

**INDIAN VALLEY DIGITAL
ACADEMY
Student Handbook
2026-2027**



TABLE OF CONTENTS	PAGE
Academic Awards HS	13
Administration of Medication	10
Athletic Eligibility	15
Attendance	4
Automobiles	12
Books	27
Cafeteria	27
C.A.R.Y. Project	24
Cellular Telephones & Electronic Communication Devices	29
Chromebook	14
Co-Curricular Activities	28
College Visitation	14
Detention	24
Directory Information	33
District Mission Statement	4
Dress Code	24
Early Dismissal	11
Electronic Devices	30
Emergency Drill Procedures	27
Emergency Medical Authorization	11
Excessive Absences / Loss of Academic Credit	8
Extracurricular Activities and Absences	8
Field Trips	27
Grading Regulations	12
Graduation Ceremony	27
Head Lice Procedures	10
Illness at School	10
INFOHIO	34
IVDA Absences	9
IVDA Statement	4
Lunch	2

TABLE OF CONTENTS	PAGE
Make Up Work / Staying on Schedule	9
Narcotics, Alcoholic Beverages & Drugs	20
Notifying School of Absence (call or note)	8
Ohio Revised Code on Attendance	5
Parent Liability for Damage of Property	27
Permanent Exclusion	22
Plagiarism Policy	14
Report Cards	11
Revocation of Driver's License	10
School Dances	20
School Insurance	25
Sexual Harassment	31
Sportsmanship	28
Student Arrival Time	5
Student Code of Conduct	16
Student Conduct – Buses	26
Student Pictures - Seniors & IVDA	29
Student Records	32
Supplemental Student Enrollment	34
Students Dismissal Time	5
Suicide and Crisis Lifeline	11
Suspension Procedures	22
Telephones	31
Tobacco & Tobacco Products	24
Transcripts	31
Visitors	31
Weapon-Free Area	32
Weather Procedure	32
Work Permits	32
Zero Tolerance Policy	22
Water Bottle Policy	35

APPENDIX

IVDA Enrollment Application	A
Blended Learning Agreement	B
IVDA Course Listing	C
Sample Progress Report Email	D

DISTRICT MISSION STATEMENT

Mission: Working together to personalize a rigorous, standards based learning experience.

Vision: Persistent academic and social problem solvers pursuing the career pathway of their choice.

IVDA STATEMENT

Indian Valley Digital Academy (IVDA) follows a blended attendance model in compliance with Ohio state guidelines. Students in grades 6-12 participate in a combination of online learning and required in-person instructional experiences designed to support academic growth, engagement, accountability, and individualized learning opportunities.

As part of the blended learning model, students are required to participate in scheduled on-site instructional programming for a minimum of 51% of the school year, consistent with district and state attendance expectations. The remaining instructional time is completed through guided online coursework.

51% Attendance Guidelines:

- A minimum of 91 full school days (based on a 180-day school year).
- Approximately 5 days over a two-week period.
- On-site instruction includes 6.5 hours per day, with allowances for excused absences as defined by district policy and documented according to state attendance guidelines.

There are two cases when a student is not required to report on site:

1. A licensed mental health professional or medical provider has provided documentation supporting a long-term exemption or accommodation.
2. A school administrator has determined that temporary or long-term remote participation is necessary due to disciplinary, safety, medical, or other educational circumstances.

ATTENDANCE

Attendance School Hours at IVDA building

8:00 a.m. until 2:45 p.m. Monday through Friday on assigned days.

Attendance- At-Home Instructional Days

On remote learning days, students are expected to actively engage in assigned coursework and maintain satisfactory academic progress.

Attendance and participation may be documented through:

- Assignment completion
- Assessment completion
- Participation in required instructional activities
- Communication with teachers and staff
- Demonstration of academic progress within the district-approved learning platform

Students are expected to remain on pace with course requirements and complete weekly assignments by the deadlines established by IVDA staff.

Failure to participate consistently in remote learning activities may result in attendance interventions, parent conferences, additional in-person attendance requirements, or a review of continued enrollment in IVDA.

Student Arrival Time - 7:50 to 8:00 a.m.

Students walking to school or being dropped off should plan to arrive no earlier than 7:50 a.m. Students are not to be on the school property before this time.

Student Dismissal Time – 2:45 p.m.

Walkers and student drivers are dismissed at 2:45 p.m. Parents/guardians are expected to pick up students promptly at dismissal time.

Parents/guardians are responsible for communicating after-school transportation arrangements to students. Any transportation changes, including bus transfers, must be communicated in writing to the IVDA site manager by the parent/guardian. If written notification is not received, students will follow their normal dismissal procedures.

Picking Up Students Prior to Dismissal

To ensure a smooth and secure student pick-up process, parents or guardians must provide a written notice to the IVDA site manager either prior to or on the day of the schedule change. This note should clearly state the time the student will be leaving and include the name of the individual authorized for pick-up, who must be listed on the Emergency Medical Form. The authorized individual must enter the building during school hours, present valid identification, and sign out the student. These steps ensure staff is informed and maintain a safe and efficient process for student departures.

DISTRICT ATTENDANCE PROCEDURES

Regular attendance plays a fundamental role in supporting academic success and educational development. By attending classes consistently, students build essential habits, stay engaged with their learning, and meet academic expectations. Each day of attendance contributes to understanding coursework, fostering relationships, and achieving educational goals. Absences, regardless of the reason, disrupt this progress and can hinder a student's ability to excel academically. Prioritizing regular attendance ensures students remain on track for success and growth throughout their educational journey.

Ohio Revised Code:

Special provisions of Ohio law apply to any student who is considered to be “habitually truant” (defined as absent from school without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 or more hours in one year). In addition, Ohio law defines “excessive absences” as a student being absent 38 or more hours in one school month with or without a legitimate excuse or absent 65 or more hours in one school year with or without legitimate excuse. In such cases, the Board of Education may proceed with an intervention strategy in accordance with adopted Board policy and/or initiate delinquency proceedings in juvenile court.

All students regularly enrolled in Indian Valley Local Schools are under its jurisdiction according to the authority vested in it by the State of Ohio. These students are subject to all regulations required by the State of Ohio. In regard to attendance, the regulations are:

1. To enforce the state compulsory attendance law;
2. To use reasonable care regarding the welfare of the students.

This implies that the school be responsible for knowing the location of its students at all times, which necessitates school authorities keeping a careful record of all absences from school.

If the student is absent a parent/guardian can execute one of two options by 8:00 a.m.:

1. **Email Option** - Email the student's name, grade, and reason for absence to the IVDA site manager. This **WILL** count as authorization for absence and as a hard copy of a written note. If the IVDA site manager is emailed, **NO** written note is necessary upon return to school.
2. **Phone Option with Note** - Call IVDA site manager to authorize student absence. The student will then be responsible for bringing a written note to the IVDA site manager upon returning to school in order to be considered an excused absence. After five days without a note, the student will be marked as unexcused. The phone call and note need to include the following information: student's name, grade, and reason for absence.

3.

Phone Numbers and Email:

IVDA phone number: 740-254-4262

Site Manager Email: janelle.allensworth@ivschoools.org

Types of Absences

Indian Valley recognizes four different types of absences from school: 1) Educational, 2) Exempted, 3) Excused, and 4) Unexcused. Educational absences are educational experiences which remove the student from the day to day classroom activities.

1. Educational Absences

Educational absences are educational experiences in which the student is not present for a typical daily class schedule. Such absences must be tracked for record keeping purposes. Students who attend IVDA are expected to schedule educational activities on days when they are not scheduled to attend in person at IVDA.

Reasons for Educational Absences from School - Again, these are excusable absences for students participating in traditional instruction. These only involve IVDA students when they are attending a function with students in the traditional setting.

The following situations constitute Educational Absences and are considered non-absences:

A. College visitation with prior approval

Three college visits permitted during a student's Junior year and two college visits permitted during a student's Senior year.

B. Military registration/testing

C. Tuscarawas County Fair

Judging days at the county fair and market sale day will count as educational experience days and will not be considered as an absence. All missing work will be expected to be promptly completed. Other fair days are also permitted as excused absences for 4-H members, but will be counted as excused absences with the proper pre-approval. Students must complete and turn in the Tuscarawas County Fair participation form before the start of the fair.

D. School sponsored field trips

E. School sponsored athletic events

F. School approved job shadow experience

2. Exempted Absences

Documented exempted absences are recorded and are part of a student's attendance record, but are exempt from being included in truancy totals.

3. Excused Absences

Excused absences are recorded as part of a student's attendance record. The number and scope of absences that qualify as excused are very minimal. In typical circumstances, the greatest number of excused absences a student may have at IVDA is 9 days.

Reasons for Excused Absences from School

- A. Personal illness (after the 6th personal illness absence, students must provide a doctor's excuse for all future personal illnesses for the year...without a doctor's excuse, after the 6th personal illness absence, these absences will become unexcused)
- B. Illness in the family (must receive principal approval)
- C. Emergency at home (validity determined by the principal)
- D. Hunting: Students will be permitted one day for hunting with completion of the pre-approval Hunting Form, which will include parent permission, proof of hunting license, and any other required information on the form.

4. Unexcused Absences

Unexcused absences can lead to penalties for a student and/or family, both at the school level and legally.

A student who is absent for any reason other than those listed above, or has exceeded the 6th personal illness without a doctor's excuse, could face additional consequences such as: after-school detention, Friday school, referral to Tuscarawas Job and Family Services and/or referral to Tuscarawas County Juvenile Court.

Late Arrival

Students are expected to arrive at IVDA prepared and ready to engage in learning each school day. If a pattern of habitual tardiness, late arrival, or lack of academic participation develops, parents/guardians may be notified and a conference with the IVDA administrator may be requested.

Students Leaving School during School Day

No student is to leave school prior to the regular hours of dismissal except with the knowledge and approval of the IVDA Site Manager and the student's parents. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the administration.

Extracurricular Activities

Students are not permitted to attend or participate in an athletic event, practice, dance, club meeting, or any other student activity after school if they are absent from school that day or in the afternoon of that day. This means a student must be in school 3.25 hours in the day. Additionally, students who sign out of school ill and do not return before the school day is over will be ineligible to participate. *The principal may waive the day providing the circumstances warrant waiver.*

Truancy

Students shall be considered truant if they:

1. Leave the IVDA grounds without permission;
2. Do not present a note or excuse prior to departure

Excessive Absenteeism

In an effort to identify and address attendance concerns proactively, we are implementing specific steps and procedures aimed at mitigating the risk of chronic absenteeism. By integrating academic performance and attendance, we are committed to enhancing our students' success both currently and in preparation for their future endeavors. It is crucial to engage both parents/guardians and students in establishing and maintaining a positive and consistent attendance routine. Our objective is to decrease the instances of habitual and chronic absenteeism, thereby fostering improved academic achievement.

The parents or guardian of students with excessive absences will be informed through:

On the 5th Absence (32.5 Hours):

A 5-day / 32.5-hour letter and attendance record will be sent home to the parents/guardians.

On the 10th Absence (65 Hours):

A 10-day / 65-hour letter and attendance record will be sent home to the parents/guardians.

On the 14th Absence (91 Hours):

A 14-day / 91-hour letter and attendance record will be sent home to the parents/guardians and a conference with the principal will be requested.

On the 18th Absence (117 Hours):

A 18-day / 117-hour letter and attendance record will be sent home to the parents/guardians and conference with the principal requested.

Excessive absences may result in a request by the administration for truancy charges through the juvenile prosecutor's office.

In addition, the attendance officer and/or principal may file charges in juvenile court when a student is considered habitually truant:

1. A student misses 30 consecutive hours of school without legitimate excuse.
2. A student misses 42 hours of school in a month without legitimate excuse.
3. A student misses 72 hours of school in a year without legitimate excuse.

Additional HS Only Attendance Information (Grades 9-12)

EXCESSIVE ABSENCE/LOSS OF ACADEMIC CREDIT (9/18 Day Policies)

9/18 (54/108) Day/Hours Policy: Any student who misses **9/54 days/hours** of school or individual class periods in a semester without an excuse for an EXEMPTED absence (doctor's excuse, documentation from legal counsel, death notice of a relative, documentation of a religious holiday and/or family vacation with prior approval) may receive no credit, even with eligible grades, for that semester. Any student who misses **18/108 days/hours** of school or individual class periods throughout the year without an excuse for an EXEMPTED absence may not be given credit, even with eligible grades, for that school year. Notification letters will be sent after **5/30 days/hours** absence, **10/60 days/hours** absence, **14/84 days/hours** absence, **17/102 day/hours** and **18/108 days/hours** absence.

Procedure for Educational Absences

1. For planned absences, the student must pick up the Advanced Make-Up Form in the attendance office and have it completed by his/her parent/guardian and all of his/her teachers.
2. The student must return the completed and signed Advanced Make-Up Form with the appropriate documentation to the attendance office for signature before the student will be absent.
3. In order for the student to be allotted the number of days missed on his/her return to school to complete the missed work, the student must have the Advanced Make-Up Form completed and returned to the office or the student will be required to have the missed work completed upon his/her arrival back to school.

IVDA Absences

Absences are recorded when the student misses an assigned in person day.

The parent/guardian must report all in person absences to the IVDA site manager.

It is understood that each situation is unique due to varying circumstances. The assigned IVDA Administrator shall have full discretionary ability to deal with student attendance cases on an individual basis.

MAKE UP WORK

The IVDA platform distinctly places responsibility on the student to maintain their schedule. All assigned work, including additional program tasks such as IXL that contribute positively to student growth and achievement, is required to be fully completed by the end of each quarter.

At IVDA, students are required to complete any assignments they miss due to absences. They will have an equivalent number of days to the ones missed to submit their make-up work. All make-up assignments must be submitted no later than one week following the conclusion of the grading period.

REVOCATION OF DRIVER'S LICENSE

When a student has been absent without legitimate excuse for more than 10 consecutive school days or for at least 15 total school days during any semester, the student may have his/her temporary permit or driver's license suspended or denied until he/she is 18 years of age. The school will notify the Juvenile Court and the Bureau of Motor Vehicles of students withdrawing from school before the age of 18.

ILLNESS AT SCHOOL

Students who become ill at school should obtain permission from their teacher to phone home. Generally, students will be sent home if they have vomited and/or have a fever. A student's parent or guardian must be contacted before a student may leave the building. A student who chooses to not follow this procedure is subject to disciplinary action.

HEAD LICE PROCEDURES

Head lice are occasionally found on students in the school environment. The main objective when this happens is for adults to remain calm. One of the first indications of a lice infestation is intense itching. Please take the opportunity to check your student's hair/scalp at home when any concerns arise. Students are checked at school on an "as needed" basis. Together, we can successfully manage any problems. Please feel free to call the site manager with questions or concerns.

Indian Valley Schools has a "No Nit" policy. To stop the spread of head lice at school, here are some guidelines to follow:

- 1 In the event that your child has head lice during the school year, please notify the school nurse/secretary as soon as possible upon discovery. The school will also notify you if your student is discovered to have head lice while at school. At that time, you will need to pick up your child for treatment. We will set up a time and date to recheck their head/hair after treatment. An individualized plan of care and treatment options will also be discussed. (When using products to treat head lice, read all of the instructions carefully and follow the Electronic Devices exactly. Treatment failure is more common than re-infestation.)
- 2 A "Lice Notification Form" is sent home at that time. Please fill out the form and bring it back to hand into the nurse.
- 3 After treatment/cleaning/nit removal at home, accompany your child to school the next morning to be checked by the nurse/staff member. DO NOT SEND THEM ON THE BUS. When the student is "lice/nit free", they may return to class. Each case will be individually evaluated if further treatment is necessary.
- 4 Steps #1, #2 AND #3 may need to be repeated.

ADMINISTRATION OF MEDICATION

The Indian Valley schools have a medication policy to meet the standards of state law. If a student has to receive medication during school hours, the following steps must be followed:

1. A written statement from the doctor and parent giving school personnel permission to administer the medication, the time of administration, and a listing of any side-effects that might occur must be on file at school.
2. A written statement from the parents giving school personnel permission to administer a certain medication must be on file at the school.
3. The medication must be in the original container for easy identification.

Medication, both prescription and non-prescription, cannot be given unless we have the above information. Forms are available at the school office. This strict rule is intended to protect our students.

EMERGENCY MEDICAL AUTHORIZATIONS

Every parent must complete an Emergency Medical Authorization form each year. Students not having this information returned within the first three weeks of school may lose privileges. This information is important to ensure both the health and safety of students and must be completed each year.

EARLY DISMISSALS

Early dismissals are for appointments that cannot be scheduled for any other time than during the school day. The excused time will be a reasonable amount of time to reach the destination, complete the appointment, and return to school. In the event a student must leave school early, notification is to be made to the site manager in writing and before 8:00 a.m. of the day the student is to be dismissed early. The notification is to be signed by the parent/guardian and include the time of and reason for the dismissal. Students are required to sign out before leaving the building at the designated time, and sign in upon return.

988 SUICIDE & CRISIS LIFELINE

In accordance with Senate Bill 234 and our ongoing commitment to student health and safety, Indian Valley Local Schools has included the **988 Suicide and Crisis Lifeline** as a resource for students in grades 9–12. Students experiencing emotional distress, mental health concerns, or a crisis situation can access free and confidential support 24 hours a day, 7 days a week.

You can reach the 988 Lifeline by:

- **Calling:** 988
- **Texting:** 988
- **Chatting online:** [988Lifeline.org](https://988lifeline.org)

The 988 Lifeline connects individuals directly to trained crisis counselors who provide support and help connect students to local resources.

Students are encouraged to use this service if they are struggling or know someone who may need help. Additional mental health resources are also available through the district's website under the *Crisis Hotline* tab.

AUTOMOBILES

Students who drive to and from school are expected to comply with the regulations below. The regulations are reasonable and are for the protection of the entire student body.

1. Student Driving – Vehicles are off limits to all students during the day. Driving to school is a privilege granted to you by the school for your convenience. However, should students abuse the driving privilege, that convenience will be revoked. Board of Education policy reserves the right to revoke driving privileges to school.
2. Student Parking – Those students driving to school are to park in the designated parking spots as noted on the student parking permit application.
3. All vehicles parked within the school zone (1000 feet from the school property lines) are subject to searches by school authority.
4. Students choosing to drive to school shall provide their plate number and description of vehicle to the site manager. Students must supply their driver's license and proof of insurance.

GRADING REGULATIONS

Report cards will be mailed home at the end of each nine-week grading period.

Interim Reports

High School Interim grades are posted in ProgressBook for high school students.

Parent(s)/guardian(s) can access the interim and end of quarter student's grades from the district web site at www.ivschools.org through ProgressBook. A password is required to obtain access. Parents who have lost their password or cannot otherwise access the student's account, may call the school to have this reset.

Middle School/Elementary Level Interim grades for IVDA courses will be emailed to the parent(s)/guardian(s).

Parent/teacher conferences are scheduled twice throughout the school year. In addition to these scheduled conferences, a parent/teacher conference can be scheduled any time, especially if a student is experiencing difficulty or the parent or teachers feel the student needs assistance.

Letter grades shall represent student work for grading period averages and examinations. At IVDA, most courses have a cumulative exam that covers the content from the quarter. The exam grade is averaged with the rest of the quarter work. Categories and weights included in the courses are course specific.

A. Grade Determination:

<u>Percent</u>	<u>Letter</u>	<u>Grade</u>	<u>Point Value</u>
100-93	A	4.0	4.0-3.5
92-85	B	3.0	3.49-3.0
84-75	C	2.0	2.99-2.0
74-65	D	1.0	1.99-1.0
64-0	F	0.0	0.99-0.0

Final semester and yearly grades will be in letter form determined from point value equivalents.

1. HS Semester Long Classes: The final semester grade is determined by averaging the final points for the quarter.
2. HS Year Long Courses: The year average is determined by averaging the final points for each quarter.
3. HS: To successfully pass any IVDA course, it is necessary to complete 100% of the assigned course work in order to achieve passing marks. In cases where students can demonstrate prior knowledge, the principal or site manager may adjust the pace and sequence of course activities .
4. MS/Elem: Students must complete 100% of all the assigned work and earn a 65% or better for the course to achieve a passing grade.

B. Grade point Average and Honor Roll

Honor Roll will be established after each grading period. A student is eligible for the Honor Roll if he/she receives a 3.2 grade point average or higher. All subjects are used to determine a student's grade point average. No grade lower than a "C-" may be obtained by an honor roll student.

C. Promotion and Retention

1. HS Policy: To be eligible for promotion to the various grade levels, the student must have earned the following academic credits:
 - a. From Grade 9 to Grade 10 – 5.5 credits
 - b. From Grade 10 to Grade 11 – 11 credits
 - c. From Grade 11 to grade 12 – 16.5 credits

2. MS and Elementary Grade Policy

Promotion

A pupil who finished a school year in the Indian Valley School District and has shown satisfactory scholastic progress for the year shall be promoted to the next higher grade.

Retention

A pupil who finishes a school year in our district and has demonstrated unsatisfactory scholastic progress will be considered for retention. The decision to retain a pupil shall be made by the respective principal in cooperation with appropriate staff members on the basis of what is considered to be in the best educational interest of the individual child. If the decision is to retain your child in their present grade, the parent(s) shall be notified and given the opportunity to discuss the school's recommendation.

ACADEMIC AWARDS - High School

Academic awards are given in the Spring for students to be recognized for their academic achievements during the course of the school year and/or their academic achievements over their high school career. The following awards can be earned:

- Academic Letter – To earn an academic letter a student must have been on the Honor Roll each of the first three nine-week grading periods **and** averaged a 3.5 or higher GPA over that time span. Students can receive recognition for a second, third, and fourth academic letter.
- Honor Roll Pin – To be listed on the honor roll, a student must earn a 3.2 GPA or higher for that nine-week grading period. To earn an Honor Roll Pin a student must have been on the Honor Roll each of the first three nine-week grading periods **and** averaged a 3.2 GPA or higher over that time span. Any grade lower than a “C-” in any subject excludes a student from the Honor Roll even if they have a 3.2 GPA or higher.
- Top Ten Percent – Awards given to those seniors who are in the top 10 percent of their class after their seventh semester of high school. *To be considered for the Top Ten Percent, the student must be enrolled at the high school for a minimum of four semesters.*
- Magna and Summa Cum Laude – The students who have achieved the GPA required for these honors after their seventh semester will be recognized. The specific criteria for these designations are found in the Course Offerings Booklet. (This applies to the class of 2014 and beyond)
- Perfect Attendance – Students who have not missed a day of school nor been tardy to school will earn this recognition.

CHROMEBOOKS

Chromebooks will be assigned to IVDA students by the site administrator. Students will be expected to pick up their assigned Chromebook on the first day of school and return their Chromebook to the appropriate school by the last day of school. It is recommended that students purchase insurance. This will be processed by the district technology department.

IVDA students will be required to use a school computer while in person.

COLLEGE VISITATION - HS students only

Senior students are allowed two (2) excused days and junior students are allowed three (3) excused days for college visits. Please note that if the student follows the procedures below, college visitation days are considered excused absences but are not exempted absences.

Student who wish to make a college visit are to follow these procedures:

1. The college visitation *permission* form (which can be obtained from the guidance office) must be fully completed and returned to the office a minimum of one (1) day prior to the scheduled visit.
2. The college visitation *verification* form (which can be obtained from the guidance office) must be completed by the college admissions office at the time of the visit and returned to the school office.

PLAGIARISM POLICY

“Plagiarize – to steal and pass off (the ideas or words of another) as one’s own: use (a created production) without crediting the source: to commit literary theft.”

The above definition is quoted directly from *Merriam Webster’s Collegiate Dictionary*, 10th Edition.

Simply stated, plagiarism is a form of cheating, lying, and stealing. It is a very serious offense, even when it is committed unintentionally. In most colleges and universities the penalty for plagiarism is expulsion.

Avoiding plagiarism is simple: one needs only to acknowledge the author of the borrowed idea or words with proper documentation. A straight-forward method, MLA style, is taught in several classes here at IVHS and is available in the MLA *Handbook* published by the Modern Language Association.

Unfortunately, because many students misunderstand the concept of paraphrasing, they may plagiarize unintentionally. Paraphrasing means borrowing ideas and facts from a source about the topic being researched and then stating that information in one's own words. Quotation marks around the borrowed material are not necessary because it is not word-for-word/verbatim. However, because the information came from another source, credit still is due to the author of that information. Simply documenting the source avoids plagiarism.

Written works by students which usually do not require documentation include personal essays or stories. Any written work that includes researched information or borrowed text must always contain a Works Cited page or Bibliography.

The penalty for plagiarism at Indian Valley High School is:

First Offense – The teacher records the plagiarism on an incident report form which will be placed in the student's cumulative folder. The student earns a ZERO for the work in question. The teacher has a conference with the student and then notifies the parent(s)/guardian(s) of the student of the first offense.

Second Offense – The teacher records the plagiarism on an incident report form which will be placed in the student's cumulative folder. The student earns a ZERO for the work in question. The teacher has a conference with the student and then refers the student to the office to be suspended for one day. A conference with the student, parent and teacher will be held.

Third Offense – The teacher records the plagiarism on an incident report form which will be placed in the student's cumulative folder. The student earns a ZERO for the work in question. The teacher has a conference with the student and notifies the student that they have earned a FAILING GRADE for the course. The teacher refers the student to the office to be suspended for three days and notifies the parent(s)/guardian(s) of the third offense and the failing grade for the course. A conference with the student, parent, teacher and administrator will be held.

ATHLETIC ELIGIBILITY

All IVDA students are eligible to participate in athletics as long as they meet the following criteria:

HS: Each student in interscholastic athletics in grades 9-12 must be currently enrolled and must have been enrolled in school the preceding grading period and have received passing grades during that grading period. A student athlete must earn a minimum of 5.0 credits in the preceding nine-week

grading period to be eligible to participate in athletics. All student athletes must obtain a minimum GPA of 1.50 to be eligible to participate. Students who turn 20 years of age are ineligible to participate in athletics.

MS: Each student in interscholastic athletics in grades 7-8 must be currently enrolled and must have been enrolled in school the preceding grading period and have received passing grades during that grading period. All student athletes must obtain a minimum GPA of 1.50 to be eligible to participate and be passing a minimum of five classes to be eligible. All courses a student receive a grade will count towards this eligibility requirement. Summer school grades do not count towards eligibility. Students who turn 15 before August 1 are ineligible to participate in athletics.

The eligibility or ineligibility of a student continues until the start of the next grading period at which time preceding grading period grades become applicable. **EXCEPTION:** When an interscholastic contest is played in the fall prior to the start of school, the first grading is considered to have started insofar as this bylaw is concerned.

PARENT/SCHOOL RESPONSIBILITY

School supervision begins for bus students upon their arrival and at 7:50 for non-bus students.

Students not riding a bus after-school are to leave the school property immediately upon school being dismissed. Bus students are supervised until they are dropped off at their bus stop. Responsibility then lies with the parents.

STUDENT CODE OF CONDUCT

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

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include, but are not limited to, detention, deprivation of privileges, parental contact, referral to legal authorities, suspension of driving privileges, Friday school, Star Alternative School, emergency removal, disciplinary removal, in-school study, out-of-school suspension, expulsion, and/or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

- 1. Academic Dishonesty**

A student shall not engage in any act of cheating, plagiarism, or academic dishonesty, including but not limited to the removal and/or changing of any school records.

- 2. Arson/Attempted Arson**

A student shall not attempt to act or act in the burning or attempted burning of any item on school property.

3. **Assault, Assault and Battery**

A student shall not engage in any act or threatened act of unauthorized touching, physical violence or force causing, attempting to cause, or threatening to cause physical harm to another. Acts of harassment and hazing are considered assault as well.

4. **Complicity**

A student shall not actively or passively aid, abet, and/or otherwise encourage others to violate the rules contained in the Code of Conduct.

5. **Conduct Against Board of Education or Its Employees**

A student shall not physically assault, threaten to assault, vandalize, damage, or attempt to damage a Board member, school employee or his/her property or family or demonstrate physical, written or verbal disrespect/threat on or off school property.

6. **Damage to Property**

A student shall not cause or attempt to cause damage, destruction, or defacement to either school property or private property, through improper use or otherwise.

7. **Disrespect/Disobedience**

A student shall not be disrespectful toward or disobedient to any authorized staff person at any time.

8. **Disruption of School/Disorderly Conduct**

A student shall not cause any disruption of any classroom activity or the operation of the school or the educational process and shall not engage in any act that is potentially harmful to the health, welfare and safety of the student himself, other students or staff. This shall also include the incitement of others toward acts of disruption.

9. **Distribution or Sale of Unauthorized Materials**

A student shall not distribute or sell unauthorized materials on school property.

10. **Dress or Appearance**

A student shall not dress in an obscene or suggestive manner or in any fashion that, in the judgment of the administration, is inappropriate because it either interferes with the educational process, or attracts undue attention.

11. **Extracurricular Activities**

No student participating in an extracurricular activity shall violate the rules and regulations of the activity or of the school.

12. **Failure to Pay Tuition**

A student shall promptly pay any necessary tuition for school attendance and other approved charges.

13. **Failure to Serve School Discipline**

Refusing to serve an in-school suspension, Friday school, detention, or any other form of discipline, misbehavior while serving school discipline, failure to report for an assigned detention or Friday school, and walking out of the principal's or assistant principal's office while discussing or receiving discipline will not be tolerated. The student may be required to serve the original consequence in addition to further disciplinary action.

14. **False Alarms/Bomb Threats**

A student shall not give false alarm of fire, bomb, or other hazard or emergency, or misuse the school's fire alarm system in any manner.

15. False Reports/Forgery

Students shall not make false accusations or give false information on any school forms or correspondence or other communications directed to the school or school personnel. This includes forging names on passes, excuses, or notes.

16. Field Trips

No student shall violate the Code of Student Conduct while participating in any school sponsored activity off school grounds.

17. Fighting

A student shall not engage in any fight or other act of violence or force that causes harm or threatens to cause harm to another person.

18. Gambling

A student shall not engage in any gambling activities, such as playing or gambling for money or other stakes.

19. Hazing

A student shall not participate in hazing or other degrading or disgraceful acts.

20. Illegal Possession of Building Keys and Unauthorized Entry

A student shall not possess, use, transmit or conceal any building keys without proper authorization or enter any building outside of school hours without permission.

21. Insubordination/Defiance

A student shall not refuse to comply with reasonable requests, orders and directions of teachers, student teachers, paraprofessionals, bus drivers, administrators, volunteers, or other authorized personnel during any period of time when the student is properly under the authority of school personnel. Insubordination includes but is not limited to:

- disobedience or disrespect toward any staff member
- not serving assigned disciplinary measures
- not following school rules or proper procedures
- not following assigned schedule/being in an unauthorized area
- chronically tardy to school or class
- repeated misbehavior after warning

22. Intimidation/Harassment/Menacing/Bullying

A student shall not intimidate, insult, or in any manner abuse or harass, verbally or in writing, any student or staff member. This includes harassment based upon race, religion, national origin, gender, or disability. Harassment, intimidation, or bullying toward a student, staff, or third party is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while on the way to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s)

repetitively and the behavior causes either mental and/or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated or serious enough to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, material status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber-bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, shunning, gossiping and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) repetitively and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

Any student or student's parent/guardian who believes she/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged and every staff member is required to report any harassment, intimidation or bullying situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

Threats of retaliation against any person who reports, or is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations or aggressive behavior are prohibited and will not be tolerated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated.

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students who make informal complaints may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint.

Note: The entire Board policy on bullying/aggressive behavior is Policy 5517.01 and may be viewed on the school district website.

23. Loitering/Trespassing/Leaving School Property

A student shall not loiter or delay in any way that may cause disruption of some activity or function. Students may not loiter in or outside the school after dismissal. A student shall not trespass on the property of another or leave school property or assigned area prior to the specified dismissal time without official permission.

24. Misuse of a Computer

Students shall not use a computer to obtain access to lewd, obscene, scandalous, or other unauthorized information or otherwise misuse a computer or computer program.

25. Misuse of Vehicles on School Property

A student shall not violate the prescribed rules and regulations for use of vehicles on school property.

26. Narcotics, Alcoholic Beverages, Drugs, and Paraphernalia

A student shall not use, sell or distribute, possess, buy, be under the influence of, demonstrate evidence of use of, or smell of, alcoholic beverages, illegal drugs, narcotics, mood altering substances, stimulants or caffeine pills on school property or at any school sponsored event at any time. A student shall not use, possess, offer to sell or distribute, or buy counterfeit or look-alike drugs. Possession of any type of drug paraphernalia is similarly prohibited.

27. Prescription or Non-prescription Drugs

A student shall not sell or distribute, buy, or possess prescription or non-prescription drugs. A student must follow the procedure for use of such medications at school.

28. Profane, Obscene or Vulgar Language/Gestures or Materials

A student shall not use profane, obscene, vulgar, abusive, or disrespectful language or gestures, nor shall any student possess profane, pornographic, vulgar, or other improper publications, pictures, signs, or videos.

29. Public Display of Affection

Students shall not engage in displays of affection on school property or at school-sponsored activities. We will follow a "Hands Off, No Touch" policy regarding student relations.

30. Prohibited Articles

Any object that, in the judgment of the administration, disrupts or interferes with the educational process or endangers the health, welfare or safety of students or staff is prohibited. This may include, but is not limited to, gambling and gambling related items, radios of any kind, iPods, tape players, CD's, CD players, PDA's, personal pagers and TV sets, telephones, and other electronic communication devices, and laser pointers. Cellular phones may be used after school.

31. Punctuality and Tardiness

All students are to be on time for school and for each class.

32. Repeated Offenses

A student shall not repeatedly fail to comply with school rules and regulations or directions of teachers, student teachers, paraprofessionals, administrators, or authorized school personnel. Repeated violations may result in increased severity of the consequence per occurrence.

33. School Buses

A student shall not violate the prescribed rules and regulations for student conduct on school buses.

34. Sexual Harassment

A student shall not sexually harass another student, staff member, or any other person.

Sexual harassment may include, but is not limited to:

- sexual flirtation, touching, advances, or propositions
- verbal or physical abuse of a sexual nature
- graphic or suggestive comments about an individual's dress or body
- the use of sexually degrading words to describe an individual
- displaying sexually aggressive objects or photographs
- sexually explicit or obscene jokes

35. Shakedown/Strong Arm/Extortion

A student shall not force another person to give him/her money or articles of value.

36. Theft

A student shall not take or attempt to take the property of others without their consent.

37. Throwing of Objects

A student shall not throw any object without authorization, including, but not limited to snowballs.

38. Tobacco/Nicotine

A student shall not possess, smoke, smell, or otherwise make use of tobacco of any kind (including E-cigarettes and Juules/Vapes) in the school building on school buses, at school sponsored activities, school property, or in plain view from the school.

39. Truancy

A student should not be absent from school, or any portion of the normal school day, without school authorization or prior parental consent.

40. Vandalism

A student shall not attempt to act or act in a way that results in the destruction or defacement of school or private property.

41. Violation of Federal or State Statutes

Students shall not violate federal or state statutes, rules or regulations on school premises or at school activities, including but not limited to required immunizations.

42. Weapons and Dangerous Instruments

A student shall not bring to school, possess, handle, transmit, threaten to use, throw, or conceal any object capable of injuring himself or others. This includes but is not limited to, fireworks, munitions, matches, lighters, stones, snowballs, explosives, pyrotechnic devices of any kind, and other dangerous weapons or ordnances, including firearms, knives, pellet guns, clubs, and objects made, constructed, or altered so that to a reasonable person the object appears to be a firearm. This also includes objects converted from their original use to an object used to threaten or injure another person, such as padlocks, pens, pencils, chains, scissors, or jewelry.

Any other form of behavior which is detrimental to proper school and/or school activity atmosphere as prescribed by the administration and as outlined in the student/parent handbook for the building in which the student is enrolled is prohibited.

SCHOOL DANCES

HS: All guests attending an IVHS dance must be enrolled in grades 9-12 and/or must be under the age of 21. Dancing rules include but are not limited to: no grinding, no back to front, and not sexually suggestive dancing.

Indian Valley High School (including IVDA) students wishing to bring a non-Indian Valley guest to a dance must receive approval from the Indian Valley administration. The completed guest application form must be submitted to the high school administration by the date specified. Failure to return the guest application form by the designated date may result in the request being denied.

SUSPENSION PROCEDURES

Students will be notified in writing of the intent to suspend by the administration. At the time of notification, the student will be given an opportunity to explain his/her side of the incident. If a suspension is forthcoming, an attempt will be made to notify the parent/guardian by phone. The required official notification of the suspension will be mailed to the parent/guardian within 24 hours. All work missed during a suspension is expected to be completed while the student is on suspension and should be turned in immediately upon the student's return to school unless otherwise specified by the administration. Students who are assigned out of school suspension may not participate in or attend any school events or be on school property during their suspension.

ZERO TOLERANCE POLICY

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students must conform to school and district regulations and comply with directions from school personnel. The board has zero tolerance for violent, disruptive, or inappropriate behavior by its students, including excessive truancy. This also includes: threats of violence, the possession of, use of, purchase of, selling of and/or transfer of illegal and/or prescription drugs or life threatening weapons on Indian Valley School property or at Indian Valley School events. School property is defined as all Indian Valley Board owned grounds, including all buildings, athletic facilities, parking lots, and school buses.

Because of the negative impact on the educational process, the Indian Valley Board of Education also does not condone the presence of gangs among its student body. Any evidence of gang affiliation is prohibited. Evidence may include, but not be limited to, gang-related clothing; tattoos, gang names displayed in written form, or substantiated documentation of gang affiliation.

These rules shall be in effect during all school days, plus after school athletic contests or any other school related activity, regardless of location.

The penalty for violating this policy will extend to the furthest limit permitted by law, including expulsion from school by the District Superintendent.

PERMANENT EXCLUSION

Permanent exclusion is when a student is banned forever from attending a public school in the State of Ohio. If a student is sixteen (16) or older and has been convicted or adjudicated delinquent for committing one or more of the following violations of the Code of Conduct while on school grounds,

s/he may be permanently excluded from the schools of this District or any other public school in Ohio:

- a. possession or involvement with a deadly weapon
- b. trafficking in drugs
- c. murder, involuntary manslaughter, assault or aggravated assault
- d. rape, gross sexual imposition, or felonious sexual penetration on school grounds, at a school event, or if the victim is an employee of the District
- e. complicity, regardless of where the complicity occurs, in any of the above crimes

NARCOTICS, ALCOHOLIC BEVERAGES & STIMULANTS OR DEPRESSANT DRUGS

A. Student Behavior

1. Students shall not possess, use, transmit, sell, buy, conceal, smell of, or consume any alcoholic beverage or intoxicant, or any prescription medication or look-alike drugs. Likewise, students shall not consume any alcoholic beverages or intoxicants or chemicals at any time before their arrival at school or at a school-sponsored or related event or activity. Examples include, but are not limited to: narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, glue, cocaine, speed, caffeine pills, "look-alike" drugs, or prescription medications that have not been prescribed for the student by a doctor. Use of drugs as authorized by medical prescription from a licensed physician shall not be considered in violation of this rule.
2. Students shall not possess, use, transmit, sell, buy, or conceal any drug of abuse, instrument, or paraphernalia (for example: hypodermic needle, syringes, water pipe, roach clip).
3. Violations of this policy include, but are not limited to: the smell of alcohol or a controlled substance on a student's breath or about his/her person; stumbling or lack of motor coordination; slurred speech; inability to focus eyes.

B. Disciplinary Referral (First Offense)

1. Any student found to be in possession of, using, buying, selling, smelling of, or under the influence of, or distributing drugs, look-alike drugs, or alcohol at school, on school property, or at a school related activity, will be referred to a school administrator and may be required to submit to urinalysis, Breathalyzer, or litmus paper test. Refusal to take the test may result in suspension from school.
2. The student will be suspended out of school (maximum of 10 days) with a possible recommendation for expulsion. With a drug test and documentation of counseling, the student may be reinstated on the 6th school day of the suspension. The remaining days of the suspension will be held in abeyance until proof of completed counseling is received.
 - Completion of the C.A.R.Y. Project through the Tuscarawas County ADAMHS Board may be accepted in place of a certified counseling program based upon administrator recommendation.

C. Disciplinary Referral (Second Offense)

A second offense for drug involvement will automatically result in a 10 day suspension with possible recommendation for expulsion to the Superintendent.

TOBACCO AND TOBACCO PRODUCTS

A. Student Behavior

1. A student shall not possess, use, transmit, sell or conceal tobacco and/or tobacco products (including E-cigarettes) anywhere on school property or in plain view from the school.
2. Reasons to suspect include, but are not limited to: the smell of tobacco on a student's breath, protruding lip or bulge in the cheek.

B. Disciplinary Referral (First Offense)

1. Any student found to use, transmit, sell or conceal tobacco and/or tobacco products will be referred to the school administrator.
2. The student will be suspended for a period of three days.

C. Disciplinary Referral (Second Offense)

The student will be suspended for five days.

D. Disciplinary Referral (Third Offense)

The student will be suspended for 10 days.

C.A.R.Y. Project (Connecting with At-Risk Youth)

- a. Offered through the ADAMHS Board
- b. Assist with drug and alcohol disciplinary policy
- c. Used in instances where there is an awareness of a student who does not engage in at-risk behaviors at school, but is doing so outside of the school setting.
- d. Referral forms through school counselor (HS or MS)

DETENTION

The form of detention given at IVDA will be adding days to the week the student must attend. This will happen in the case of attendance requirements or if a student has fallen behind in the pace of required coursework completion.

DRESS CODE

Each student should use good taste in dress, which means neatness, simplicity and appropriateness. It is believed that dress reflects actions and if students take pride in themselves, it will help develop a better atmosphere for learning.

In general, school dress should be such that it ensures the health, welfare, and safety of the members of the student body and enhances a positive image of our students and school. Any form of dress or grooming that attracts undue attention or violates the previous statement is obviously unacceptable.

General Expectations

1. All clothing must be clean, neat and in good taste.
2. Clothing displaying language/ symbols related to tobacco, drugs, and alcohol are not permitted.
3. Clothing displaying symbols of an offensive nature (e.g., sexist, obscene, sexually suggestive) are not permitted.
4. Clothing depicting violent expressions, images, or pictures is not permitted.
5. Clothing should be worn as constructed and not in a manner that is revealing.
6. Any new "fads" in clothing or anything not specifically covered in the guidelines, which are

considered inappropriate or distracting dress shall be dealt with by the principal/designee.

Pants

1. Pants must be worn at the natural waist level. At no time should undergarments be visible. Belts are encouraged and may be required if pants are not worn at the natural waist level.
2. Pants with revealing or excessive holes and tears are not permitted.
3. Non-jean pants cannot be revealing and must have a drawstring and no-fly.
4. Non-revealing leggings are permitted.

Shirts/Blouses/Dresses

1. Shirts or tops that are not attached over the shoulders or upper arms are not permitted.
2. Tank tops, tube tops, halter tops, muscle shirts, compression shirts, cut-off shirts, backless shirts, tops with spaghetti straps, sheer shirts, or other tops which show midriff are not allowed.
3. Navels, cleavage, hip bones, or underclothing should never be visible.

Shorts/Skirts/Skorts/Dresses

1. Excessively short, or revealing shorts, skirts, skorts, and dresses are not permitted.
2. Sports spandex shorts are not permitted.

Jacket/Coats

1. Trench coats are not permitted.
2. Coats and jackets are not to be worn in classrooms (unless permission is granted).

Head Coverings

1. Head Coverings are not permitted.
2. Caps, hats, visors, bandanas, sweatshirt hoods etc. are not to be worn during school hours. As a display of respect, students should remove hats upon entering the school.

Hair

1. Hair should not be a health or safety concern (around equipment or food for example).

Backpacks/Purses

1. Backpacks, books, notebooks, purses, etc. must be free of inappropriate writing or images.
2. Backpacks must be left in lockers during the school day.
3. Gym bags must be stored in lockers except when going to and from PE.

Jewelry/Makeup/Face Paint/Face Stickers

1. Excessive jewelry is not allowed.
2. Earrings must be in a modest style. Ear gauges and large earrings are not permitted.
3. Nose piercings are the only piercing permitted other than the ears.
4. Wallet chains or jewelry that are perceived by the administration as a potential weapon are not allowed.
5. Excessive makeup is not permitted.
6. Face Paint or face stickers are not permitted.

Footwear

1. Proper footwear is required at all times.
2. K-5 - Shoes must have a back or a strap around the back of them.
3. Flip Flops are not permitted.

Earbuds/Airpods/Headphones

1. Earbuds, Airpods, Headphones or other electronic listening devices worn in or around ears or neck are not permitted.
2. A teacher may grant permission for academic purposes while in their classroom only.
3. IVDA exemption: Due to the nature of online learning, earbuds/headphones are required to be used when listening to the audio portion of lessons while in person with other students.

Activities/Events/Field Trips/Programs

Appropriate clothing may be required to attend/participate in activities, events, field trips, and programs for proper representation of Indian Valley or for safety considerations for specific programs.

Consequences IVDA

If violation of the dress code occurs the student may be requested to change or may be sent home to change. Students who are sent home will be expected to make up time an additional day of the week.

STUDENT CONDUCT – BUSES

Although the Indian Valley School District furnishes transportation in accordance with State Law, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a student boards the bus--and only at that time does he/she become the responsibility of the school district. Such responsibility will end when the child is delivered to the regular bus stop at the close of the school day.

Students on a bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

The inappropriate bus conduct of a student may also result in more severe disciplinary action being taken by the administration.

LUNCH

Our lunch period is closed. That means students are not permitted to leave the building during lunch. Also, no food may be delivered to the building (i.e. pizza being delivered) unless permission has been obtained from the administration. Students are to eat in the lunch area and must remain in the lunch area. Students are not permitted to leave the lunch area without permission until the bell has rung.

CAFETERIA

The school cafeteria is maintained as a vital part of the school program. The cafeteria is a place to eat and have a quiet conversation with those at your table. Eight students are permitted per table in the cafeteria. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The cafeteria management and your fellow students appreciate your cooperation in following these rules:

- 1 Not cutting in line.
- 2 Depositing all lunch litter in wastebaskets.
- 3 Return all trays and utensils to the dishwashing area.
- 4 Leave the table and floor around your eating place in a clean condition for others.
- 5 Keep all food and drink in the cafeteria.
- 6 Students must have permission to leave the cafeteria before the bell rings.

BOOKS

The cost of a lost or damaged book must be paid by the student. If a book shows normal wear for the age of the book, no charges will be made. For abuse of any book, such as broken binding, ink, damage, defaced edges or torn pages, the following scale is in effect.

Lost book - full replacement cost

1-year old book - 80% of original cost

2-year-old book - 60% of original cost

3-year-old book - 40% of original cost

4-year-old book - 20% of original cost

PARENT LIABILITY FOR STUDENT DAMAGE OF PROPERTY

Under Ohio Revised Code 3109.09, parents or guardians having custody and control of students under the age of 18 are responsible for vandalism and damages rendered by their children, up to \$10,000, plus court costs. Students who are 18 years or older are held accountable in their own right.

EMERGENCY DRILL PROCEDURES

At all times during an emergency drill (Fire, Tornado, Lock-Down, Evacuation), students are expected to follow and comply with all procedures as directed.

GRADUATION CEREMONY - HS - IVDA STUDENTS EXPECTED TO ATTEND

The graduation ceremony is not compulsory but participation is considered to be an honor. It signifies a giant step toward the achievement of the goals set by the student. Thus, it should be a ceremony of which each student can be proud. Situations of dress, grooming and individual showmanship, which in the opinion of the Principal detract from the ceremony, will not be tolerated and the diploma will be issued to these persons after the graduation ceremony.

FIELD TRIPS

Teacher-planned field trips are a valuable part of instruction. Field trips are relevant to the subject areas of the curriculum and to the needs of the students.

Students must have a signed permission slip by a parent/guardian to participate in a field trip. This is an important part of the student taking the responsibility for their learning. Students will not go on a

field trip without a parent/guardian's permission. Students may not be permitted to miss a class if they are failing to participate in a field trip. Students who do not participate in the field trip experience will be required to attend school.

CO-CURRICULAR ACTIVITIES

A well-rounded educational experience includes both curricular and extracurricular activities. Students are encouraged to participate in school activities to develop leadership, teamwork, and character.

All projects are planned and carried out under the supervision of the faculty sponsor. Dances, parties, fund-raisers, and other similar events must be approved by the Principal. Activity or fund raising forms are due two weeks before the event.

In order for students to be eligible to participate in a co-curricular activity held on a school day (e.g. athletic event, dramatic presentation, music concert, etc.) they must be in attendance a minimum of a 1/2 day the day of the event unless specific permission is granted from the school administration. All school rules and disciplinary actions apply during co-curricular activities.

SCHOOL INSURANCE

The Board of Education makes available to parents, through an outside agency, accident insurance for their children at a very nominal premium. The insurance of the child is left entirely to the parent's discretion. The insurance covers accidents while in school, on the way to and from school, and while attending school functions. Twenty-four hour coverage is also available.

Students participating in athletics must be covered by accident insurance unless waived in writing by the parents.

This policy is in excess of any insurance that is carried by the family.

SPORTSMANSHIP

One of the purposes of an athletic program is to teach players and spectators to be good sports as that is the first step to being good citizens. The student body, faculty, alumni association and booster club members are just as important to sportsmanship as are the players and coaches. The attitude of the student body reflects the kind of school we have.

1. Treat athletic opponents and officials as our special guests.
2. Respect the rights of students from opposing schools and listen respectfully when they are cheering.
3. Respect the rights and authority of the coaches and officials.
4. Respect and take care of school property and equipment.
5. Commend both teams for good plays with cheers and applause.
6. Cheer an injured player when he is removed from the game.
7. Support and follow the leadership of the cheerleaders.

STUDENT PICTURES

Senior pictures are to be scheduled during the summer prior to a student's senior year. Senior pictures for the yearbook are due to the yearbook advisor by December 15th. The yearbook staff needs three pictures. The pictures should be head and shoulder shots, color, and wallet size. Soft touch pictures do not reproduce well. Please contact your photographer in the summer to arrange for a photo session so the pictures will be received on time.

IVDA PICTURES

A schedule for photos will be given to students one week prior to the day the pictures are to be taken. One school picture for the school year will be offered.

CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES

Cellular telephones, cellular watches and ECDs must be kept out of sight and turned off (not just placed in vibrate or silent mode) during the school day (upon arrival through 3:00 p.m.).

In addition, students are not permitted to use cellular telephones, including camera phones, cellular watches or ECDs to record/store/transmit the spoken word or visual image of any person, including other students or staff members, or educational instrument/document (e.g., test, quiz, etc.) any time while on school property or at a school sponsored event without specific permission from a staff member. Finally, students may not use cellular telephones or ECDs on school property or at a school-sponsored activity to access and/or view internet web sites that are otherwise blocked to students at the school.

The requirement that cellular telephones and ECDs must be turned off will not apply in the following circumstances when the student obtains prior approval from the building principal:

- A. The student is a member of a volunteer fire company/department, ambulance or rescue squad.
- B. The student has a special medical circumstance (e.g. an ill family member or his/her own special medical condition).
- C. The student is using the cellular telephone or ECD for an educational instructional purpose with the teacher's permission and supervision.

The use of cellular telephones and other ECDs in locker rooms, classrooms, and/or bathrooms is prohibited.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action up to and including suspension, expulsion and/or the confiscation of the cellular telephone or ECD. If confiscated the device may be released to the student or parent/guardian after the student complies with any other disciplinary consequence that is imposed. The building administration may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography).

The student who possesses a cellular telephone or ECD is responsible for its care. The Board is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or other electronic devices brought onto school property.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the IVDA number.

Students may use the IVDA phone to contact parents during the school day, with permission from the site manager.

Discipline:

- **First Offense:** Verbal warning; device confiscated and returned at the end of the school day.
- **Second Offense:** Detention; confiscate device and hold for parent/guardian to pick up.
- **Third Offense:** Friday School; device confiscated and held until picked up by a parent/guardian.
- **Additional Offenses:** Out-of-School Suspension; device confiscated and held until picked up by a parent/guardian.

If any offense involves illegal activity (e.g., inappropriate pictures, cheating on tests), the matter will be referred to law enforcement, and the device will not be released until all disciplinary measures are completed.

If a violation of the cell phone policy is discovered indirectly, the student may face appropriate disciplinary action.

COMPUTERS

Students are not to bring personal computers or gaming devices to school.

Students will use their issued or borrowed school Chromebook to complete all school work while at the IVDA building.

ELECTRONIC DEVICES

Students are prohibited from using cellular telephones or other electronic communication devices (ECD) or having them “On” during the school day (upon arrival through 3:00 p.m.) without specific permission from a staff member. This includes lunch periods and passing periods, as well as on school-sponsored trips or in school vehicles. “Using” refers to, not only the making and/or receiving of calls, but also using the cellular telephone or ECD for any other purpose (i.e., sending text messages, taking pictures, making recordings, etc.). Students also may not use cellular telephones or ECDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Students are not permitted to wear their cellular telephones or ECD clipped to a belt or otherwise display them in plain sight during the school day without specific permission from a staff member. Cellular telephones or ECDs may not be “on” or otherwise used in classrooms, locker rooms,

bathrooms, whether here or at another school district where a school activity or athletic event is occurring. This includes the use of the camera feature available with some models of cellular telephones.

The Board of Education is not responsible for the loss, theft, damage, or vandalism to student cellular telephones or ECDs as well as other student property. Students and parents are strongly encouraged to take appropriate precautions, if students have cellular telephones or ECDs in their possession, to make sure the cellular telephones and ECDs are not left unattended or unsecured.

Using a cellular telephone or other ECD in an unauthorized manner or in violation of the policy, may result in loss of this privilege, additional disciplinary action (e.g., warnings, parental notification and conferences, suspension, expulsion), confiscation of the cellular telephone or ECD (in which case, the cellular telephone or ECD will only be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed), and/or referral to law enforcement if the violation involves an illegal activity (e.g., child pornography).

Kindles / E-readers are permitted to be used appropriately during school hours.

TELEPHONES

A student may ask permission to use the telephone for the following reasons only:

1. To make a call at the request of a teacher.
2. To call home in case of illness.

Any long distance calls must be reported to the secretary so the calls can be charged to the proper account. (Three minute time limits are expected.)

A student should be informed of after-school directions from home prior to arriving at school.

TRANSCRIPTS

The school will send transcripts of a student's grades and test scores when requested. A transcript request form must be completed before the guidance office will issue the transcript.

VISITORS

All visitors must report to the office immediately upon entering the building. Visitors are not permitted to visit throughout the building without permission from the office.

SEXUAL HARASSMENT

All students, teachers, non-teaching employees, and administrators of the Indian Valley School District are expected to conduct themselves so as to provide an atmosphere free from sexual harassment. Sexual harassment, whether occurring on school grounds or at a school-sponsored event, is illegal and unacceptable. Any person who engages in sexual harassment is in violation of this policy and will be subject to disciplinary action.

Definition of Sexual Harassment: Unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. submission to such conduct is explicitly or implicitly made a term or condition of an individual's employment or educational development;
2. submission to, or rejection of, such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive environment.

Examples of Sexual Harassment:

- Unwanted sexual advances
- Demands for sexual favors in exchange for favorable treatment
- Repeated sexual jokes, flirtations, advances, or propositions
- Verbal abuse of sexual natures
- Graphic verbal commentary relating to an individual's body or sexual prowess
- Coerced sexual activities
- Any unwanted physical contact
- Sexually suggestive or obscene comments or gestures
- Displays of sexually suggestive or obscene objects or pictures

Grievance Officer: The superintendent is the grievance officer who is vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the established procedure. Any individual who believes that he/she has been subjected to sexual harassment should file a sexual harassment complaint form with the superintendent. The privacy of the charging party and the privacy of the individual accused of sexual harassment shall be protected to the extent possible. Complaint forms are available in each school office.

WEATHER PROCEDURE

The IVDA building will close whenever the Indian Valley District closes. However, please note, due to the nature of working online at home, students are required to work unless all coursework is completed on track or ahead of the scheduled time it is due.

All school closing due to weather or other calamity reasons will be announced through the district's phone system, on WJER AM (1450), on WTUZ (99.9) and on Channels 2, 3, 5, 7, 8 & 9.

WORK PERMITS

Work permits may be obtained in the high school office or the IVDA site manager.

- A. *APPLICATION FORM* -- filled out by student and signed by parent or guardian.
- B. *PLEDGE OF EMPLOYER* -- filled out by the employer.
- C. *PHYSICIAN'S CERTIFICATE* -- filled out by your physician.

Return all of the above completed forms to the Indian Valley district office.

WEAPON-FREE AREA

"Unless otherwise authorized by law, pursuant to Ohio Revised Code section 2923.122, no person shall knowingly possess, have under person's control, convey, or attempt to convey deadly weapon or dangerous ordinance into a school safety zone."

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with the law, and yet be guarded as confidential information.

The Superintendent is responsible for the proper administration of student records in keeping with the Ohio law and Federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

Upon request, all records and files included in the student's cumulative file are available to parent(s) or the student (if he/she is over 18 years of age). This request must be in writing and is granted within seven calendar days. No records are to be removed from the school; a principal, teacher or other qualified school personnel must be present to explain any material in question.

All rights and protection given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a post-secondary school. The student then becomes an "eligible student."

The District provides notice to parents and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy. It is the intent of the District to limit the disclosure of information contained in the student's education records except:

1. by prior written consent
2. as directory information and
3. under other limited circumstances, as enumerated under administrative regulations

The following rights exist:

1. the right to inspect and review the student's education scores;
2. the right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s) or eligible student's request
3. the right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Family Educational Rights and Privacy Act (FERPA) and
4. the right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies. *(See administrative regulations.)

DIRECTORY INFORMATION

The following information is designated "directory information". The school may release directory information without prior written consent unless the parent or eligible student informs the Principal in writing that any or all of the information designated below should not be released without prior consent.

1. student's name, address, date of birth, dates of enrollment
2. parent or legal custodian's name and address
3. student's grade level classification
4. student's participation in recognized school activities and sports
5. weight and height of member of athletic teams
6. student's diplomas, certificates, awards, and honors received.

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity.

Administrative regulations set forth a procedure for annual notification to parents and eligible students of the District's definition of directory information. Parents or eligible students then have two weeks in which to inform the District, in accordance with such regulations, of any or all times which they refuse to permit as directory information about the student.

To carry out their responsibilities, school officials have access to student education records for legitimate education purposes. The District uses the criteria set forth under administrative regulations to determine who "school officials" are and what constitutes "legitimate educational interest."

Other than requests as described above, school officials release information from, or permit access to, a student's educational records only with the prior written consent of a parent or eligible student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations (e.g., transfer to another school district or to comply with judicial order or subpoena or where warranted, in health or safety emergency, etc.).

The District maintains, in accordance with administrative regulations, an accurate record of all requests to disclose information from, or to permit access to, a student's education records and of information disclosed and access permitted.

INFOHIO

INFORMATION AT YOUR FINGERTIPS: As a student in the Indian Valley School District you may access INFOhio Resources from home with the remote username and password. Go to the [Indian Valley home page](#) and click on the [student/parent web](#) tab; then [INFOhio](#). Enter the username: learn; and password: infohio, to gain access to encyclopedias, newspaper and magazines articles, and much more! It's a great resource tool for all research topics!

Supplemental Student IVDA Enrollment

Students who are enrolled at IVDA for one or more courses, but also attend full time at other schools such as Kent State University or Indian Valley High School, are required to keep pace with their coursework just as the IVDA full time students.

Parents and students have the option to review student progress twenty four hours per day, seven days per week via the Imagine/Edgenuity parent portal. In addition, the IVDA Site Manager sends weekly progress reports to parents and students via email.

Grades and progress are calculated the same for supplemental students as for full time students. Please review page 11 of this manual to understand grading regulations.

Students who do not keep pace with course content may receive disciplinary action.

Water Bottle Policy

Students are permitted to carry water bottles during the school day, but the water bottle must meet the following criteria:

1. Be made of a synthetic material; metal or glass water bottles are prohibited.
2. The material must be completely clear and transparent; tinted, frosted, and other translucent materials are prohibited.
3. Not exceed 32 fluid ounces in volume.

Additionally, the liquid in the water bottle must be clear and colorless water.

Violations of the water bottle policy will be handled as follows:

1st Offense: Ask the student to dump contents and place the water bottle in his/her book bag.

2nd Offense: The student will give the water bottle to the IVDA teacher or site manager who will contact the parent for pick up of the bottle.

3rd Offense: The student will be reported to the IVDA Administrator and runs the risk of further consequences.