also receive a complete outline of the teacher's grading policy in order that they may effectively operate within a particular classroom.
- C. A grade is a reflection of a student's capability in relation to the teacher's estimate of his/her accomplishment.
- D. The grading system to be used during the four (4) marking periods will be:

A+ 13 quality points (97% to 100 %)	C- 5 quality points (70% to 72%)
A 12 quality points (93% to 96%)	D+ 4 quality points (67% to 69 %)
A- 11 quality points (90% to 92%)	D 3 quality points (63% to 66%)
B+ 10 quality points (87% to 89%)	D- 2 quality points (60% to 62 %)
B 9 quality points (83% to 86%)	F 0 quality points (below 60%)
B- 8 quality points (80% to 82%)	I Incomplete
C+ 7 quality points (77% to 79%)	MED Medical Excuse
C 6 quality points (73% to 76%)	

* The rating D – represents achievement that is Below Satisfactory but is acceptable. It is given to a student:

1. Whose achievement is passing – or
2. Whose achievement falls below passing, but is acceptable when considered in relation to the student's ability or to extenuating circumstances.

** The rating F indicates that the student has not attained an acceptable level of achievement even when allowances have been made for low ability or extenuating circumstances. It indicates that little or no progress is being made.

- E. Semester exams will count one-fifth (1/5) of the semester average.

F. Computing semester averages with a semester exam.

1. Add the quality points for Quarter 1 and Quarter 2.
2. Multiply this total by two (2).
3. Add the quality points for the exam.
4. Divide this total by five (5). Two decimal places, no rounding.
5. Refer to the chart for converting the quality point result back into a letter grade.

Quality Point Results Grade

12.50 - 13.00 = A+	6.50 - 7.49 = C+
11.50 - 12.49 = A	5.50 - 6.49 = C
10.50 - 11.49 = A-	4.50 - 5.49 = C-
9.50 - 10.49 = B+	3.50 - 4.49 = D+
8.50 - 9.49 = B	2.50 - 3.49 = D
7.50 - 8.49 = B-	1.50 - 2.49 = D-
0.00 - 1.49 = F	

G. Special Clarifications

1. A student who fails the second semester of a yearlong class may receive a final grade of F.
2. A student who fails the second grading period of a semester long class may receive a final grade of F.
3. An incomplete for any grading period changes into an F if the work is not made up in a specified period of time.
4. A student may not raise a grade more than one (1) level (example B to B+ or F to D-) by doing extra credit. The extra credit must be at or above grade level.

COLLEGE CREDIT PLUS

Any student in grades seven (7) through twelve (12) may enroll in a College Credit Plus Program provided the student meets the requirements established by law and by the participating college or university. A student may be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. The student or the student's parent shall inform the principal, or equivalent, of the student's school by the first day of April or the first day of November of the student's intent to participate in the program in the next semester or term. Any student who provides notification by the first day of April may be approved to participate in the program for the next full school year. Any student who provides notification by the first day of November may be approved to participate in the

program for the next semester or term only. Students and parents will be required to sign a form stating that they have received the counseling related to the CCP program and that they understand the responsibilities they must assume in the program. This is a consent form and agreement between the student, guardian and the school. This form, along with other administrative matters are covered at the counseling session. Any interested student should review Board Policy 7.27 and contact Student Services to obtain the necessary information.

COLLEGE ENTRANCE TESTING

Careful planning for college entrance examinations is essential to successful college admission. Care must be taken to determine the appropriate examinations to be taken. Attention must be given to the many possible conflicts that may occur on national testing dates. Students are strongly encouraged to take the ACT or SAT during the spring of the junior year and again during the fall of the senior year, if necessary. Students planning to apply for college admission under one of the several early notification plans should check with the college to see if they need to take any other required tests. All examination registration materials are available in the student services throughout the school year. The responsibility for registering and taking all appropriate entrance examinations rests with the student. However, the counselor will actively assist with planning.

PSAT/NATIONAL MERIT SCHOLARSHIP

Qualifying Test (PSAT/NMSQT)- The PSAT/NMSQT, a two-hour exam, administered in October of the junior year for the purposes of providing a predictive “practice” for the SAT and identifying National Merit Scholarship qualifiers. Students should register for the test in mid-September in Student Services. Announcements are made during the mandatory Junior meeting at the beginning of the year and in mid-September. The student will be given a PSAT study manual to help him/her prepare for the test. Reading and Writing and Math scores are reported on a scale from 160-760, and the NMSQT Selection Index is generated for National Merit qualifying purposes, by the National Merit organization.

ACT

The American College Testing Program (ACT) - The ACT® test, a curriculum-based educational and career planning tool, is the leading college admissions test in nearly half of U.S. states. As the capstone of our college and career readiness solutions, the ACT is based on what students learn in high school. The ACT is administered on seven national testing dates annually (September, October, December, February, April, June and July) at established testing centers. All Tri-Valley students will be required to take the ACT in the spring of their junior year free of charge according to the new graduation requirements. Parents do have the ability to opt their student out of the ACT. Parents that choose to opt-out their student out of the ACT will be required to sign a formal documentation indicating that they do not want their student participating in the ACT. Information about this test will be distributed to students during class meetings and the first week February of their junior year. Presently it is a three-hour online exam consisting of 44 questions and focusing on four curricular-based tests: English; Math; Reading; and Science Reasoning. There is also an optional section on writing that we encourage students to take once, but Tri-Valley does not offer the writing section. Scores for each test and ACT composite score are reported on a scale of 1-36, with scores in the 18-21 range considered average.

For more information, you can visit: <https://www.act.org/content/act/en-ohio.html>

CAREER ADVISING POLICY

I. Purpose and Philosophy

- Career advising is an integrated process that helps students understand how their personal interests, strengths, and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals.

II. Comprehensive Approach

- Students need to have access to comprehensive resources and support to prepare for their future success through:
 - Relevant classroom instruction;
 - Career-related learning experiences; and
 - A program of counseling and advising, students can discover their interests and explore academic and career pathway options.

III. Core Components and Partnerships

For additional information, please see Board Policy 7.36.

GRADUATION REQUIREMENTS

*Note that Tri-Valley Local Schools Board of Education requires 21 credits for students to graduate and that information can be found on our Student Services website listed below.

For the most up-to-date information regarding graduation requirements, please visit the Ohio Department of Education website at the following address: [Ohio's Graduation Requirements | Ohio Department of Education and Workforce](#)

To find the Tri-Valley High School Course Catalog with up-to-date information on career pathways offered at TVHS, please visit the Student Services website at the following address: <https://tvhs.tvschools.org/quick-links/school-departments/student-services-guidance>

COMMENCEMENT ELIGIBILITY

Commencement Exercises Eligibility: In order to participate in the graduation ceremony, students must participate in graduation practice. Seniors may lose the privilege participating in the graduation ceremony if they exceed 20 days and or 130 total hours of absences.

Students must have the “Tri-Valley Graduation Ceremony Form” signed and returned prior to graduation.

Students must have completed all outstanding hours and fulfilled all required discipline consequences.

The three locally defined seals and how students may obtain them are described below:

Student Engagement Seal

A student shall meet the requirement for this seal by participating in extracurricular activities such as athletics, clubs, or student government to a meaningful extent, as determined by the following guidelines:

A student must complete three (3) seasons of an extra-curricular activity sanctioned by the District. This includes athletics (any sport approved by the OHSAA as sanctioned by the District's athletic department in grades 9-12, and clubs/organized groups (including but not limited to National Honor Society; Student Council; Drama Club; Fellowship of Christian Students (FCS); Ruriteen; Ping-Pong Club; Spanish Club; Quiz Team; FCCLA; and FFA). Students must have completed all requirements of the season and have the coach/advisor sign the appropriate documentation.

Community Service Seal

Students must complete at least 10 hours of community service while enrolled in grades 9-12 to earn the seal. Service hours must be approved by Student Services and documented on the approved form found on the Student Services website.

Fine And Performing Arts Seal

Students must complete one of the following requirements to achieve the Fine and Performing Arts Seal.

1. Earn 2 art credits with a grade of C or better
2. Receive credit for 2 years of choir or band with a grade of C or better
3. Complete 2 years of Drama Club in good standing.

HONORS DIPLOMA CRITERIA

Tri-Valley Local Schools shall award the Honors Diploma Seal to any student who successfully meets all but one of the following criteria, set by the Ohio Department of Education.

- Earn at least four units of mathematics, with the fourth math being higher than Algebra 2.
- Earn one additional unit of Advanced Science
- Earn one additional unit of Social Studies
- Earn two additional diploma seals, not including the Honors Diploma Seal
- Complete Experiential Learning - this includes Field Experience, the Ohio Means Jobs Readiness Seal, a portfolio or Work Based Learning. (If you use the Ohio Means Job Seal for this category, you may not count it in the two additional seal requirements.)
- Earn three sequential units of one world language or no less than two sequential units of two world languages.
- Earn a 3.5 GPA on a 4.0 scale
- Earn an ACT score of 27 or higher or an SAT score of 1280 or higher.

Students may substitute ONE of either the ACT/SAT, GPA or World Language requirement with one of the following:

- College Credit Plus: 12 total College Credit Plus credits
- Advanced Placement: 3 courses with a score of 3 or higher on the AP tests
- Career-Technical Assurance Guide (CTAG): 12 total credits
- Apprenticeship/Pre-Apprenticeship: Completion or Evidence of Acceptance if older than 18
- WorkKeys: Score of 6 or higher on all tests
- Armed Services Vocational Battery: score of 50 or above on the ASVAB
- Work-Based Learning: 250 total hours of work-based learning

Students who want to be considered for the Honors Diploma should complete the checklist on the Student Services website by April 1.

HONOR CORDS

Students with a cumulative GPA of 3.5 and higher will be recognized at the graduation ceremony. They will be listed in the commencement program and will receive cords to be worn during the graduation ceremony.

- 4.0 GPA - Gold, Red and Black Cords
- 3.75-3.99 GPA - Red and Black Cords
- 3.5-3.74 GPA - Gold and Black Cords

NATIONAL HONOR SOCIETY

Membership in N.H.S. is an honor bestowed upon students and is not a right they have due to grade point average. Candidates for membership consideration shall be members of the junior or senior class and have a cumulative scholastic average of at least 3.75. For juniors, this grade point average shall be based on the cumulative average of their freshman and sophomore years. For seniors, it will be based on the cumulative average of their freshman, sophomore, and junior years. No candidate who carries fewer than full-time status shall be eligible for membership. All subjects that are to be included for graduation are to be included in the grade point average. A faculty committee will make the final selection after students return their information forms and an evaluation is made of their school and community service, leadership, and character. Members must maintain a 3.75 GPA and document twenty-four (24) hours of service per school year. Students graduating as active members of National Honor Society will be recognized with an official National Honor Society stole to be worn at the commencement ceremony.

PROGRESSBOOK

Parents are encouraged to regularly check student achievement via ProgressBook. Login and password information will be made available to all parents and students at the beginning of the school year. If you have questions about your username or password, please call the TVHS office.

SPECIAL EDUCATION SERVICES

Tri-Valley Local Schools provides services to students ages 3 through 22 identified as disabled under the Individuals with Disabilities Education Improvement Act of 2004 (IDEA). Special education services are provided in accordance with Ohio's Model Policies and Procedures for the Education of Children with Disabilities. The special education students' needs are typically served in the general education classroom with additional support provided by an Intervention Specialist.

If you suspect your child or the child of someone you know has a disability, please contact your child's principal or guidance counselor, or Director of Special Education. A school representative will contact the parents of the child to determine if the child needs to be evaluated. If a disability is suspected, free testing is available to families to determine whether or not a special need exists. If a need is identified, the child can begin receiving the appropriate special education and related services.

HOMEWORK

Homework may be assigned. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for assessment tests and graduation.

STUDENT ASSESSMENT

Each student must take all portions of the State-mandated assessment test as a requirement for graduation. The test will be administered twice a year. Students are only required to retake those parts of the test they have not yet passed. While the School District does schedule make-up dates for testing, students should avoid unnecessary absences.

All students take English Language Arts II, Algebra I, American History, Biology, American Government, and Geometry.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

Career and interest surveys may be given to identify particular areas of student interests or talent.

These are often given by Student Services.

College entrance testing information can be obtained from Student Services.

Tri-Valley Local School District provides alternative means by which a student can achieve the goals of the District, as well as the student's personal educational goals.

A list of the approved Educational Options is available in the Student Services.

SECTION B: ATTENDANCE

ATTENDANCE REGULATIONS:

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned. In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board. The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

When a parent, guardian, or other person having care of a student has failed to initiate telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence by 8:40 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.

HIGH SCHOOL ABSENCE TIME SCHEDULE

- 7:25-7:39 A.M. Students should arrive to school & eat breakfast (optional)
- 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 10:40 A.M. will have 3 hours added to their yearly absence total.)

ASSIGNMENTS DURING ABSENCE

Students are responsible for completing and receiving credit for assignments missed during an absence. If the absence is excused, generally, students will be given one school day to make up missed work for each day of an absence. Teacher discretion may be used to extend this time if appropriate.

It is the student's responsibility to access Google Classroom, student e-mail, or talk to their teachers to get missed assignments and make arrangements to complete make-up work. If a student is absent from school and would like to collect their homework assignments, please contact your teachers via email and allow at least 24 hours in advance of the time you would like to pick up the

assignments. This gives teachers the time they need to properly compile everything for the student. Assignments can be picked up by a parent/family member or sent home with a friend at the parent's request.

If work is not made up in a timely fashion, a failing grade of a ZERO may be assigned. The completion of make-up work does not guarantee full academic credit if instructional opportunities cannot be fully replicated.

HIGH SCHOOL ATTENDANCE (9-12)

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 regularly.

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 8:35 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, in accordance with Board Policy and O.R.C. §3320.04. (Up to 3 additional days, must be pre-approved)
- N. 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.

Late Arrivals (Tardiness):

- Any absence that occurs after the 7:40 A.M. bell will be categorized as a Late Arrival (Tardy).
- ALL LATE ARRIVALS will be considered unexcused, with the exception of those students that have a doctor's medical excuse OR with a parent note/phone call if the late arrival occurs within the first 30 hours a student is permitted to miss per semester.
- Each student will be permitted Three Unexcused Late Arrivals per semester without penalty.

Any student who arrives late without a legitimate excuse will be subject to a progression through the district's discipline policy.

1st Offense Recorded (Accumulation of points)

2nd Offense Verbal Warning (Accumulation of points)

3rd Offense Written Warning (Accumulation of points)

4-5 Offense 1 Hour Detention (Accumulation of points)

6-7 Offense 1 Hour Detention (K-6) / 2 Hour Detention (7-12) (Accumulation of points)

8+ Offense Saturday School (Accumulation of points)

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.
- 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 9-12 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. R.C. 3321.01 et seq., 3321.13(B)(2), 3321.19, 3321.38
A.C. 3301-35-03(G), 3301-51-13

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.

ATTENDANCE AND ATHLETIC ELIGIBILITY

Tardiness or absence from school on the day of OR the next school day after a meeting or contest may eliminate the student from participation in the next activity. The absence may be excused for medical appointments or other extenuating circumstances. The principal or athletic director are the only people permitted to approve an absence or tardy for extenuating circumstances.

*Students must be in attendance on the prior Friday to participate in weekend events and on Mondays following weekend events.

COLLEGE VISITS

Seniors who are interested in visiting a school/college are permitted up to three one-day excused absences to visit schools/colleges.

Juniors who are interested in visiting a school/college are permitted two one-day school excused absences to visit schools/colleges during the second semester.

The following guidelines must be followed:

1. An appointment must have been made with the school's admissions office.
2. The proper form must be obtained from the student services and be signed by the Guidance Counselor, by the parent, and by each teacher, then returned to student services for final approval at least ONE day in advance.
3. Upon approval of visitation, a form will be given to the student to be signed by the visitation site and returned to student services. If not returned, an unexcused absence will be given.

Student Services will not accept telephone calls from the school/college as proof of attendance.

4. Second semester visitations for schools/colleges and universities will not be honored after closing dates for admissions unless the student has already applied and needs to make a visit.
5. If more than four students request visitation on the same day, student services may limit the number that can attend. It will be based on the chronological order of request forms being submitted for approval.
6. The student is responsible for making up all school work missed.
7. Administrators reserve the right to approve or disapprove the college visit based on the following criteria: student's grades, attendance, discipline records, and whether school fees are paid.

Absences in excess of 32.5 hours during the school year must be accompanied by a written medical excuse from medical personnel or any other lawful excuse previously defined in this section. These lawful excuses must be presented within one (1) day upon returning to school. Failure to present a lawful excuse will result in the absences being recorded as unexcused

LOSS OF COURSE CREDITS DUE TO ATTENDANCE

Individual course credit may be lost if a student's classroom attendance is poor. The following guidelines may be used to determine the loss of course credit.

- Semester course-defined as more than 10 days and or 65 hours of combined excused, planned, unexcused and truant days.
- Year course-defined as more than 20 days and or 130 hours of combined excused, planned, unexcused, and truant days.

SECTION C: GENERAL TVHS SCHOOL OPERATIONS

ABSENCE OF PARENTS

When parents/guardians are going to be out of town and unavailable, a written note signed by the parent should be sent to the school office. The note should include the dates of the absence of the parents, the name of the person who will be responsible for their children in their absence (giving the office permission to contact that person in regard to anything concerning their children), and the signature of the parent/guardian.

ANNOUNCEMENTS

Announcements may be made at convenient times during the school day. Important announcements may also be displayed electronically on the TV monitors in the hallway, office, and cafeteria. Organizational announcements will not be made without the advisor's signature. Other announcements will be made at the discretion of the administration.

BULLYING

Tri-Valley Local Schools takes a strong stance against bullying/harassment of all forms. An anonymous reporting system has been developed and a link is available on the district and building websites. Reports will be investigated and, if found valid, proper steps will be taken in accordance with the student code of conduct. False reports may also result in disciplinary action. A link is also available on the district website that defines bullying.

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

CAFETERIA/LUNCH PROCEDURES

All students are required to eat in the cafeteria during their assigned lunch periods and are not permitted to leave school grounds over the lunch period. Student lunches need to be purchased or brought in sack lunch form.

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.

Courtesy and good manners should be evident at all times. Students are to go quietly to and from the cafeteria. Students are expected to conduct themselves in an appropriate manner during lunch. See the rules and regulations posted in the cafeteria.

CONCUSSIONS

Concussions are a serious issue for a student if they are to suffer from one. There are many things to be taken into consideration for a student's return to school, class, and physical activity. If a student experiences a concussion at any time during the school year, either in school or out of school, parents should notify the school nurse so that protocol can be followed for the student to return to class and any physical activity in a safe and successful manner.

CONDUCT AT SCHOOL EXTRACURRICULAR ACTIVITIES

The following guidelines will be followed concerning behavior at all extracurricular activities:

- Students will not throw any materials onto the field of play.
- Obscene cheers or inappropriate language are not permitted.
- Cheers will not be allowed to treat our opponents in a negative manner. Students are asked to cheer for our team and not against the other team.
- Demonstrating racial, religious, or national origin bigotry or otherwise harassing others will not be tolerated.
- Students will not be allowed to wear clothing or have materials in their possession that reflect in a negative way on our opponents.
- Other degrading, disgraceful acts, or behaviors that represent the Tri-Valley Local School District in a negative manner will not be allowed.

Any violation of this section at school activities will result in the student being subject to disciplinary action, including but not limited to:

- Immediate removal from the extracurricular activity.
- Denial of the privilege to attend any of the activities where the behavior occurred.
- Denial of the privilege to attend any extracurricular activity.
- Assignment of points based on our Student Discipline Point System.

USE OF TOBACCO ON SCHOOL PREMISES

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second-hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of

electronic, “vapor,” or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance.

The term “tobacco” includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to “JUULs”), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board does not condone smoking and/or the use of tobacco, the Board prohibits the use of tobacco or tobacco substitute products at all times (twenty-four (24) hours a day, seven (7) days a week) within any enclosed facility owned or leased or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds, athletic facilities, and any school-related event.

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.

The Superintendent shall require the posting of signs as required by R.C. 3794.06 and as specified by the Ohio Department of Health.

The Superintendent shall require the posting of signs as required by R.C. 3794.06 and as specified by the Ohio Department of Health.

ELECTRONIC DEVICES/CELLULAR PHONES/WATCHES

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 is limited during school hours and at school-related events. This policy aligns with Board Policy.

What are Personal Communication Devices (PCDs)?

For the purpose of this policy, PCDs include:

- Smartphones (e.g., iPhones, Android devices)
- Smartwatches
- Bluetooth enabled headphones/earbuds
- Other web-enabled devices
- Audio and/ or Video Recording Devices. I.e.: Eyeglasses or devices: that record or transmit video/audio data

Guidelines for PCD Use:

1. During School Hours: All PCDs must be turned off and kept out of sight in a book bag in a locker during posted school hours to prevent disruptions.
2. 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 sight.
3. Prohibited Areas: PCD use is never permitted in locker rooms or restrooms.
4. 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.
5. 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. Accumulation of points.

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

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

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.

ELECTRONIC SURVEILLANCE

For student safety and welfare, video surveillance cameras are placed throughout the building and school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action.

Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

Security cameras have been installed on school buses and in and around the high school building and grounds. Anyone riding the buses or on the premises is hereby advised that they may be included in an audio/visual recording subject to review by the administration. In accordance with FERPA guidelines, such surveillance records are available only to the administration and are not made available to the public.

COMPUTER TECHNOLOGY AND NETWORKS

Student access to and use of District computers, electronic communications systems, and Internet resources are governed by Board Policy 6.48.

Any student who commits a violation of Board Policy 6.48 or otherwise misuses the District's computer network or Internet access may have his or her access privileges revoked and may be subject to school disciplinary action and/or appropriate legal action.

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, network, and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have no privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study, and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and

students to electronic information resources that have not been screened by educators for use by students of various ages.

The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The District further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. Nevertheless, parents and guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes.

In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner.

Students are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply.

Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability.

Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.

Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy, is prohibited.
- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited. () This provision shall not limit the use of the Network by students for the purpose of communicating with elected representatives or expressing views on political issues.
- G. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal Websites or social media accounts, and defamatory online personal polling Websites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others." For further information on cyberbullying, visit www.stopbullying.gov/cyberbullying/what-is-it

Cyberbullying includes, but is not limited to, the following:

1. Posting slurs or rumors or other disparaging remarks about a student or school staff member on a website or weblog;
2. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. Using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as YouTube;
4. Posting misleading or fake photographs of students or school staff members on websites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

- H. Students are expected to abide by the following generally-accepted rules of network etiquette:
1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive, or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
 2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending the person messages, the student must stop.
 4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
 5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial websites.
 6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 7. Never agree to get together with someone you “meet” online without parent approval and participation.
 8. Check e-mail frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
 9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
- I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District’s Technology Protection Measures. Students must immediately notify the teacher, principal, or Technology Director if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
- J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software,

information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.

- K. Downloading of information onto the Board's hard drives that is not directly related to a school-sponsored educational activity or classroom assignment is prohibited, without prior approval from the Technology Director. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- L. Students must secure prior approval from a teacher or the Building Principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
- M. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or principal.
- N. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files, and/or messages residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.
- P. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
- Q. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- R. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the Technology Director. Each student is permitted reasonable space to store e-mail, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class- or instruction related

activities have priority over other users. Students not using the Network for class-related activities may be “bumped” by any student requiring access for class- or instruction-related purposes. The following hierarchy will prevail in governing access to the Network:

1. Class work, assigned and supervised by a staff member.
 2. Class work, specifically assigned but independently conducted.
 3. Personal correspondence (checking, composing, and sending email).
 4. Training (use of such programs as keyboarding tutors, etc.)
 5. Personal discovery (“surfing the Internet”).
 6. Other uses – access to resources for “other uses” may be further limited during the school day at the discretion of the principal or Technology Director.
- S. Game playing is not permitted at any time except when authorized for instructional purposes.

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

All students are required to submit a completed and signed (by parent/guardian) E.M.A. form online through the Registration Gateway. 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.

EMERGENCY PROCEDURES EVACUATION FIRE AND TORNADO

Procedures for all emergencies are posted in each room. Students are to follow the directions of their instructors and move to the designated place as quickly and quietly as possible. Each room has an emergency procedures binder with all necessary information located in the black basket near the entrance and exit of the room. Please refer to this resource in the event of an emergency.

For more information, see Board Policy 6.38.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District’s Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan is available for inspection at the Board offices upon request.

ENVIRONMENTAL SENSORS

Environmental sensors have been added to bathrooms and locker rooms. Consistent with Board Policy and law, school authorities may search the person or property, including vehicles of a student, with or without the student’s consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. Any student caught with any type of 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 will be subject to disciplinary action as outlined/explained in the Student Code of Conduct.

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(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

“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.

FEE SCHEDULE

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Tri-Valley Local School District charges specific fees for the following activities and materials used in the course of instruction:

Please realize there may be a carryover from previous years that still needs to be paid. Students who have outstanding fees may be placed on the social probation list and have grades and credits withheld per Ohio Revised Code 3313.642. This may result in a student not being able to participate in graduation.

Certain classes have school fees that will automatically be added to student fees, please refer to the Course Description Guide.

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.

Fees may be waived in situations where there is financial hardship.
Students can avoid late fines by promptly returning borrowed materials.

STUDENT FUNDRAISING

In addition to the requirements established in Board Policy 6.39, the following general rules apply to all fundraisers:

1. Students involved in the fundraiser must not interfere with instructional time or co-/extracurricular activities.
2. Students may not participate in a fundraising activity for a group in which they are not members without the approval of the students' counselor.
3. Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
4. Students may not participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

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.

STUDENT SERVICES

A School counselor and student advocate are available to assist and advise each student about personal problems, academic problems, career choices, course selections, college choices, scholarship applications, test score interpretation, setting goals, teacher/student relationships, and any special situations that may be important to a student. Parents may make an appointment for conferences with teachers, counselors, or principals by telephoning the school.

HALLS AND AFTER SCHOOL HOURS

All students are to leave the building and school grounds immediately when school is dismissed. Students may remain in the building after hours if involved in a supervised activity with a teacher, coach or advisor. Students who have early dismissal for any reason are not permitted to return to school during the academic day unless they sign back in to school in the main office.

HOMEBOUND INSTRUCTION PROGRAM

- A. Children who, because of illness or temporary disability, will be unable to attend school for 19 days or less should notify the building principal so that provisions for keeping abreast of classroom activities can be made. Assignments and make-up activities shall be provided on a periodic basis so that re-entry will be routine.
- B. Children who, because of an illness or temporary disability, will be unable to attend school or their special education program, even with transportation, are eligible for home instruction. For more information, see Board Policy 7.11.

HOME EDUCATION

A “home education” student is a child, between six and eighteen years of age, that is receiving an education directed by the child’s parent. This policy does not apply to students defined as “home instruction” students pursuant to O.R.C. §3323.12, which are children with a disability who are unable to attend school, even with the help of special transportation. Such children are already enrolled in school, but are being taught at home. For more information regarding home education see Board Policy 7.12.

HOMELESS/UNACCOMPANIED YOUTH STUDENT NOTICE

The liaison for homeless children and youth is the Superintendent/designee. The liaison is responsible for ensuring that:

- a. Homeless children are identified by District personnel through outreach and coordination activities with other agencies;
- b. Homeless children are enrolled in and have a full and equal opportunity to succeed in District schools;
- c. Homeless children and their families have access to and receive educational services for which they are eligible and referrals for other appropriate services including health care, dental, mental health, and substance abuse services, housing services, and other appropriate services;
- d. Parents or guardians of homeless children are informed of the educational and related opportunities available to their children and a meaningful opportunity to participate in the education of their children;
- e. The liaison provides assistance to an unaccompanied youth with placement or enrollment decisions, considers their views, and notifies the unaccompanied youth of the right to appeal such decisions;
- f. Public notice of the educational rights of homeless children is disseminated in locations frequented by parents or guardians of such children, including areas where such children receive services, such as schools, family shelters, soup kitchens, and public libraries, in a manner and form understandable to the parents and guardians of such children;
- g. Parents or guardians of homeless children are fully informed of and assisted with accessing transportation services available to the child, including transportation to the child’s school of origin;
- h. Disputes over enrollment decisions are resolved as quickly as possible after receiving notice of the dispute;
- i. District personnel providing services pursuant to this Board policy receive professional development and other support; and
- j. Ensure that homeless children and youths are informed of their status as independent students under the Higher Education Act and that they may obtain assistance from the District to receive verification for the FAFSA.

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.

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.

Any questions about immunizations or exemptions should be directed to Marsha Harris, District Nurse: mharris@tvschools.org

COMMUNICABLE ILLNESS GUIDELINES

Communicable Illness Guidelines

The Board of Education recognizes that staff/students incur some risk of infection and illness each time they are exposed to blood or other potentially infectious materials. While the risk to staff/students of exposure to body fluids due to casual contact with individuals in the school environment is very low, the Board regards any such risk as serious.

The Board directs adherence to universally recognized precautions. Universally recognized precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, HBV, and/or other bloodborne pathogens.

For further information see Board Policy 9.17.

STUDENTS WITH DISABILITIES

It is the intent of the Board of Education to comply with the nondiscrimination provisions of federal laws and regulations with regard to disability. Neither the Board nor its employees shall discriminate against any student or individual entitled to participate in the educational programs or activities of the District, or in the employment of District personnel.

LIBRARY MEDIA CENTER

The high school library media center is open Monday through Friday during school hours. Students may visit the media center during their study hall or on a ten-minute pass from their teacher. Students may check out two books for three weeks. Each student is responsible for the library media center materials he/she borrows. Students are expected to return materials on or before the due date. If an item is lost or damaged, the student is expected to pay for the item. Students having overdue materials will not be permitted to borrow new materials and be placed on the social probation list.

The library media center is an extension of the classroom and should be a quiet, though not silent, area to work and study. Loud or disruptive behavior or having nothing to do will result in students being sent back to class. Students are expected to be respectful of library staff, fellow students, and library materials and furnishings. Students are expected to come to the library with work to do. Students with work to do will be given privilege to the media center first. Students may work on class assignments, do work on the computers, or read. Eating and drinking are not allowed in the library media center. Computers are available in the library for student use with Internet access. Computer usage is limited to school assignments only (no games, personal emails, chat rooms, etc.).

LOCKERS

Students will receive locker assignments on their schedule at the beginning of school. Student lockers, desks, cabinets, and similar property are the property of the Tri-Valley Board of Education. These are provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning. Students are prohibited from vandalizing school lockers. Students are not permitted to write, hang stickers on or in, hit, kick, punch, or improperly use the lockers in any way. The school is not responsible for lost or stolen personal property that has not been properly secured, and the administrators will not investigate such occurrences.

Locker Reminders:

- Students are not to be at their lockers during lunch.
- Students are not to share their lockers.
- Students are required to keep their lockers locked in both the hallways and locker room.

LOST AND FOUND

Students who have lost any personal property should check the lost and found located in the main office. Students who find lost items are to turn them in to the main office.

MEDICATION

Any dispensation of medication during the school day will be done in accordance with Board Policy 6.34. Students will not be permitted to leave school grounds to get medication without authorization from the administration and parent/guardian. Students are not permitted to possess or carry medications except as expressly permitted by Ohio law and Board policy, including inhalers, epinephrine autoinjectors, seizure medication, and other medications which are authorized.

Non-prescription medication

In the case of over the counter drugs, the same procedures as outlined in the above policy are to be followed with the exception of those procedures referring to the prescriber's permission and procedures. In the case of over the counter drugs, the parent is responsible for complying with all procedures in lieu of the prescriber and assumes liability for the above. An over the counter medication form will be completed/signed by the parent/guardian. A parent/designee may also bring medicine to personally administer to the student.

Prescription medication

A written request must be obtained from the physician and the parent/guardian each school year before any prescription medication may be administered by school personnel. The request must include instructions as to name of medication, dosage, time-procedure for administration/storage and possible side effects. All prescription medication must be received in the original container in which it was dispensed by the doctor or pharmacist. Pharmacists can make a duplicate bottle for the school. The parent/guardian is required to bring all medication to school. Whenever possible, the medication and the signed permission form should be brought to the school together. However, forms can be faxed from home or the doctor's office to the school. Liquid medication is discouraged but may be given per physician's orders. A student may self-administer his or her own medication via such devices as an epi-pen; inhaler etc. as permitted by law, if a request for the student to do so is completed by a physician and a parent/guardian in advance and is on file at the school.

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).

PERMISSION TO ATTEND SCHOOL SPONSORED SOCIAL EVENTS

Tri-Valley High School social events are intended for Tri-Valley students. The administration understands that, in some cases, students want to bring guests who may not be students of Tri-Valley High School. “Permission to Attend School Sponsored Social Events Form” must be completed, including a photo of the guest. The form must be turned in two weeks prior to the scheduled event. These forms are available in the main office. Guests must be enrolled in grades 9-12 or a graduate one year removed from high school. Guests are reminded that they must follow all rules in the Tri-Valley Student Code of Conduct.

PREPARATION FOR THE CAREER CENTER

The career centers (Mid-East Career & Technology Centers, Zanesville & Buffalo) and Coshocton County Career Center (CCCC) provide a student with in-depth training in over 25 technologies. Normally, students will apply for admission in their sophomore year, and if selected, may enter a two-year career tech program at the beginning of their junior year. Both the junior and senior years must be completed to receive a Career Tech certificate. Selection for the career center is competitive and is based on grades, courses taken, attendance record, and faculty recommendations.

Transportation to and from the Mid-East Career Center (Zanesville) is provided from pick-up points throughout the Tri-Valley school district, or students may provide their own transportation. Students attending the Coshocton Center must provide their own transportation.

Students attending the career centers remain as members of the Tri-Valley student body and, as such, they may continue to take part in all Tri-Valley extra-curricular activities. Upon completing a two-year course of study at a career center, students will graduate from Tri-Valley High School and will receive a Tri-Valley High School diploma in addition to their Career Tech certificate.

Recommended Career Center Curriculum	
<u>9th Grade</u>	<u>10th Grade</u>
English	English
Mathematics	Mathematics
Science	Science
Social Studies	Social Studies
Physical Education	Physical Education
Health	Electives
Electives	Financial Literacy

Recommended Career Center Curriculum cont.	
<u>11th Grade</u>	<u>12th Grade</u>
English	English
Mathematics	Mathematics
Career Tech Program	Career Tech Program
Science	Social Studies (Government 11 th or 12 th)
Assigned Electives	Assigned Electives
Social Studies (Government 11 th or 12 th)	

PICTURES

School pictures will be taken in early fall. All pictures must be in compliance with the school dress code to be used in the yearbook. Every student in grades 9-12 is required to have their picture taken, even if they aren't purchasing a packet. This picture is needed for the student's cumulative file and student I.D. badge. Any student who willingly has their picture taken in place of another student will be subject to school discipline at the discretion of school administration.

POSITIVE BEHAVIOR INTERVENTION SUPPORTS (PBIS)

The Board requires the implementation of an evidence-based, school-wide system or framework of non-aversive Positive Behavior Intervention and Supports ("PBIS") by its employees to address inappropriate behavior by District students. As part of this framework, the District's educational environments shall be structured to greatly reduce, and in most cases eliminate, the need to use the techniques of restraint or seclusion on District students. The PBIS prevention-oriented framework applies to all students, all staff, and in all settings. For more information, please see Board Policy 6.46.

POSTERS - BULLETIN BOARDS

All posters and signs used in the building must be approved by the Principal or Assistant Principal and placed only in designated areas. NO POSTERS OR SIGNS MAY BE PLACED ON THE WALLS WITHOUT PRIOR APPROVAL. During campaign weeks preceding class elections, permission will be granted for posters to be placed in certain restricted areas of the building.

PROTECTION OF INDIVIDUAL BELIEFS

The Board shall not solicit or require current or prospective students who seek enrollment in the District to affirmatively ascribe to specific beliefs, affiliations, ideals, or principles concerning political movement or ideology, nor will the District use any statements of commitment to specific beliefs, affiliations, ideals, or principles concerning political movements or ideology to evaluate the student's academic performance. (See Board Policy)

RESTROOMS, LOCKER ROOMS, SHOWER ROOMS, AND CHANGING ROOMS

Restrooms, locker rooms, shower rooms, and changing rooms are for the exclusive use of the male or female biological sex based upon the birth certificate of each student in a school building or facility used by the school for a school-sponsored activity.

SCHEDULE CHANGES

After the school year starts, students may drop or add subjects only when a valid and sufficient reason exists. All schedule changes must be completed through the counselor's website using the "Schedule Change Request Google Form." All changes must be approved by the students' parents or guardians. Students must remain in their current schedule until notified by the counseling office. Students may drop a semester or full year course during the first 5 school days of each semester. Subjects dropped after that time will be recorded as failing with no credit received. A subject may be added/changed only during the first 5 days of the semester in which it begins. Please remember students must maintain 5, full credit or half credit courses to be eligible to participate in extracurricular activities and to be considered a full-time student. (Physical Education courses do not count for these purposes.)

SCHOOL CLOSING INFORMATION

School closings and delays will be communicated utilizing the automated phone messaging system, The Education Connection and One Call Now. To receive these messages and any others, please be sure your contact information is current.

*Please check the TVHS website or sign up for One Call Now messaging updates & immediate information on closings and delays:

<https://www.mycallnow.com/?G=0iTcfCyAOobaA5YuqaNMXw%3d%3d>

SCHOOL COMMUNICATION

Parents are reminded that school officials will use a telephone school communication system to communicate important information to parents and guardians of our students. It is important that any change in telephone numbers be reported to the office, so all announcements from the school can be communicated effectively.

SCHOOL NURSE

Information concerning Communicable Disease Notices and Immunizations can be found at the District's School Nurses website at <https://www.tvschools.org/district-quick-links/school-nurse>. You can contact the School Nurse, Marsha Harris at mharris@tvschools.org or call (740)754-2921.

SCHOOL PUBLICATIONS

Publications such as the student newspaper, yearbook, school programs, and video productions that are connected to the overall school program are subject to editorial control by the school administration.

SELECTIVE SERVICE NOTICE

Under federal law, all young men must register with the selective service within 30 days of their 18th birthday. The fastest way to register is on-line at www.sss.gov. For those men who do not register, there are several consequences. For example; your driver's license may be revoked upon renewal, you will not be eligible for college loans, you may not be eligible for federal grants either, and you will no longer be eligible to apply for any state or federal jobs.

SOCIAL PROBATION LIST

The Social Probation List is a list of students who are not permitted to attend dances, field trips, athletic events, or any other extracurricular events at the administrator's discretion. As a reminder, participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy.

Students are placed on the Social Probation list because they were assigned Out of School Suspension or have reached the excessively absent threshold of House Bill 410: *non-medical excused absences and unexcused absences in excess of thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, that student is considered "excessively absent" from school.*

Students may be placed on Social Probation for a minimum of one day up to the rest of the academic school year.

Students may earn these privileges back and be removed from "Social Probation List" per administrative discretion. This may take place at the start of each nine weeks grading period except for students with 65 or more nonmedical hours in a school year or those who have been suspended in the current school year.

STUDENT LUNCH/BREAKFAST

The Food Service Department is responsible for providing nutritious, flavorful meals to all Tri-Valley students. For information regarding lunch/breakfast pricing, reduced prices, and all other information regarding the Food Services Department please contact:

Contact Craig Strohacker or Todd Stoffer
36 E. Muskingum Ave., Dresden, Ohio 43821
Telephone: (740) 754-1442
E-mail: cstrohacker@tvschools.org, tstoffer@tvschools.org

TELEPHONE USE

Students may use the office phone at the discretion of the administration. If your student is sick/injured or another emergency arises in which the faculty, secretaries or administration deems it necessary to contact the parent, the student should report to the office for permission to use the phone.

USE OF ELECTRONIC COMMUNICATION DEVICES

Electronic communication devices (“ECDs”) means any device that is powered by batteries or electricity and that is capable of receiving or transmitting communications from or to another ECD or person. An ECD includes, but is not limited to a cellular telephone. A student has no expectation of privacy in the use of an ECD on District property.

Student cellular telephone use shall be as limited as possible during school hours. Students are prohibited from using ECDs during school hours, whether occurring on or off of Board property, unless otherwise authorized by the student’s teacher or an administrator for purposes of student learning or to monitor or address a health concern, or unless a student’s individualized education plan or 504 plan permit such use.

Use of ECDs must comply with state and federal law, Board Policy, and the Student Code of Conduct.

No student shall use an ECD to record images, video or audio of another student or staff member without the express permission of the person being recorded. ECDs shall not be used to record images, video, or audio at any time or place on District property where a reasonable expectation of privacy exists, such as in locker rooms, bathrooms, shower facilities, or any other place where persons may be found in a state of undress.

Students are prohibited from using ECDs to facilitate academic dishonesty by way of recording and/or transmitting test materials or information.

Violations of this policy will result in the ECD being confiscated. A confiscated ECD will only be returned to the student’s parent or guardian at the end of the school day. A student who violates this policy may also be subject to discipline, including suspension and/or expulsion, and/or may have the privilege of using an ECD suspended or revoked.

If, in the judgment of the student’s building administrator, a violation of this policy potentially constitutes an illegal act, the ECD may be provided to law enforcement.

As with any other item of personal property, students are solely responsible for the safety and security of their own ECDs.

The District’s teachers and administrators shall evaluate classroom settings and take actions deemed necessary to reduce cellular telephone-related distractions.

USE OF ELECTRONIC DEVICES DURING STATE TESTING

Although accessing an electronic device during testing can be grounds for an invalidation, if cheating can be ruled out, the district may elect not to invalidate the test and the student can continue testing. If a student was observed using a cell phone or other Wi-Fi enabled device during or after the test session, it is important to determine if any test question, passage or prompt was photographed, texted, shared with anyone at any time or in any way compromised. In extreme cases where test questions, passages or prompts were posted on any social medium, the district must immediately contact the Office of Assessment. These are test security violations. The

student's test opportunity is over and the test must be invalidated. The breach form is not allowed in these cases. Students who use an electronic device for medical purposes (for example, glucose monitoring or hearing aid) may have access to the device during testing. The device should only support the student for medical reasons and the test administrator must closely monitor the use of the device to maintain test security during testing. Please be aware that any electronic device in a testing room, even after a student has completed testing, has the potential to be a test security violation.

USE OF SOCIAL MEDIA - STATE TESTING

Sharing an image of a test item or a description in words on any social media is a test security violation and identified as cheating. All students deserve a fair testing experience. Sharing images of test items via Twitter, Instagram, Snapchat, Facebook or other social media sites – or posting a description of or basic information about test items – results in an unfair test environment by providing some students and teachers with advanced information about test questions. This creates an uneven playing field and gives some students an advantage over others and impairs the ability of schools to get valuable information about how their students are performing. Also, when test items are compromised, they must be replaced at the expense of Ohio taxpayers. When the Office of Assessment becomes aware of a test item that has been posted to social media sites or elsewhere on the internet, it treats it as a test security violation. When the source is identified, the Ohio Department of Education and Workforce works with the district to request the student or individual who posted the item to remove it immediately. Twitter, Facebook and other social media sites all have processes for requesting the removal of copyrighted material which are applied when necessary. Social media and other web pages often include information that indicates the name and location of the person who posted the live test item. The test for the student who posted the secure material must be invalidated and no breach form will be allowed. The district will be asked to conduct an investigation to determine if the test administrator was actively monitoring the testing session.

VALUABLES

Students are encouraged not to bring more money than is needed to school or other valuable possessions that tempt students to steal. It is the responsibility of the student to take care of their own valuables. The school cannot assume responsibility for any valuables or money brought to school.

VISITORS

Visitors, particularly parents, are welcome at the School. All visitors shall comply with the rules set forth in Board Policy 9.02.

WITHDRAWAL FROM SCHOOL

No student shall be permitted to withdraw from school except for the following reasons:

- A. Graduation from high school.
- B. Attainment of age eighteen (18).
- C. Attainment of age sixteen (16) with an age and school certificate issued under current state and school board regulations.

- D. Transfer to another appropriate educational placement.
- E. Change of residence of the parent(s) as defined by O.R.C. §3313.64 from an attendance area or the District.

Upon withdrawal from school, student records shall be completed and closed. The reason for withdrawal shall be indicated, and the new address, if known, shall be entered.

When withdrawing from school, students shall turn in textbooks and any other property belonging to the Board of Education, pay all fees or other money due, and provide information relative to the receiving school. Upon receipt of a signed parent release, appropriate records will be sent to the receiving school by the building principal.

All student records shall be processed in accordance with Board policy.

In special or unusual circumstances, the Superintendent will specify the actions to be taken.

Whenever a student wishes to withdraw, effort should be made to determine the underlying reason for such action. No student under the age of eighteen (18) will be permitted to withdraw without the written consent of a parent and in compliance with state law.

WORK PERMITS

Work permits may be obtained at the high school main office during lunches and after school. Anyone between the ages of 14 and 18 is eligible. After a student turns 18, a work permit is no longer required by law.

SECTION D: TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL - Contact Rod Ashcraft for answers to the questions below.

The School provides transportation for all students who live farther than 1.5 miles from school. The transportation schedule and routes are available by contacting the Transportation Department at 740-454-3721 ext. 1250 or on the school's website: <https://www.tvschools.org/about-us/administration/transportation-department>

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

The Principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the Principal stating the reason for the request and the duration of the requested change.

BUS CONDUCT

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. In addition to the expectations set forth in this handbook, students are also subject to Board Policy 6.41 – Student Conduct on School Buses, as adopted by the Board. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety. Students must comply with the following basic safety rules:

1. Students shall arrive at the bus stop before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and away from the bus stops.
3. Behavior at the school bus stop must not threaten life, limb, or property of an individual.
4. Students must go directly to an available or assigned seat so the bus may safely resume motion.
5. Students must remain seated keeping aisles and exits clear.
6. Students must observe classroom conduct, or the bus conduct established by administrators and transportation personnel, and obey the driver promptly and respectfully.
7. Students must not use profane language.
8. Students must refrain from eating and drinking on the bus except as required for medical reasons or as permitted for non-routine trips during which the students on the bus shall be supervised by a chaperone(s) as described in O.A.C. §3301-83-16, a school administrator, or school personnel.
9. Students must not use nicotine products on the bus.
10. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
11. Students must not throw or pass objects on, from, or into the bus.
12. Students may carry on the bus only objects that can be held in their laps. Any objects that cannot be held must comply with the “Guidelines for Use and Storage of Equipment,” set forth in this policy.
13. Students must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
14. Students must not put their head or arms out of the bus windows.

It is the parents’ responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time. The driver will not discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from school officials.

In view of the fact that a bus is an extension of the classroom, the Board of Education requires children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

In cases when a child does not conduct himself properly on a bus, such instances are to be brought to the attention of the Superintendent or designee by the bus driver.

Children who become a disciplinary problem on the school bus may have their riding privileges suspended by the principal. Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or

designee will provide a student with notice of an intended suspension and an opportunity to appear before the designee. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

Bus Rider Rules

Drivers are held responsible for the orderly conduct of the students. Listed below are the rules and regulations which students must follow while in transit to and from school. Any violation of these established rules or the rules set forth in the Code of Student Conduct will result in disciplinary action by school authorities.

- A. Students must board and depart buses at assigned stop.
- B. While at bus stops students:
 - 1. Must avoid walking or playing on lawns or abusing other peoples' property.
 - 2. Must not fight or push.
 - 3. Must not throw any objects at cars or buses.
 - 4. Must not walk or play in the street.
 - 5. Students are expected to be at their bus stops five minutes prior to the arrival of the bus, unless an emergency or extenuating circumstances prevail. Bus drivers will not delay their routes for tardy students.
- C. Students must sit in assigned seats upon boarding the bus.
- D. Students must remain seated while the bus is in motion.
- E. No food or drink will be consumed while a passenger on the bus.
- F. Smoking or using any flammable material will result in suspension from the bus.
- G. Loud or profane language will not be permitted.
- H. Fighting policy: Fighting will not be tolerated on the bus and may result in immediate suspension. Discipline to be determined by the principal of the school.
- I. Destruction of seats or any other bus parts will be grounds for suspension and action may be taken against the parents.
- J. Students will not be discourteous to the driver.
- K. Hitting or pushing students on the bus will not be tolerated and will constitute fighting.
- L. Students will board bus immediately after dismissal bell.
- M. Students will ride only assigned buses unless they have written permission from the parent and approved by the principal.

- N. No high school students are permitted to ride the elementary or middle school bus.
- O. No glass objects are permitted on the bus.
- P. No live animals are permitted on the bus.
- Q. No drugs, firearms, dangerous ordnance, or anything that might be considered a weapon is permitted on the bus and will be just cause for immediate suspension from the bus and possible criminal action.
- R. At All Times
 - 1. The above regulations would apply to any trip under school sponsorship. School rules and regulations are to be followed at all times.
 - 2. Students shall respect the wishes of chaperones appointed by the school officials.
 - 3. Help look after the safety and comfort of small children.
 - 4. Any action that endangers the safety and welfare of any person is forbidden.
 - 5. This policy shall be posted in a central location in each building of the District and made available to students upon request.

VIDEO RECORDINGS ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and the student's actions are recorded, the recording will be submitted to the Principal and may be used as evidence of misbehavior.

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

SELF-TRANSPORTATION TO SCHOOL

Driving to school is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the School.

The following rules shall apply:

- 1. Students under age eighteen (18) must have written parent permission prior to driving to school.
- 2. Students and their parents shall complete the Student Parking Form – Application to Drive Vehicles on School Property and provide evidence of:
- 3. driver's license;
- 4. insurance certificate; and
- 5. vehicle registration
- 6. Students are required to obey the parking lot speed limit of 10 mph.

7. The student must obtain a permit from the high school office and pay a fee of \$2 for the entire school year
8. If a student's parking permit is suspended, no fees will be refunded.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for a student.

1. When the School provides transportation, students shall not drive to school-sponsored activities.
2. An approved student driver may not transport other students to a school sponsored activity.
3. All vehicles entering school property are subject to search and inspection.

USE OF MOTORIZED UTILITY VEHICLES

Because of the clear and present danger of accidents, the Board of Education prohibits the use of motorized utility vehicles by students on school grounds or for school activity purposes.

SECTION E: STUDENT ACTIVITIES/MISC.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within one (1) school day of its receipt. The School has a central bulletin board located in the office that may be used for posting notices after receiving permission from the Principal.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive teacher permission before using any classroom equipment, materials, or supplies. Students must seek permission from the Principal prior to using any other District equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use and/or possession. For additional information regarding the use of District facilities, including requests for use by outside organizations and community groups, see Board Policy 9.38.

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Tri-Valley Local Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter.

The Board authorizes various student groups sponsored by staff members that enhance learning through curricular connections. These groups encompass a range of academic, artistic, and career-focused areas. In addition, the school offers a variety of extracurricular activities that are separate from the curriculum, providing opportunities for students to engage in recreational sports, drama, and other enriching pursuits.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy. Students who violate rules and/or are removed from an extracurricular activity may be denied admittance to future events at the discretion of school administration.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

In addition to extracurricular activities it sponsors, the Board may, from time to time, choose to permit certain activities which are not part of the regular extracurricular program of the District but which can benefit those students who wish to participate.

Although permitting an activity, the Board:

- A. Will not assume any responsibility for its planning, conduct, or evaluation;
- B. Will not provide any funds or other resources.

The Board may make facilities available in accordance with its policy governing the use of school facilities.

No organization may use the name of the District or any other name which would associate the activity with the District without the consent of the Board. Requests for such consent must be submitted to the Superintendent and receive his/her recommendation prior to consideration by the Board.

ATHLETICS

Tri-Valley Local School District provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board, Board Policy 7.19, and by the Ohio High School Athletic Association (OHSAA), as applicable. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy. For a list of school sponsored athletics please contact the Athletic Director.

For additional information regarding eligibility requirements and participation in interscholastic athletics, see Board Policy 7.19.

ACADEMIC ELIGIBILITY

In order to participate in any extra-curricular activity, an eligible community or vocational school student must be of the appropriate age and grade level, as determined by the Superintendent. The student will also be subject to the same eligibility requirements (i.e., academic and nonacademic eligibility standards and financial requirements) applied to all other participants. No eligible community or vocational school student will be charged any fees in excess of those fees charged to other students for participation in the same extra-curricular activity. Further, the District will not impose any additional rules upon a student participating under this policy, if those rules do not apply to other students participating in the same extracurricular activity. No student will be denied the opportunity to participate in interscholastic athletics offered by a school in the District because the student has or is participating in a college credit plus program as long as the student fulfills all academic, non-academic and financial requirements.

The Board of Education recognizes the value to the students of the District and to the community of a program of interscholastic athletics for students as an integral part of the total school experience. The program should foster the growth of school loyalty within the student body as a whole and stimulate community interest in athletics.

The game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.

The program of interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the School District alone. It should also offer an opportunity for career and educational development.

For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive sport contests, games, events, or sport exhibitions involving individual students or teams of students of this District with those of another district. The Board shall approve annually a program of interscholastic athletics.

The Board shall determine the standards of eligibility to be met by all students participating in the interscholastic program. Such standards shall require that each student be in good physical condition, be free of injury, and have fully recovered from illness before participating in any interscholastic athletic event. No student may practice or compete in interscholastic athletics until the student submits a form signed by the student's parent or guardian, or by a person having care or charge of the student, affirming that each has received a concussion and head injury information sheet as prepared by the Ohio Department of Health. In addition to the eligibility requirements established by the Ohio High School Athletic Association, to be eligible for any interscholastic extracurricular activity, a student must have maintained at least a 1.0 grade-point average for the grading period previous to the one in which the student wishes to participate. Tri-Valley Local School District also mandates that students NOT fail more than 1 course. If a student-athlete fails more than 1 course, they will be considered academically ineligible.

Students educated at home or enrolled in a nonpublic school who are permitted to participate on a District interscholastic team must fulfill the same academic, nonacademic, and financial requirements as any other participant.

Restoration of an “Incomplete” Grade

If a student’s failure to meet the academic eligibility requirements is due to an “incomplete” grade given in one (1) or more courses which the student was taking during the grading period in question, the student may have their eligibility restored once the “incomplete” has been changed to a passing letter grade provided:

- the failure to complete the required coursework during the grading period was due to calamity day(s), family tragedy, or illness or accident as verified by a physician; and
- the “incomplete” was given in accordance with Board of Education grading policies and procedures and is applicable to all students in the school; and
- the previously scheduled work and/or exams is/are completed within the time period provided in Board policy for completing work required to convert an “incomplete” into a letter grade; and there is no evidence that the “incomplete” was given in order to afford the student extended time in order to provide the student tutoring or other educational services simply to avoid a failing grade.

Specific documentation of criteria listed above (Items A-D) must be submitted to the Ohio High School Athletic Association (OHSAA) (See AG 2431) in order to be considered by the Executive Director for such a ruling.

Students identified as disabled under R.C. 3323 and the IDEA are subject to the eligibility standards established by this policy unless specifically exempted by the express terms of their individualized education program (IEP). An IEP can specify the criteria by which a grade will be determined for (a) course(s), given the student’s individualized disability.

Since the primary purpose of the athletic program is to enhance the education of participating students as indicated in this policy, the Board places top priority on maximum student participation and the values of good sportsmanship and fair play.

The Board further adopts those eligibility standards set by the Constitution of the Ohio High School Athletic Association (OHSAA) that are consistent with State and Federal law, and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board.

No student shall be excused from a class or supervised study for an extended period of time to participate in interscholastic athletics

The Superintendent shall annually prepare, approve, and present to the Board for its consideration a program of interscholastic athletics which shall inform the Board of changes in that schedule as they occur

In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches shall not dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes. The Superintendent shall cause to be posted in all locker rooms in buildings that include students in any grade higher than the sixth grade the following:

“Warning: Improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. Possession, sale, or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment.” The Superintendent shall develop appropriate administrative guidelines for the operation of the Athletic Program and a Code of Conduct for those who participate. Such guidelines should provide for the following safeguards:

Prior to enrolling in the sport:

- each participant shall submit to a thorough physical examination by a licensed physical;
- parents shall report any past or current health problems along with a physician’s statement that any such problems have or are being treated and pose no threat to the student’s participation.

Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by the student’s primary care physician, that has determined the conditions under which the student may participate. The District shall assume no liability for any student with a health condition who has been authorized to play by the parents and their physician but not by the District.

Any student who incurs an injury requiring a physician’s care is to have the written approval of a physician prior to the student’s return to participation.

Any student practicing for or competing in an interscholastic event who exhibits signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall be removed from the practice or competition by the student’s coach (and/or the referee serving during the practice or competition).

Any student who has been removed from practice or competition by a coach or referee because the student has exhibited signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall not be permitted to return to any practice or competition for which the coach or referee is responsible until both of the following occur:

The student’s condition is assessed by a physician or other health care provider authorized by the Board, in accordance with requirements set forth in R.C. 3313.539(E)(2), to assess such a student.

The student receives written clearance that it is safe to return to practice or competition from a physician or other health care provider authorized by the Board, in accordance with requirements set forth in R.C. 3313.539(E)(2), to grant such a clearance.

The Superintendent is also to develop guidelines for ensuring that sportsmanship, ethics, and integrity characterize the manner in which the athletic program is conducted and the actions of students who participate. Such guidelines should include:

- criteria for judging these important qualities;
- procedures by which these values will be communicated to students, parents, and supporters; means for monitoring the behavior of each of these groups to ensure their behavior reflects high standards.

The guidelines should also provide a set of behavioral expectations for each type of participant as well as a Sportsmanship Code of Conduct which each type of participant is to follow. The Superintendent is authorized to implement suitable disciplinary procedures against those who violate this Sportsmanship Code.

Students will be further informed that participation in interscholastic sports is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights.

In order to support the High School Athletic Association's program to strengthen sportsmanship, ethics, and integrity, the Board commits itself to:

- adopt policies (upon recommendation of the administration) which reflect the District's educational objectives and promote the ideals of good sportsmanship, ethics, and integrity;
- establish standards for athletic participation which reinforce the concept that athletic activities are a privilege, not a right;
- attend and enjoy school athletic activities, serving as a positive role model and expecting the same from parents, fans, participants, coaches, and other school personnel;
- support and reward participants, coaches, school administrators, and fans who display good sportsmanship;
- recognize the value of school athletic activities as a vital part of education.

No student will be denied the opportunity to participate in interscholastic athletics offered by a school in the District because the student has or is participating in a college credit plus program as long as the student fulfills all academic, non-academic and financial requirements.

No student will be limited from wearing religious apparel while participating in interscholastic or non-interscholastic extra-curricular activities unless such apparel poses a legitimate danger to participants. If such danger is identified, the student will be offered reasonable accommodations available for the participant wearing religious apparel.

STUDENT EMPLOYMENT

It is recommended that students not take jobs outside of school that could interfere with their success in school. If a student elects to maintain a job in addition to going to school, the student must first contact their counselor to discuss any legal requirements and to obtain any required documents.

STUDENT ATTENDANCE AT SCHOOL EVENTS

Students are encouraged to attend as many after-school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct and attendance rules apply to all field trips.

While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.

Students who violate school rules may lose the privilege to go on field trips.

If a student is failing more than 1 class, they will not be permitted to attend field trips.

SECTION F: 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.

ZERO TOLERANCE

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

TITLE IX SEXUAL HARASSMENT

In accordance with Title IX of the Education Amendments Act of 1972, the Board of Education of the Tri-Valley School District does not discriminate on the basis of sex in its education programs or activities that receive federal financial assistance. Education programs and activities include locations, events, or circumstances over which the District exercises substantial control over both the respondent and the context in which the sexual harassment occurs.

Complaints alleging discrimination or harassment on the basis of sex under Title IX, and any resulting investigations, shall be addressed in accordance with Board Policies 9.08 and 9.10. Those policies govern the District's procedures for reporting, investigating, and resolving Title IX complaints.

The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Todd Woodard
Assistant Superintendent
740-754-1442
36 E. Muskingum Ave, Dresden, OH 43821
twoodard@tvschools.org

Amanda Spiker
Nashport Elementary Assistant Principal
740-452-3977
3775 Creamery Road, Nashport, OH 43830
aspiker@tvschools.org

DESCRIPTION OF STUDENT DISCIPLINE CODE POINT SYSTEM

Tri-Valley High School will be using a point system as the basis for its disciplinary action. It is impossible to list or categorize all the various types of disciplinary violations, thus the administration reserves the right to administer discipline as the facts of the case dictate. Administrators may use video surveillance equipment to determine student involvement in possible misconduct. 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 interscholastic competitions, extracurricular 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; and 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 high school level may result in disciplinary action including, but not limited to, parent conferences, detentions, study sessions, in-school restriction, out of school suspension, expulsion, loss of parking permit/driving privileges on campus, loss of privileges including extracurricular and field trips, emergency removal from school, or referral to law enforcement officials. Tri-Valley students who attend any career tech school (Mid-East Z & B) (CCC) also fall under these same guidelines.

DESCRIPTION OF POINT SYSTEM

Violation of school rules will result in the assignment of points. In addition to points, students may receive a form of disciplinary action. When a student reaches:

- 6 points - 1 Hour After-School Detention or 2 Lunch Detentions
- 8 points - 2 Hour After-School Detention
- 10 points - 4 Hour Saturday School
- 15 points - 1-day Alternative Educational Placement (AEP)
- 20 points - 1 day Out of School Suspension or 2 days AEP
- 30 points - 2 days Out of School Suspension or 3 days AEP
- 40 points - 3 days Out of School Suspension
- 50 points - 5 days Out of School Suspension
- 60 points - 10 days Out of School Suspension and administration may make a recommendation to the superintendent to initiate an expulsion hearing.
- 100 points - 10 days Out of School Suspension and administration may make a recommendation to the superintendent to initiate an expulsion hearing.
- 180 points - An accumulation of 180 points or more will result in a recommendation to the Superintendent to initiate an expulsion hearing.
- *NOTE - Recommendation for Expulsion may occur at any time for Major Offense Violations (60+ points).
- *NOTE - Any violations occurring after 5 days of AEP may result in an out-of-school suspension.
- *NOTE - Recommendation for Expulsion may occur at any time for Major Offense Violations (40+ points).
- 20 points will be reduced from the accumulated point total each month that the student does not receive an office referral.

The administration reserves the right to reduce points accumulated by a student once per month or at the request of the student. To receive a reduction of points the student, upon approval, must have a consecutive four (4) week period of NO disciplinary offenses including unexcused absences from school, or more than three (3) tardies to school starting with the first day of the appointment. The administration will determine the amount of reduction.

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 (100 points):

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. Student 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 (60-100 points)

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 (60-100 points):

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 (60-100 points):

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

5. *Disruption of the Educational Process: (20-100 points):

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) (20-60 points):

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 (100 points):

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 (20-60 points):

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: (20-60 points):

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 (20-100 points):

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- Assistant Superintendent
- You can file an anonymous report at www.safeschoolhelpline.com/ or call 844-SaferOH (844-723-3764)

3. *Cyber-Bullying (20-100 points):

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 (20-60 points):

In accordance with Tri-Valley Local School 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 (20-100 points):

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 high 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 (20-100 points):

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 (20-100 points):

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 school keys, tests, test keys, or any other items from the teacher's classroom or the unauthorized use of free or reduced lunch services.

8. **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.
9. **Gang activity: any participation in gang-related activity at school or at School activities: (20-100 points):**

Tri-Valley Local Schools recognize 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 this 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.

10. *Pornography/pornographic paraphernalia of any kind (20-60 points):

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.

11. Extortion (20-60 points):

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

12. Gambling (i.e., playing a game of chance for stakes) (20-60 points):

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.

13. Falsification (20-60 points):

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.

Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

14. *Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) (20-60 points) 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.

15. *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. (20-60 points)

16. *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. (20-60 points)

17. *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. (20-60 points)
18. 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. (20-60 points)
19. Students failing to comply with disciplinary penalties may face enhanced penalties for such action. (20-60 points)
20. 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. (20-60 points)
21. 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. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken.(20-60 points).

Use of electronic communication devices shall be governed by Board Policy 6.44.

22. 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. (20-60 points)

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.

23. 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.
24. 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. (20-60 points)

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 (15-30 points):

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 (20-60 points):

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 events and contests off school property or at another school within the district (20-60 points):

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 (20-60 points):

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 (20-60 points):

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 (20-100 points):

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 (20-60 points):

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 (2-20 points):

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 (2-10 points)

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 a documented tardy.

3. Profanity of any kind (15-50 points):

No student shall use profanity.

4. School dress code (2-15 points):

Any type of dress which is considered to be inappropriate by the administration of Tri-Valley High School or Middle School 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.

Consequences for students who violate the dress code:

- **1st Violation**=Accumulation of Points 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, student will be subject to AEP for the remainder of the school day.
- **2nd Violation**= 1 Hour After-School Detention and change clothing.

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.

[6.24 - Student Dress Code](#)

5. Violations of bus rules and regulations (20-60 points):

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. Violation of driving and parking regulations (20-60 points):

In addition to obeying all pertinent traffic laws, students shall adhere to all items outlined in Tri-Valley High School's Driving and Parking Permit Rules and Regulations. This includes on or near school grounds and while going to or from school. Any violation of the driving and parking regulations may result in disciplinary action.

7. Skipping class/failure to report to class /leaving class without permission/not in the assigned area (20-60 points):

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 (PCDs)**

All PCD violations may result in an accumulation of 2-20 points.

A student may possess a cellular telephone or other electronic communication or recording device(s) in school, on school property, at after school activities and at school-related functions. Cell phones, smart devices, and other electronic communication devices including but not limited to wireless earbuds or headphones, smart watches, Audio /Video recording devices, and other smart devices connected to a cell phone should be turned off and stored in the student's book bag in their locker. Students are prohibited from using ECDs during school hours, whether occurring on or off of Board property, unless otherwise authorized by the student's teacher or an administrator for purposes of student learning or to monitor or address a health concern, or unless a student's individualized education plan or 504 plan permit such use. Use of cell phones, smart devices, and other electronic communication devices during school hours should not disrupt the school day. At any time, a school staff member or administrator can compel a student to stow the device.

When directed by an administrator, coach, or staff member, cell phones and other electronic communication devices shall be turned off and stored out of sight during school activities outside of the school day.

No student shall use an ECD to record images, video or audio of another student or staff member without the express permission of the person being recorded. ECDs shall not be used to record images, video, or audio at any time or place on District property where a reasonable expectation of privacy exists, such as in locker rooms, bathrooms, shower facilities, or any other place where persons may be found in a state of undress.

A student may possess a cellular telephone on a school bus. Student cell phone use is prohibited on school buses unless authorized by the driver, an administrator or a staff member.

A student may possess and use other electronic devices on a school bus unless the device causes a disruption or interferes with the safe operation of the vehicle. When directed by the driver, an

administrator, or staff member, other electronic devices shall be turned off and stored out of sight.

Possession of a cellular telephone or other electronic communication device by a student in school or on a school bus is a privilege which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engage in misuse of this privilege.

Violations of this policy may result in disciplinary action against the student which could include confiscation of the cell phone, smart device, and other electronic communication devices.

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.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

1. Violation of cafeteria rules (2-10 points):

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 (2-10 points)

3. Public display of affection (10-60 points):

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:
 - 1) O.R.C. §2903.01, aggravated murder;
 - 2) O.R.C. §2903.02, murder;
 - 3) O.R.C. §2903.03, voluntary manslaughter;
 - 4) O.R.C. §2903.04, involuntary manslaughter;
 - 5) O.R.C. §2903.11, felonious assault;
 - 6) O.R.C. §2903.12, aggravated assault;
 - 7) O.R.C. §2907.02, rape;
 - 8) O.R.C. §2907.05, gross sexual imposition; or
 - 9) 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.

Interrogations by Law Enforcement Agencies

- 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.

REVISED: 8/13/2026