

Valley Local School District



Student/Parent Handbook

2023-2024

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NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education developed by the Superintendent. Those Board Policies are incorporated by reference into the provisions of this Handbook. The Policies are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in July 2016. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website: www.valleyindians.net by clicking on "Board Policy" and finding the specific policy in the Table of Contents for that section.
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FOREWARD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take the time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or building principal. This Handbook replaces all prior handbooks and other written material on the same objects. 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 as of May 19, 2023. If any of the policies referenced herein are revised in the school year of 2023-2023 the language in the most current policy or administrative guideline prevails. Copies of the current Board policies are available from the building principal and on the District's website.

MISSION OF THE SCHOOL

The mission of the Valley Local School District is to foster life-long learning by embracing the challenges of change. This will be accomplished through creative collaboration and by maintaining an environment of respect and pride.

EQUAL EDUCATIONAL OPPORTUNITY

This District provides equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at the school or a school activity should immediately contact the School District Compliance Officer(s): Aaron Franke- High School Principal 740-259-5551 or Jeremy Clark- Elementary School Principal 740-259-2611. 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.

SCHOOL DAY

Valley High School	Valley Middle School	Valley Elementary
Office Hours: 7:30- 3:00	Office Hours: 7:30- 3:00	Office Hours: 8:00 – 3:30
Principal: Mr. Franke	Principal: Mrs. Richard	Principal: Mr. Clark
Secretary: Mrs. McNutt	Secretary: Mrs. Lansing	Secretary: Mrs. Hardin
Phone: 740-259-5551	Phone: 740-259-2651	Phone: 740-259-2611
Fax: 740-259-2314	Fax: 740-259-6624	Fax: 740-259-3822

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 see help from the Guidance Counselor.

- Adults (age 18 or older) must follow all school rules

STUDENT RESPONSIBILITIES (cont.)

- 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 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 filing 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 his/her 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, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parents or guardian on the Final Forms software.

Students with health care needs should deliver written notice about such needs, along with physician documentation, to the School Office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. The School Nurse in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

- Unless enrolling under the District's open enrollment policy.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The Guidance Department will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

New students 18 years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parent's in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

ENROLLING IN THE SCHOOL (cont.)

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DYS to the Superintendent, have been received:

- A. an updated copy of the student's transcript;
- B. a report of the student's behavior while in DYS custody;
- C. the student's current IEP, if one has been developed for the child; and
- D. a summary of the instructional record of the child's behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students

CHANGE OF ADDRESS OR PHONE NUMBER

Parents should update Final Forms immediately when changes occur in a student's address, phone number, or any other pertinent information included on the Emergency Medical Form. If the family status changes due to divorce or legal separation, or if the child lives with someone other than his or her natural mother or father, proof of custody or guardianship must be provided to the school office. Please complete the change in Final Forms.

SCHEDULING AND ASSIGNMENT

Elementary Level

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

Secondary Level

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Counselor. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

EARLY DISMISSAL

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release and to sign the student out of the building. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian. (See Page 63 for specific timelines.)

WITHDRAWAL/TRANSFER FROM SCHOOL

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of 18.

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request. However, no grades or school records will be released until all books have been returned and all financial obligations have been completed.

IMMUNIZATIONS

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chickenpox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse.

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is located on each student's Final Forms account.

USE OF MEDICATIONS

Students, who must take prescribed medication during the school day, must comply with the following guidelines:

- A.** Parents should determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B.** The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C.** All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D.** Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine auto-injectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a back-up dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.
 - Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.
 - If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.

USE OF MEDICATIONS (CON'T)

E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

G. The principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

Non-prescribed (Over-the-Counter) Medications

No staff member will give or administer non-prescribed, over-the-counter (OTC) medication to any student without a physician order. Over-the-counter medication (OTC) cannot be given or administered unless a physician order is on file in the building office or nurse's office.

If a student is found using or possessing a non-prescribed medication without physician's order, the medication will be confiscated until written physician's authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other infections indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

The School District has an obligation to protect staff and students from non-casual-contact communicable diseases. When a non-casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

STUDENTS WITH DISABILITIES

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact the Student Service Coordinator at (740) – 259 - 3115 to inquire about evaluation procedures, programs, and services.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For any additional information contact the liaison for Homeless Students at (740) - 259 - 3115.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Directory information includes: Student's name, telephone number, address, date, and place of birth, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, awards received, honor rolls, or scholarship. **(See District Policy 8330)**

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found at the district office of the Superintendent.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please provide a written notice identifying requested student records to the Guidance Office. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

PROTECTION AND PRIVACY OF STUDENT RECORDS (CON'T)

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents;
or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

PROTECTION AND PRIVACY OF STUDENT RECORDS (CON'T)

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the School Principal to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.

www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and PPRA@ED.Gov.

STUDENT FEES AND FINES

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

High School Art

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship.

Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fund-raisers:

- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the students' counselor.
- Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- Students may not participate in a fund-raising 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.

STUDENT VALUABLES

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

MEAL SERVICE

The School participates in the National School Lunch Program and makes lunches available to students for a fee of either full price, reduced, or free. Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student may leave school premises during the lunch period without specific written permission from the Principal.

Applications for the School's Free and Reduced-Priced Meal program are on each students Final Forms account. Forms can also be located on the school website.

SAFETY AND SECURITY

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

FIRE, TORNADO, AND SAFETY DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

EMERGENCY CLOSING AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

Television: WSAZ Channel 3

Radio: WNXT 99.3

- Parents and students will be notified of school closings or delays via school messenger system delivered to the phone number on file.

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

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*/asbestos management plan and Pesticide Applications are available for inspection at the Board offices upon request.

Any staff member or contractor who applies pesticides on District property shall meet the requirements of AG 8431A in addition to the requirements established by law.

Written notification shall be provided each year, prior to any pesticide application when school is in session, to those parents, adult students, and employees requesting prior notification of scheduled pesticide applications:

- A. that a pesticide is to be applied;
- B. the type of pesticide and its potential side effects;
- C. the location of the application; and
- D. the date of the application.

VISITORS

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time

Students may not bring visitors to school without prior written permission from the Principal.

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

LOST AND FOUND

Students who have lost items should check the lost and found area and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

USE OF OFFICE TELEPHONES

Office telephones may only be used for emergent or essential personal calls.

Students will ONLY be called from class to receive telephone calls in the case of an emergency. If necessary, the parent/guardian may leave a message for the student(s) with the front office staff.

Students may use the office phone before or after school, between classes, during study hall, or during lunch.

Students must initiate a request to leave school with the front office staff. Office personnel will initiate all calls on behalf of a student seeking permission to leave school. Students are NOT permitted to use a cell phone, school computer, classroom phone, office phone or any other communication device to contact parents to receive permission to leave school.

School personnel will work directly with the parent or guardian to determine if a student should be permitted to leave school. Failure to follow this procedure may result in disciplinary action.

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 1 school day of its receipt.

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 extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on the Final Forms software. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

- 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.

SECTION II – ACADEMICS

COURSE OFFERINGS

GRADES

Valley Local has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

High School/Middle School Grading System

GRADING SCALE

<u>Nine Weeks Grades</u>	<u>Numerical Value</u>
100.00 – 94.00 = A	4 points = A
93.99 – 91.50 = A-	3.67 points = A-
91.49 – 88.17 = B+	3.33 points = B+
88.16 – 84.83 = B	3.00 points = B
84.82 – 81.50 = B-	2.67 points = B-
81.49 – 77.50 = C+	2.33 points = C+

GRADES (cont.)

High School/Middle School Grading System

GRADING SCALE

<u>Nine Weeks Grades</u>	<u>Numerical Value</u>
77.49 – 73.50 = C	2.00 points = C
73.49 – 69.50 = C-	1.67 points = C-
69.49 – 66.17 = D+	1.33 points = D+
66.16 – 62.83 = D	1.00 points = D
62.82 – 59.50 = D-	.67 points = D-
59.49 – 0 = F	0 points = F

A student must receive at least 2.01 points in order to be eligible to receive credit for a particular course. All five grades (four 9 weeks and final) will be combined to receive total points for the year. The teacher will determine the final grade.

There will be a total of five grades per year (4 Qtr. Grades and one End of Course Exam Grade); pluses and minuses **WILL** affect the final grade.

Grading Scale for Final Grade

<u>Total Points in (5 Grades)</u>	<u>Grade</u>	<u>Yearly Point Averages</u>
20.00 – 19.34	A	4.000 – 3.868
19.33 – 17.66	A-	3.867 – 3.534
17.65 – 15.99	B+	3.533 – 3.198
15.98 – 14.34	B	3.197 – 2.868
14.33 – 12.67	B-	2.867 – 2.534

Grading Scale for Final Grade (cont.)

<u>Total Points in (5 Grades)</u>	<u>Grade</u>	<u>Yearly Point Averages</u>
12.66 – 10.99	C+	2.533 – 2.198
10.98 – 9.34	C	2.197 – 1.868
9.33 – 7.67	C-	1.867 – 1.534
7.66 – 5.99	D+	1.533 – 1.198
5.98 – 4.34	D	1.197 – 0.868
4.33 – 2.01	D-	0.867 – 0.402
2.00 – 0.00	F	0.401 – 0.000

Elementary School Grading System

3rd & 4th Grading Scale

<u>Nine Weeks Grades</u>	<u>Numerical Value</u>
100.00 – 91.50 = A	4 points = A
91.49 – 81.50 = B	3.33 points = B
81.49 – 69.50 = C	2.33 points = C
69.49 – 59.50 = D	1.33 points = D
59.49 – 0 = F	0 points = F

K-2 Grading Scale

Grades K-2 use a standard based report card to assess mastery in the Ohio Academic Content Standards.

Nine Weeks Grades

3	Proficient
2	Approaching Proficient
1	Well Below Proficient

Grading Periods

Students will receive a report card at the end of each 9-week period indicating their grades for each course of study for that portion of the academic term.

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

PROMOTION, ACCELERATION, AND RETENTION

Promotion to the next grade (or level) is based on the following criteria:

- A. current level of achievement based on instructional objectives and mandated requirements for the current grade
- B. potential for success at the next level
- C. emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade

A student may be accelerated (either by whole-grade or by subject area) when his/her performance and measured ability significantly exceeds that of his/her grade level peers. Students can be nominated for acceleration by teachers, administrators, parents, and the student him/herself. Decisions regarding acceleration are based on the following criteria:

PROMOTION, ACCELERATION, AND RETENTION (CON'T)

- A. achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently and any grade(s)/course(s) in the student will skip
- B. achievement of instructional objectives for the present grade/course as well as the succeeding one(s)
- C. potential for success in the accelerated placement based on sufficient proficiency at current level
- D. social, emotional, and physical maturation necessary for success in an accelerated placement

A student may be retained or denied HS credits if s/he is absent from class for more than 25 days of the required attendance days of the current school year.

Even if s/he falls in the preceding category, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted.

No student will be promoted to the fourth grade if s/he attained a score in the range designated by O.R.C. 3310.0710 (A)(3) on the State mandated assessment except in accordance with the provisions of Policy 2623.02 - Third Grade Reading Guarantee or in accordance with State law.

No student will be promoted to the ninth grade unless s/he has completed a one-year course in American History.

STUDENT ASSESSMENT

Students must earn the minimum number of points on End of Course exams as mandated by the Ohio Department of Education (ODE). It is important to note that Valley Local School District must use the testing window established by ODE.

While the School District does schedule make-up dates for testing, students should avoid unnecessary absences.

Fall Test Windows 2023
Grade 3 English Language Arts- Five consecutive school days, including make-ups, within the Oct. 16 to Nov. 3 testing window.
High School end of course test- Fifteen consecutive school days, including make-ups, within the Nov. 27 to Jan. 12 testing window.

Spring Test Window 2024
English Language Arts- Fifteen consecutive school days, including make-ups March 25 to April 26
Mathematics, Science and Social Studies – Fifteen consecutive school days, including make-ups April 01 to May 10
Alternative Assessment for Students with Significant Cognitive Disabilities 2024
Feb. 26 – April 19
Summer Test Window 2024 (Optional for Districts)
Grade 3 English Language Arts June 24 – June 28 High School End of Course Tests June 24 – July 5

Dates will be updated yearly to the school calendar.

STUDENT ASSESSMENT (CON'T)

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 the guidance staff.

College entrance testing information can be obtained from the Guidance Office.

VALLEY GRADUATION REQUIREMENTS

<u>SUBJECT AREA</u>	<u>REQUIRED UNITS OF CREDIT</u>
Core Curriculum	
English	4
Social Studies	3 (Must include World Hist., Am. Hist. & Gov.)
Science	3 (Must include Physical, Life & Adv. Science)
Mathematics	4 (Must include Alg.1 & 2 and Geom.)
Health	½
Physical Education	½ (Two semesters)
Fine Art	1

*CTC program does not require the Fine Art

Other Electives

6

*Students must receive instruction in financial literacy which is included in the Social Studies curriculum.

*Valley Local School District has adopted the state optional policy that would exempt students who participate in interscholastic athletics, marching band or cheerleading for two full seasons from the physical education requirement. Students must take another course, which cannot be a physical education course, of at least 60 contact hours.

Total Number of Credits Required for Graduation 22

Students in the Class of 2023 and beyond will meet the following criteria:

*Earn Basic 22 high school credits

*Show Competency (score 684 or higher) in Algebra 1 and English II

*Show Readiness by earning **2 diploma seals out of 12 options:**

One must be a State Seal:

Ohio Means Jobs Readiness Seal - Show aptitude in 15 professional skill & endorsed by 3 mentors

College Ready Seal (ACT) - Score of English 18, Reading 22, Math 22

Industry Recognized Credential Seal - Earn 12 points of industry-recognized credentials from a single career field

Military Enlistment Seal - Provide evidence of enlistment in the military or participate in JROTC

for 2 years

Citizenship Seal - Score 700 proficient on the State American History and Government End of Course Test or Earn a “B” or higher in both courses

Science Seal - Score 700 proficient on the State Biology End of Course Test or Earn a “B” or higher in an Advanced Science Course

Honors Diploma Seal - Earn an Ohio Honors Diploma

Seal of Biliteracy - Show proficiency in English and high levels of proficiency in a second language

Technology Seal - Successful completion of our Computer Science Course or Introduction to Engineering Design

Local Seals

Community Service Seal - 15 community service hours with documentation

Fine & Performing Arts Seal - Earn 2 Fine Arts credits or 1 Fine Art credit & outside instruction with a performance or event

Student Engagement Seal - Participate in 3 Extracurricular Activities to a meaningful extent (sports, band, clubs, etc.)

The complete listing and criteria is available at the Ohio Department of Education at education.ohio.gov. or you may contact the guidance office at 740-259-6631/6632.

IMPORTANT FACTS:

It is important that you research your college and career interests so that you will be well prepared for all course requirements and expectations. Plan early, visit colleges of interest and job shadow in the occupations you would like to pursue and most importantly pay attention to deadlines.

The State of Ohio has introduced a new rigorous high school curriculum that is raising the requirements for graduation in both the classroom and state testing. “The Ohio Core” curriculum will challenge students to meet academic expectations in a changing world.

We suggest that all seniors be enrolled in a full schedule with core academic courses their last year of high school. College entrance, scholarship and career field requirements are getting much more competitive and the better prepared you are with the best ACT score you can attain will be to your advantage.

Consult with parents, teachers and the guidance counselor for additional information with your education and career planning. We are encouraging all students to register for classes with these thoughts in mind so they will be able to maximize their opportunities for a successful future.

*If you have any questions or concerns, please feel free to contact the Valley High School Guidance Office at 259-6631 or email Mrs. Shope, Guidance Counselor at ellen.shope@valleyls.org

Ohio's High School Graduation Requirements

Classes of 2023 and Beyond

It's Your **Future.** Get **Ready.**

Before you know it, you'll be receiving your high school diploma. Ohio is giving you new ways to show the world what you can do with it.

As a student entering ninth grade on or after **July 1, 2019**, Ohio's new high school graduation requirements give you more flexibility to choose a graduation pathway that builds on your strengths and passions – one that ensures you are ready for your next steps and excited about the future.

First, cover the basics

You must earn a minimum total of 20 credits in specified subjects and take your required tests. Then, decide how you will round out your diploma requirements.

English language arts	4 credits
Health	½ credit
Mathematics	4 credits
Physical education	½ credit
Science	3 credits
Social studies	3 credits
Electives	5 credits

Other Requirements

You also must receive instruction in economics and financial literacy and complete at least two semesters of fine arts. Your district may require more than 20 credits to graduate.

Second, show competency

Earn a passing score on Ohio's high school Algebra I and English II tests. Students who do not pass the test will be offered additional support and must retake the test at least once.

Is testing not your strength? After you have taken your tests, there are three additional ways to show competency!

Option 1.

Demonstrate Two Career-Focused Activities:

Foundational

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

Supporting

Work-based learning
Earn the required score on WorkKeys Earn the OhioMeansJobs Readiness Seal

Option 2.

Enlist in the Military

Show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation.

Option 3.

Complete College Coursework

Earn credit for one college-level math and/or college-level English course through Ohio's free College Credit Plus program.

Third, show readiness

Earn two of the following diploma seals, choosing those that line up with your goals and interests. These seals give you the chance to demonstrate academic, technical and professional skills and knowledge that align to your passions, interests and planned next steps after high school.

At least one of the two must be Ohio-designed:

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

Want to learn more? Contact your school counselor or visit education.ohio.gov/graduation





Ohio's High School Graduation Requirements

Class of
2023 &
Beyond

FIRST

— cover —
Basics



EARN 22 CREDITS



4 Credits
Mathematics



4 Credits
English
Language Arts



3 Credits
Social Studies



3 Credits
Science



1/2 Credit Health
1/2 Credit Physical Education



7 Credits
Electives

SECOND

— demonstrate —
Competency



**DEMONSTRATE
COMPETENCY**



Earn a minimum score of 684
on the Math 1 and English II
end-of-course tests or
college-ready score on the
ACT or SAT

OR



OR



OR



THIRD

— show —
Readiness



EARN 2 SEALS

--- STATE SEALS ---



Technology



Citizenship



Biliteracy



Ohio Means Job



Honors Diploma



Science



Military Enlistment



College Ready



Industry-Recognized
Credential

--- LOCAL SEALS ---



Community Service



Student Engagement



Fine & Performing Arts



Ohio's High School Graduation Requirements

Class of
2026 &
Beyond

FIRST

— cover —
Basics



EARN 22 CREDITS



4 Credits
Mathematics



4 Credits
English
Language Arts



3 Credits
Social Studies



3 Credits
Science



1/2 Credit Health
1/2 Credit Physical Education



1/2 Credit
Financial Literacy



7 Credits
Electives

SECOND

— demonstrate —
Competency



**DEMONSTRATE
COMPETENCY**



Earn a minimum score of 684
on the Math 1 and English II
end-of-course tests or
college-ready score on the
ACT or SAT

OR



OR



OR



THIRD

— show —
Readiness



EARN 2 SEALS

--- STATE SEALS ---



Technology



Citizenship



Biliteracy



Ohio Means Job



Honors Diploma



Science



Military Enlistment



College Ready



Industry-Recognized
Credential

--- LOCAL SEALS ---



Community Service



Student Engagement



Fine & Performing Arts

Academic Course List

***Students must earn credits in the following courses to be included in the class rank.**

English 9	College Preparatory (CP)
English 10	CP & Gen
English 11	Honors & CP
English 12	CP or CCP College Credit Plus with SSU ENGL 1101 & ENGL 1105
World History	CP
American History	CP
Government	CP or CCP National Government 1110
Psychology	
Sociology	
Algebra I	CP & Gen
Geometry	CP & Gen
Algebra II	CP & Gen
Transition to College Mathematics	
Pre-Calculus	CP or CCP Math 1200 College Algebra & Math 1250 Trigonometry
Calculus	CCP Math 2110 Calculus
Biology	CP
Physical Science	Gen
Physical Science	CP
Earth & Space Science	CP
Chemistry	CP or CCP Chemistry 1121 Principles of Chemistry
Advanced Chemistry *	AP Exam Option & CCP Chemistry 1141 Chemistry I
Honors Physics	CP
Anatomy	CP
AP Biology*	AP Exam Option
Spanish Language I, II, III & IV	CP

*Advanced Placement Courses are college level courses taught at the high school with a College Board standardized exam at the end of the year to determine the possibility of college credit awarded.

*College Credit Plus is partnered with Shawnee State University for College Credit

Academic Requirements for Valedictorian & Salutatorian

The student(s) with the highest grade point average will be considered for valedictorian and the second highest grade point average will be considered for salutatorian with the completion of the following courses:

English 9 CP, 10 CP, and 11 Honors

English Discourse & Composition ENGL 1101 or comparable course*

World History CP

American History CP

National Government CCP or comparable CCP course*

Sociology or Psychology

Algebra I

Geometry

Algebra II

Pre-calculus or Math 1200/1250

Biology

CP Physical Science (unless sophomore year chemistry)

Chemistry

Physics, Adv. Chemistry, or AP Biology

(2 Advanced Sciences beyond Biology & Physical Science, 4 Science Credits minimum follow Diploma with Honors)

Spanish I, II, and III

1 credit of Fine Art

*High School Academic Review Committee

Honors Diploma

The **Valley Local School District** shall award the Diploma with Honors to any student who has:

1. successfully completed the high school curriculum (i.e., course, credit and other requirements), or completed the student's individual education program;
2. attained at least the applicable scores on the achievement tests required by the State Board of Education for graduation;
3. A completed the academic curriculum and met at least 7 of the following 8 criteria:
 - a. earn 4 units of English;
 - b. earn 4 units of Mathematics, which shall include Algebra I, Algebra II or equivalent, Geometry, and another higher course or a 4-year sequence of courses which contains equivalent content;
 - c. earn at least 4 units of Science, including physics and chemistry;
 - d. earn 4 units of Social Studies;
 - e. earn either 3 units of 1 foreign Language or 2 units each of 2 Foreign Languages (must include no less than 2 units for which credit is sought);
 - f. earn 1 unit of Fine Arts;
 - g. maintain an overall high school grade point average of at least 3.5 on a 4-point scale up to the last grading period of the senior year; or
 - h. obtain a composite score of 27 on the American College Testing Program's (ACT) Tests or an equivalent composite score of 1210 on the Scholastic Assessment Tests (SAT);

Honors Diploma (Cont.)

OR 3.B completed an intensive career-technical education curriculum and met at least 7 of the following 8 criteria:

- a. earn 4 units of English;
- b. earn 4 units of Mathematics, which will include Algebra I, Algebra II or equivalent, Geometry, and higher level course or a 3 4-year sequence of courses which contains equivalent content;
- c. earn 4 units of Science, including physics and chemistry;
- d. earn 4 units of Social Studies;
- e. earn 4 units of Career-Technical education program that leads to an industry-recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to postsecondary credit.

[Otherwise, the student must achieve the proficiency benchmark established for the applicable Ohio Career-Technical competency assessment or the equivalent.]

- f. maintain an overall high school grade point average of at least 3.5 on a 4-point scale up to the last grading period of the senior year;
- g. achieve proficiency benchmark established for appropriate Ohio Career Technical Competency Assessment of equivalent assessment aligned with State-approved and industry validated technical standards; or
- h. obtain a composite score of 27 on the American College Testing Program's (ACT) Tests, or an equivalent composite score of 1210 on the Scholastic Assessment Tests (SAT).

It is the student's responsibility to maintain contact with his/her Counselor to ensure that his/her graduation requirements are being met.

EARLY GRADUATION

Students who wish to apply for early graduation should apply to the high school principal. Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation. Students who choose early graduation may participate in the graduation ceremonies of their designated class.

COLLEGE CREDIT PLUS PROGRAM

Any student in grades 7 through 12 may enroll in a postsecondary program provided s/he 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. Student participation requires written consent of the Superintendent and, for students under 18, written consent of the parents or attendance in counseling services offered with this educational option. Any interested student should contact the Guidance Counselor to obtain the necessary information.

NATIONAL HONOR SOCIETY

Eligibility for Selection

To be selected as a member of the National Honor Society is one of the highest honors a student can achieve. Membership in the National Honor Society is both an honor and a responsibility. This honor recognizes not only a student's high scholastic record, but also his/her efforts to maintain specified ideals and standards endorsed by the national organization. Students are selected for membership based on their demonstration of scholarship, service, leadership, and character. Once a student has been selected and inducted as a member of the National Honor Society, he or she is expected to continue to demonstrate the qualities of scholarship, service, leadership, and character.

Students must be enrolled at Valley High School for at least one semester before they can be considered for National Honor Society membership. Students who are being educated at home will not be eligible for membership in the National Honor Society.

Students must have a cumulative grade point average of at least 3.50 by the end of their sophomore year to meet the initial requirement of scholarship. Students must maintain a 3.50 GPA through the duration of the selection process. From this list of students, a faculty committee will select those students that further qualify. Students will be invited to complete a candidate information form provided by the NHS Advisor.

NATIONAL HONOR SOCIETY (cont.)

Selection of Members

As recommended by the National Council, a committee of 5 faculty members will make the selection of National Honor Society members. Eligible students who wish to be considered for membership must complete a candidate information form. The activity sheet provides the student with an opportunity to demonstrate their qualifications.

The faculty committee will discuss and decide on the candidates with the aid of input from the rest of the faculty and candidate information forms. The selection of each member shall be by majority vote of the committee.

Probation

Students who do not continue to maintain high levels of scholarship, leadership, service, and character may be placed on probation. Probation will be used as a warning of a possible dismissal. The student will be notified of the reason for the probation and the correction that needs to follow to be removed from probation. If the problem is not corrected, dismissal from the organization may follow. Probation does not exclude the student from privileges and obligations of membership

Dismissal

A member who is failing to maintain standards may be dismissed from the organization. A hearing will be conducted by the faculty committee to discuss the membership of the student. A period of probation does not need to precede a dismissal. Dismissal will mean the student has been permanently removed from the NHS. Students who are dismissed or resign from the organization are never eligible for membership again. A student who is facing dismissal has the right to appeal to the faculty council for reversal of the dismissal

Grades

Members must maintain a grade point average of at least 3.50 per semester. If a student is unable to maintain the minimum average per semester, the student will be dismissed from the organization.

Recognition of Student Achievement

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the building Principal.

Progress Book

Parents are encouraged to check their child's grades, assignments, and attendance through a program available on our school website: www.valleyindians.net. The program is called Progress Book. At the beginning of the school year, parents can contact the technology coordinator for log-in information. As long as one has internet access, one can participate in Progress Book. This is an excellent tool for parents to keep up to date on their child's progress or lack thereof.

Honor Roll(s)

Elementary – Honor Roll:

The ***“Straight A” Honor Roll*** means a final grade average on the report card of 4.0. To attain this, a student must achieve an “A” in every subject as the final grade on the report card.

The ***“A Average” Honor Roll*** means that a student achieves between a 3.5 and 3.99 grade point average for the final grades. It is possible to attain this grade point average with final grades of both A's on the report card.

The ***“B Average” Honor Roll*** indicates that a student has a final grade point average of 3.0-3.49

Middle School – Honor Roll:

Students will be recognized for their academic success throughout the school year. Moreover, students can be placed on three possible honor rolls (1) at the end of each grading period; and (2) as an end of the year average.

Straight “A” Honor Roll

Students could be placed on this honor roll for maintaining **“all A's** on the grade card in all subjects. A student cannot have any mark other than an “A” in all subjects. Incomplete, unsatisfactory, or failure marks disqualify students from being placed on the straight “A” Honor Roll.

“A” Average Honor Roll

Students could be placed on this honor roll for maintaining an **“A Average”** in all subjects. Incomplete, unsatisfactory or failure marks, as well as a letter grade of D+ or below, disqualify students from being placed on the “A” Average Honor Roll.

“B” Average Honor Roll

Students could be placed on this honor roll for maintaining a **“B Average”** in all subjects. Incomplete, unsatisfactory or failure marks, as well as a letter grade of D+ or below, disqualify students from being placed on the “B” Average Honor Roll.

High School – Honor Roll:

All "A" Honor Roll – Students achieving an A in all courses.

"A-B" Honor Roll – Students achieving A's or B's in all courses.

GENESIS PROGRAM

Genesis is an incentive program developed to improve students' attendance, behavior, and academic performance. Students will receive a Genesis card if they qualify in one of the areas listed below. Cards will be collected at the end of each 9 weeks grading period and placed in a grand prize giveaway at the end of the school year. The following is a list of qualifications for each card.

Elementary

Purple Card Requirements:

- ❖ Must either have a 3.0 – 4.0 (3rd and 4th grade) or 2's & 3's report card (K-2 grade)
- ❖ No more than 1 absent and 1 tardy per 9 weeks
- ❖ No office referrals
Rewards:
- ❖ Ball games free
- ❖ Homework pass

Middle School:

Purple Card Requirements:

- ❖ All A's
- ❖ 1 or fewer absences
- ❖ 1 or fewer tardies
- ❖ 0 PBS detentions

Rewards

- ❖ 1 test pass
- ❖ 1 homework pass
- ❖ Free admission to athletic events
- ❖ Reward Raffle Entry

Gold Card Requirements

- ❖ 2 or fewer absences
- ❖ 2 or fewer tardies
- ❖ 1 or fewer PBS detentions

Rewards

- ❖ 1 test pass
- ❖ 1/2 off admission to athletic events
- ❖ Reward Raffle entry

High School

Standard Requirements

- ❖ No discipline problems
- ❖ No grade of "F" received for any subject during the grading period

Purple Card

- ✓ One absence or fewer during the grading period
- ✓ One tardy or fewer during the grading period
- ✓ Must meet the standard requirements
- ✓ Must hold and maintain a G.P.A. of 4.00-3.50

Rewards:

- ❖ Homework Exemption during the next nine weeks in THREE different classes. Only one homework exemption per class per grading period may be used.
- ❖ Free admission to ALL home high school athletic events and dances during the next nine weeks.
- ❖ Free 10" two item pizza from Giovanni's in Lucasville.
- ❖ Free Fried Ice Cream from Sonora's in Lucasville.
- ❖ Free Single Combo or Chicken Combo from Wendy's in Lucasville.

Gold Card

- ✓ Two absences or fewer during the grading period
- ✓ Two tardies or fewer during the grading period
- ✓ Must meet the standard requirements
- ✓ Must hold and maintain a G.P.A. of 4.00-3.00

Rewards:

- ❖ Homework Exemption during the next nine weeks in TWO different classes. Only one homework exemption per class per grading period may be used.
- ❖ \$2.00 pre-sale admission to ALL home high school athletic events and dances during the next nine weeks (must be purchased during lunch period on game day).
- ❖ Free breadsticks with cheese from Giovanni's in Lucasville.
- ❖ 20% OFF your meal at Sonora's in Lucasville.
- ❖ Free Single from Wendy's in Lucasville.

White Card

- ✓ Two absences or fewer during the grading period
- ✓ Two tardies or fewer during the grading period
- ✓ Must meet the standard requirements
- ✓ Must hold and maintain a G.P.A. of 2.99-2.50

Rewards:

- ❖ Homework Exemption during the next nine weeks in ONE class.
- ❖ \$2.00 pre-sale admission to ALL home high school athletic events and dances during the next nine weeks (must be purchased during lunch period on game day).
- ❖ Free 10" one item pizza from Giovanni's in Lucasville.
- ❖ Free Queso from Sonora's in Lucasville.
- ❖ Free Medium Frosty from Wendy's in Lucasville.

Silver Card

- ✓ Must meet the standard requirements
- ✓ Must have no more than **ONE** absence "event"
- ✓ Must hold and maintain a G.P.A. of 4.0-2.50

Rewards:

- ❖ \$2.00 pre-sale admission to ALL home high school athletic events and dances during the next nine weeks (must must be purchased during lunch period on game day).
- ❖ Free drink from Sonora's in Lucasville.
- ❖ Free Medium Fry from Wendy's in Lucasville.

HOMEWORK

Homework provides an opportunity for students to extend their intellectual, emotional, social and moral growth. In addition, it also provides practice to reinforce school instruction and expand the application of knowledge and skills through independent work.

COMPUTER TECHNOLOGY AND NETWORKS

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 a limited 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/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

COMPUTER TECHNOLOGY AND NETWORKS (cont.)

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

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an e-mail address.

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.
- 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 (IM), defamatory personal Web sites or MySpace 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 <http://www.cyberbullying.ca>

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 web site or on 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 web sites.

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

COMPUTER TECHNOLOGY AND NETWORKS (cont.)

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 him/her 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 web sites.
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" on-line without parent approval and participation.

COMPUTER TECHNOLOGY AND NETWORKS (cont.)

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 Measure. Students must immediately notify the teacher or principal 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 information onto the District's hard drives is prohibited, without prior approval from the Technology Coordinator. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. 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.

COMPUTER TECHNOLOGY AND NETWORKS (cont.)

- L. Students must secure prior approval from a teacher or the Technology Coordinator 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 message 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.

COMPUTER TECHNOLOGY AND NETWORKS (cont.)

- P. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
- Q. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail), Hotmail, Yahoo mail, etc.).
- R. 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.
- S. 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 Coordinator. 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 purpose.

TRANSMISSION OF RECORDS AND OTHER COMMUNICATION

Parents/Guardians have to complete and return to the District Form 8330 F4a in order to authorize the staff to communicate with the parent/guardian via facsimile and/or electronic mail ("e-mail"). Parents who elect to communicate with a staff member via e-mail are required to keep the District informed of any changes to their e-mail address.

PUBLIC SCHOOL CHOICE OPTIONS

The No Child Left Behind Act of 2001 provides that parents/guardians of students enrolled in a Title I school in the District the first year following the building's identification as being in "School Improvement" have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the students' grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. However, if there is not another school in the District offering instruction at the students' grade level(s) that has not been identified as needing improvement, the Superintendent will contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Supplemental Education Services (SES) will also be offered to students in any school no later than the first year following the building's identification as being in "School Improvement", regardless of whether a transfer option is available.

Additionally, if a school within the District has been designated as "persistently dangerous" as defined by State law, students have the right to transfer to another "safe" school in the District. If there is not another "safe" school in the District providing instruction at the students' grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Further, if a student is a victim of a violent crime on school property, s/he also has the right to transfer to another school in the District. If there is not another school in the District providing instruction at the student's grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student's grade level.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Valley Local 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.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

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 5610.05.

Rules Governing Elected Activities

The following are student regulations for holding an elected position at Valley High School. These will govern holding an office or elected positions such as, but not limited to: class officer, River Days candidate, football homecoming candidate, basketball sweetheart candidate, etc. These rules do not apply to home-schooled students who desire to participate in athletics, cheerleading, or band.

1. Candidates for any school office will have no record of suspension/expulsion from school or written record of disciplinary action while in Valley Local Schools for the previous academic year and current school year, nor will be under disciplinary action by local civil courts. (Minor traffic violations are excluded.)
2. Candidates must have 93% attendance or above.

Rules Governing Elected Activities (cont.)

3. Candidates in grades 10-12 must have a cumulative GPA of a 2.25 to be considered. Freshmen who are entering high school and haven't earned any high school grades through the mid-term or grading period, must have not more than one F as a final grade in the 8th grade. Once freshmen have earned grades for their first grading period, they must have maintained a 2.25 to be considered for any elected positions.
4. Elected students must maintain an overall "C" (2.25) average or better while in office. If a student fails to maintain the 2.25 GPA, he/she can be dismissed from the position, and the next highest vote getter will take over the position if he/she meets the requirements.
5. The candidate must have been enrolled the previous semester in Valley Local School District before being nominated for any position.
6. While in office, if a student is suspended or expelled, if grades drop below a "C" (2.25) cumulative Grade Point Average, or attendance rate drops below 93% the student will be removed from office.

ATHLETICS

Valley Local provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). 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 5610.05.

ACADEMIC ELIGIBILITY

To be eligible for participation in interscholastic student activities at Valley High School, a student shall maintain a minimum grade point average of 1.0 for the immediately preceding grading period. They must also earn passing grades in 5 academic credits in the preceding grading period. For interscholastic athletics eligibility, the student must also meet all requirements of the Ohio High School Athletic Association.

Failure to comply with the eligibility requirements contained in the policy will result in the student's loss of eligibility.

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, s/he must first contact his/her counselor to discuss any legal requirements and to obtain any required documents. Students must be determined to be in good standing prior to being issued a work permit. Failure to remain in good standing may result in the principal contacting the student's employer to recommend an altered work schedule and/or the student's work permit being suspended.

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.

DANCES

All dances will be closed – only Valley High School students and their registered guests will be admitted. VHS students may register guests by completing a dance guest request form. As noted on VHS Dance Guest Request Form, dance guests MUST be a student in good standing at an Ohio public school as evidenced by the signature of an administrator in the student's district or have been a student in good standing no more than two years prior. In no case shall a dance guest be 21 years of age or older.

Dances are an extension of the school day; therefore, school dress code will be honored and expectations for behavior remain the same.

Valley Middle School Dances are open ONLY to Valley Middle School students.

The sponsoring group sets the price of admission. Students who leave the dance will NOT be readmitted. Students who are absent the day of the dance will not be admitted unless the absence was excused and pre-approved.

Students who fail to comply with these regulations will lose dance attendance privileges and may be subject to additional disciplinary measures.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time. This is a habit the School wants to help students develop as early as possible.

Policy 5200 – Attendance: 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.

The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for his/her parents or guardians. Such excuse should not exceed five (5) days and may at the discretion of the Superintendent be renewed for five (5) additional days. At no time, however, shall such excuse cause a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent or his/her designee, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

House Bill 410 – Key Highlights

- Defines habitual truancy on hours instead of days, using a 6-hour school day, and revises the related definitions of unruly child and delinquent child
- Beginning July 1, 2017, prohibits public schools from suspending or expelling a student solely because of unexcused absences
- Requires public schools, beginning in the 2017-18 school year, to update their student absence policies to include certain intervention strategies
- Specifies that if absences constitute habitual truancy, the principal or district superintendent must assign the student to an absence intervention team, which must develop a plan to reduce further absences.
- Beginning with the 2017-18 school year, requires public schools to report certain student attendance information to the Ohio Department of Education
- Reforms processes and procedures for the referral, hearing and adjudication of truant students in juvenile court, More information:

<http://www.legislature.ohio.gov/legislation/legislation>

	Consecutive Hours	Hours per school month	Hours per school year
Habitual Truancy	30 hours without legitimate excuse (5days)	42 hours without legitimate excuse (7 days)	72 without legitimate excuse (12 days)
Excessive Absences		38 with or without legitimate excuse (6 days)	65 with or without legitimate excuse (11 days)
Chronic Absenteeism			10% or 92 hours with or without legitimate excuse (15 days)

Truancy

Truancy is defined as an absence from school and/or any part of a class without parent's/guardian's and/or a school official's knowledge or permission.

If a student is habitually or excessively absent and the student's parent fails to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200. Habitual or excessive absence can also result in:

A student will be considered habitually truant if the student is absent **without** a legitimate excuse for thirty (30) or more consecutive hours (5 days), for forty-two (42) or more school hours in one (1) month (7 days), or seventy-two (72) or more hours in one (1) school year (12 days).

A student will be considered excessively absent if the student is absent **with or without** a legitimate excuse for thirty-eight (38) consecutive hours (6 days) or for sixty-five (65) or more school hours in one (1) year (11 days).

Chronic absenteeism will be considered if the student is absent for 10% or ninety-two (92) hours with or **without** a legitimate excuse (15 days).

Legitimate excuses for the absence of a student who is otherwise habitually or chronically truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C 3321.04; or
- C. the student has received an age and schooling certificate.

If a student is habitually truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy.

If a student is excessively absent and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court.

Truancy (cont.)

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:

- A. provide counseling to the student
- B. take appropriate legal action

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

The Superintendent shall develop administrative guidelines that:

- A. establish proper procedures so the student and his/her parents are provided the opportunity to challenge the attendance record prior to notification and that such notification complies with R.C. 3321.13 (B)(2);
- B. establish a school session which is in conformity with the requirements of the rules of the State Board;
- C. govern the keeping of attendance records in accordance with the rules of the State Board;
- D. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- E. provide students whose absence has been excused an opportunity to make up work they missed and receive credit for the work, if completed;
- F. refer for evaluation of any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence to determine eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, or other appropriate accommodation.

Truancy (cont.)

Whenever any student of compulsory school age has forty-two (42) or more school hours in one (1) month or a total of seventy-two (72) or more hours of unexcused absence from school during the school year, s/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absence.

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. out-of-state travel (up to a maximum of four (4) days per school year) to participate in a District-approved enrichment or extracurricular activity such good cause as may be acceptable to the Superintendent
- H. medically necessary leave for a pregnant student in accordance with Policy **5751**
- I. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy **5725**

Partial Day Absences

If it becomes necessary for a student to leave during the school day, the student should turn in their written note stating the reason for leaving to the secretary prior to 8:00 a.m. This written note should state the time, reason and with whom the student is leaving, as well as a parent's or guardian's phone number.

Prior to taking ***vacations, trips or religious events***, parents/guardians **MUST** receive approval from the principal. The principal will determine whether the trip will be an excused absence or not.

Elementary Schedule:

Morning Latch Key	7:00 a.m. – 8:15 a.m.	
Arrival Time	8:15 a.m. – 8:39 a.m.	
Tardy	8:40 a.m. – 9:10 a.m.	0 hours
Tardy	9:11 a.m. – 9:40 a.m.	1 hour
½ Day Late Arrival	9:41 a.m. – 12:09 p.m.	3 hours
Full Day Late Arrival	12:10 p.m. or After	6 hours
Full Day Early Dismissal	11:39 a.m. or Before	6hours
½ Day Early Dismissal	11:40 a.m. – 2:09 p.m.	3 hours
Early Dismissal	2:10 p.m.-2:39 p.m.	1 hour
Early Dismissal	2:40 p.m. – 3:10 p.m.	0 hours
Evening Latchkey	3:10 p.m. – 5:30 p.m.	

Middle School Schedule:

Arrival Time	7:15 a.m. – 7:35 a.m.	
Tardy	7:40 a.m. – 8:06 a.m.	0 hours
Tardy	8:07 a.m. – 8: 36 a.m.	1 hour
½ Day Late Arrival	8:37 a.m. – 11:32 a.m.	3 hours
Full Day late Arrival	11:33 a.m. or After	6 hours
Full Day Early Dismissal	10:35 a.m. or Before	6 hours
½ Day Early Dismissal	10:36 a.m. – 1:32 p.m.	3 hours
Early Dismissal	1:33 p.m. – 2:02 p.m.	1 hour
Early Dismissal	2:03 p.m. – 2:33 p.m.	0 hours

High School Schedule:

Arrival Time	7:15 a.m. – 7:40 a.m.	
Tardy	7:40 a.m. – 8:15 a.m.	0 hours
Tardy	8:16 a.m. – 8:45 a.m.	1 hour
½ Day Late Arrival	8:46 a.m. – 11:34 a.m.	3 hours
Full Day Late Arrival	11:35 a.m. or After	6 hours
Full Day Early Dismissal	10:44 a.m. or Before	6 hours
½ Day Early Dismissal	10:45 a.m. – 1:34 p.m.	3 hours
Early Dismissal	1:35 p.m. – 2:04 p.m.	1 hour
Early Dismissal	2:05 p.m. – 2:35 p.m.	0 hours
Early Dismissal	2:05 p.m. – 2:35 p.m.	0 hours

Tardy	8:16 a.m. – 8:45 a.m.	1 hour
½ Day Late Arrival	8:46 a.m. – 11:34 a.m.	3 hours
Full Day Late Arrival	11:35 a.m. or After	6 hours
Full Day Early Dismissal	10:44 a.m. or Before	6 hours
½ Day Early Dismissal	10:45 a.m. – 1:34 p.m.	3 hours
Early Dismissal	1:35 p.m. – 2:04 p.m.	1 hour
Early Dismissal	2:05 p.m. – 2:35 p.m.	0 hours

Perfect Attendance

In order for a student to have perfect attendance, for the school year, the student shall not exceed 3 cumulative hours of total absence for the school year. Each student who is considered for perfect attendance will be considered on a case by case basis.

Notification of Absence

If a student will be absent, the parents must notify the School by 9:00 a.m. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

A skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make-up missed class work. The student will also be subject to disciplinary action.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

Make-up of Tests and Other School Work

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. The student should contact the Teacher as soon as possible to obtain assignments.

The number of days for completion of make-up work will be equivalent to the number of days of absence plus an additional day.

If a student misses a teacher's test due to an absence, s/he should make arrangements with the teacher to take the test at another time. If s/he misses a State-mandated assessment test or other standardized test, the student should consult with the Guidance Counselor to arrange for administration of the test at another time.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence.

A suspended student will be responsible for making up school work missed due to suspension.

Assignments may be obtained from the office beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns from school.

The student must complete missed assignments during the suspension and turn them in to the teacher within 2 day(s) after returning to school.

The student will be given credit for properly-completed assignments and will receive a grade for any made-up tests.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

Each semester, after 5 excused absences (half-day or full-day) with a parent/guardian note/phone call, the only excused absence will be one from a physician or court documentation.

Unexcused absences are reported weekly to the county attendance officer.

Unexcused Absences (cont.)

- After **30 or more consecutive hours** of unexcused absences, the attendance officer is required to contact the parent regarding a time and date for an Absence Intervention Team (AIT) meeting which the parent is required to attend.
- After **42 or more hours in one month** of unexcused absences, the attendance officer is required to contact the parent regarding a time and date for an Absence Intervention Team (AIT) meeting which the parent is required to attend.
- After **72 or more hours** of unexcused absences, the attendance officer is required to contact the parent regarding a time and date for an Absence Intervention Team (AIT) meeting which the parent is required to attend.

If the student and parent fail to meet the requirements of the AIT plan the attendance officer will file a complaint in juvenile court.

Tardiness

Elementary Level

A student who is not in his/her assigned location by **8:40 a.m.** shall be considered tardy. Any student arriving late to school is to report to the School office before going to class.

Middle School

A student who is not in his/her assigned location by **7:40 a.m.** shall be considered tardy. Any student arriving late to school is to report to the School office before going to class.

Secondary Level

Each student is expected to be in his/her assigned location throughout the school day. If a student is late arriving at school, after **7:40 a.m.** s/he must report to the School office before going to his/her first assigned location. Students who are more than 10 minutes late will be considered absent for that instructional period.

Students who are tardy to school more than 4 times during a nine week grading period, the student will be referred to the principal. After-school detention, Friday Night or Saturday morning School and lunch detentions are forms of discipline that may be used to correct the problem of tardiness.

Vacations during the School Year

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip.

CODE OF CONDUCT

A major component of the educational program (at the school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

This code of conduct is in effect while students are under the authority of school personnel or involved in 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.

CODE OF CONDUCT (CON'T)

Violation of the Code of Conduct may result in verbal or written warning or reprimand, referral to guidance counselor, parental contact or conference, detention, in-school assignment/suspension, Friday night/Saturday school, community service, emergency removal, referral to law enforcement agencies, suspension or expulsion.

The Scioto County Career Technical Center is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of either Valley High School and/or the Scioto County Career Technical Center. Consequently, Conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

Expected Behaviors

Students are expected to:

- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the School.

Classroom Environment

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- A. a teacher to communicate effectively with all students in the class; and
- B. all students in the class the opportunity to learn.

Dress and Appearance

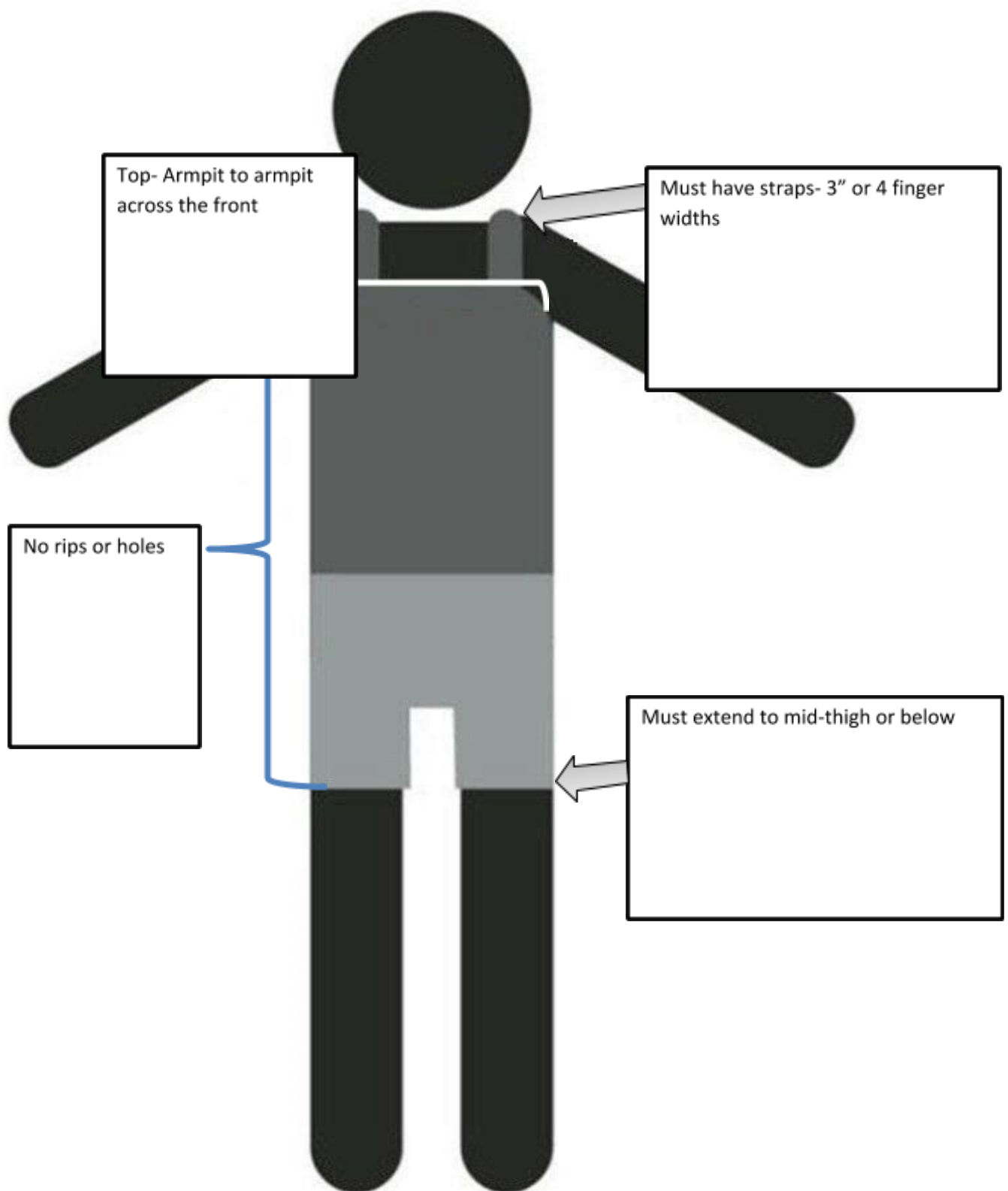
All students are expected to abide by the following standards:

- Although the primary responsibility for dress and appearance rests with the individual student and his/her parents, the privilege of public education carries with it a reasonable degree of conformity to the community standards. The objectives of publishing dress standards are to help ensure that students are clean, neat, well-groomed, and dressed modestly so as not to attract undue attention. The Board of Education or its designee shall make the sole determination of the standards of acceptable and appropriate dress. The building administration reserves the right to review individual situations and make the final analysis as to whether a student is conforming to the dress code. Students and/or parents who use good judgment in dressing for school in relation to general expectations will have no problems in this area and will have much latitude to express individuality and personal likes and dislikes for current fashion and grooming.
- Violations of the dress code may result in any of the following consequences: verbal warning, requiring the student to change into appropriate attire; requiring the parent/guardian to bring an appropriate change of clothing from home; emergency removal of the student from class or school; after school detention; in-school suspension; or out of school suspension. The time a student is out of class for a dress code violation is unexcused. The administration will make the final decision on all dress code discrepancies. All students are expected to abide by the following standards:
 - All clothing is to be neat and clean in appearance.
 - Hats, bandanas, scarves, and sunglasses are not to be worn in the building during the normal school day and must be kept in lockers. Heavy outer garments, backpacks, book bags and gym bags are to be stored in the student's locker.
 - At no time are undergarments to be exposed. Pants must not be excessively baggy or large and must sit at the waist.
 - Jeans that are ripped, tattered, or have holes in them should not expose skin mid-thigh or above. Leggings, yoga pants, spandex, or other similar form-fitting clothing may only be worn if the student's top extends to mid-thigh or below.
 - Skirts, dresses, skorts, and shorts may only be worn to school if the length extends to mid-thigh or below. See-through clothing is prohibited.
 - Shirts, blouses, and tops must have coverage at the shoulder at least three inches wide or four fingers in width. Necklines must not descend below the armpit to armpit line. No skin may be exposed from armpit to mid-thigh. (See reference guide.)
 - All shirts and tops must extend far enough below the waistband of the student's pants so that no skin is exposed when the student lifts his/her arms or bends forward.
 - Clothing is not to be excessively tight.
 - Any clothing, patches, insignias, slogans, buttons or jewelry which are in poor taste, suggestive,
 -

Dress and Appearance (cont.)

All students are expected to abide by the following standards:

- provocative, obscene, profane, vulgar, or are related to tobacco, drugs, alcohol, or violence are
- Prohibited. Any clothing or attire that creates a substantial disruption to the classroom, school environment or educational process is prohibited.
- Students are not to wear anything that could be used as a weapon or which could be considered a weapon.
- Shoes are to be worn at all times.
- Clothing and appearance may be more strictly regulated when students are working with machinery, working in a laboratory, preparing food in class, working in the cafeteria, participating in physical education classes, or in extracurricular activities.
- Clothing and appearance regulations may be differentiated during certain extra-curricular activities.
- Prom dresses must follow the guidelines as established on the prom dress video that can be accessed on the VLSD web site. Parents/Guardians are recommended to contact the principal if there is a question about an item's appropriateness. It is the hope that all students are permitted to participate in grand march and prom without being asked to leave due to inappropriate dress. Prom dates are expected to follow the same guidelines. Students will be immediately asked to leave grand march and/or prom if their dress/attire isn't appropriate. Students who are representing Valley Local School District at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.
- Top- Armpit to armpit across the front Must have straps- 3" or 4 finger Widths No rips or holes Must extend to mid-thigh or below



Gangs

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated.

Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the principal.

Care of Property

Students are responsible for the care of their own personal property, while on school property. The School is not responsible for personal property, while at school. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school materials, equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or his/her parents / guardians will be required to pay for the replacement or repair the damages. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code, in addition to paying for the repair or replacement of the damaged items.

BULLYING, HARASSMENT, AND INTIMIDATION

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or

BULLYING, HARASSMENT, AND INTIMIDATION (cont.)

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, on a school bus, or while enroute 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.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental 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 the other student(s); or violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, 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, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through 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) more than once 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 student(s).

BULLYING, HARASSMENT, AND INTIMIDATION (cont.)

Any student or student's parent/guardian who believes s/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 or Board official. 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 situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such a report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy **5517** - Anti- Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

BULLYING, HARASSMENT, AND INTIMIDATION (cont.)

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Building Director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such students, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including the 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 Director for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including the 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. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Building Director for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site. The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and O.R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the Building Director to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy **8462**, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed. R.C. 3313.666, 3313.667

State Board of Education Model Policy (2007)

ZERO TOLERANCE

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

STUDENT DISCIPLINE CODE

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

PBIS

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, three-tiered framework for improving and integrating all of the data, systems, and practices affecting student outcomes every day. It is a way to support everyone - especially students with disabilities - to create the kinds of schools where all students are successful.

Valley Local Schools implements the principles of PBIS in all three school buildings.

1. Possession/use of drugs and/or alcohol

Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia.

If a building principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

2. Possession/use of tobacco

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes is also prohibited.

3. Use and/or possession of a firearm

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy.

Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

4. Use and/or possession of a weapon

A weapon is any device that may be used for offensive or defensive purposes, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

5. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

6. Knowledge of dangerous weapons or threats of violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

7. Arson

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

8. Physical Assault of a staff member/student/person associated with the District.

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person.

Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

9. Verbal Threats/Assault (either orally, in writing or otherwise expressed) against a staff member/student/person associated with the District.

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. The Board will not tolerate any gestures, comments, threats, or actions which threaten to cause bodily harm, fear of bodily harm, or personal degradation.

10. Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs.

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

11. Misconduct off school grounds

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.

12. Extortion

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

13. Gambling

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

14. Plagiarism/Academic Dishonesty/Cheating/ Falsification of school work, identification, forgery 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 I.D.'s.

Plagiarism/Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one's grade or obtaining course credit; such acts also include assisting another student to do so. Typically, such acts occur in relation to exams, projects or homework. However, it is the intent of this definition that the term cheating not be limited to the above listed situations only, but that it includes any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means.

Plagiarism is a specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material so used as one's own work.

Penalties for cheating and plagiarism may include assigning a zero for the initial assignment and an office referral. A classroom teacher has the discretion to address each violation.

Plagiarism can include submitting a paper written by someone else as your own; written by means of inappropriate collaboration; written by you for another class, submitted without the permission of both instructors; purchased, downloaded, or cut and pasted from the internet; or that fails to properly acknowledge its source through standard citations.

15. Bomb Threats, and other false alarms and reports

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

16. Terroristic Threat

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.

17. Possession and/or use of explosives and/or fireworks

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.

18. Trespassing

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.

19. Theft, or knowingly receiving or possessing stolen property

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school. The School is not responsible for personal property.

20. Insubordination

Students are expected to comply with the reasonable directions of staff and/or school personnel. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member and/or school personnel, or acting in defiance of staff members and/or school personnel will result in disciplinary action.

21. Damaging property (Vandalism)

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others and disregard for school property.

22. Persistent absence or tardiness

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

23. Unauthorized use of school or private property

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.

24. Refusing to accept discipline

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

25. Aiding or abetting violation of school rules

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.

26. Displays of affection/sexual activities

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

27. Possession of electronic equipment

Valley Local School District has a vested interest in the successful implementation of the personal electronic devices that are currently owned by students. We, as a school, believe that these personal electronic devices can play a positive role in our students' education. Therefore, Valley Local School District is now allowing wireless Internet access for personally-owned devices in our buildings. *Valley Wi-Fi* network is available to any student who has completed the Acceptable Use Policy Application. The *Valley Wi-Fi* allows anyone with a wireless device (laptop, netbook, Smartphone, iPod, etc.) to access the Internet within our school. The *Valley Wi-Fi* does not allow network printing or access to client-based applications. This Internet access will operate with the same Internet filter that school devices currently use. We are pleased to offer this additional network access resource to our students.

Students may not talk or text on their cell phones during school hours. If a student needs to use a phone, they may use the student phone in the main office. **Cell phones must be turned off during the school day and kept in the student's locker.** Students who use their cell phone or have their personal electronic device out without permission from a teacher could lead to the following discipline:

- Verbal Warning
- Loss of device privileges for period of time specified by the principal
- After School Detention
- In-School Assignment
- Out-of-School Suspension
- Chronic abuse of this policy could also result in permanent loss of technology privileges

Personal electronics such as, but not limited to, radios, electronic games, walkie-talkies, CD players, iPods, Game Boys and tape recorders are **NOT PERMITTED** in the school building. These items could cause a distraction to the educational process and are easily broken, traded, lost or stolen. Please do not permit your child to bring these kinds of toys and equipment to school.

28. Violation of individual school/classroom rules

Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.

29. Violation of bus rules

(see Section V – Transportation)

30. Interference, disruption or obstruction of the educational process

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

31. Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying)

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

Conduct constituting sexual harassment, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;

31. Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying) (cont.)

- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

*Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law.

32. Hazing

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 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.

33. Violent Conduct

Students may be expelled for up to one 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.

34. Improper Dress

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons. (See dress code for additional details.)

35. Careless or Reckless Driving

Driving on school property in such a manner as to endanger persons or property or violates the student driver agreement.

36. Burglary

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.

37. Fighting

Engaging in adversarial physical contact (differentiated from horseplay) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

38. Horseplay

Student shall not engage in behavior that interferes with the safe and purposeful order of a school or which could result in injury to others even though there was not intent to injure. Horseplay may involve physical contact or intended physical contact that occurs between two or more students and is inappropriate in a school setting but does not rise to the level of being a serious offense.

39. Unwanted Touching

The act of one student putting one's hands on another student without permission in a manner that is disruptive to the educational process.

40. Out of Assigned Area

If a student is absent from his/her scheduled class, lunch, or activity, but is present at school.

41. Lighting Incendiary Devices

Unauthorized igniting of matches, lighters and other devices that produce flames.

42. Possession of Pornography

Possessing sexually explicit material.

43. Unauthorized use of vehicles

Occupying or using vehicles during school hours without parental permission and/or school authorization.

44. Voyeurism Pictures

When a person(s) takes a photo(s) or video(s) of another student without his/her permission or knowledge, resulting in a disruption of the educational process.

DISCIPLINE

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

Two (2) types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the School. It includes:

- writing assignments;
- change of seating or location;
- pre-school, lunch-time, after-school detention;
- in-school discipline;

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

In- School Discipline

The following rules apply to Detention and In-School Discipline:

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No electronic communication devices, radios, CD/MP3 players, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room.
- No food or beverages shall be consumed.

Formal Discipline

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Suspensions may NOT carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time, if the expulsion could extend into the following semester will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

DUE PROCESS RIGHTS

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal [or assistant principal or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within 3 days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

Emergency Removal

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 in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension or expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

Expulsion from School

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within 14 days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

Permanent Exclusion

State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

Discipline of Students with Disabilities

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

Suspension of Bus Riding/Transportation Privileges

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.

SEARCH AND SEIZURE

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

INTERROGATION OF STUDENTS

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigation can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If a law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

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.

- 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.

B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

SECTION V - TRANSPORTATION

Bus Transportation to School

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 or without written permission from a parent.

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.

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: Prior to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone (5 minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for school transportation;
- line up single file off the roadway to enter;
 - wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- properly board and depart the vehicle;
- go immediately to a seat and be seated.

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.

During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school transportation at all times;
- not push, shove or engage in scuffling;
- not litter in the school vehicle or throw anything in, into, or from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;
- not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

Exiting the school vehicle

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

Videotapes 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 his/her actions are recorded on a videotape, the tape 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.

Transportation of Students By Private Vehicle

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

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:

Students under age 18 must have written parent permission prior to driving to school.

Students and their parents shall complete the Student Vehicle Form 5515 F1 – Application to Drive Vehicles on School Property and provide evidence of:

- driver's license
- insurance certificate
- The student must obtain a permit from the Principal's Office

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

When the School provides transportation, students shall not drive to school-sponsored activities. Unless the student's parents provide written authorization for the student to drive and release the Board from liability using Form 5515 F2 - Parental Authorization and Release from Liability Form – which is approved by the principal.

An approved student driver may not transport other students to a school-sponsored activity unless the parents of the approved student driver and the parents of the student(s) to be transported in the approved student driver's vehicle provides written authorization for the student to drive or to be transported and release the Board from liability using Form 5515 F2 – Parental Authorization and Release From Liability Form - which is approved by the principal.

All student vehicles entering school property are subject to search and inspection.

Use of Motorized Utility Vehicles

5515.01 - SAFE OPERATION OF MOTORIZED UTILITY VEHICLES BY STUDENTS

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.

Staff Directory 2023-2024			
Alley	Ed	Custodian	High School
Baker	Carol	MS Aide	Middle School
Basham	Bonnie	English	High School
Blackburn	Jill	Pre-K	Elementary
Blackburn	Patty	ESC Unit Teacher	Elementary
Blair	Mariah	Cook	Elementary
Blevins	Samantha	Aide	Elementary
Bradshaw	Amy	Pre-School	Elementary
Breech	Angela	ES Aide	Middle School
Brown	Emily	Language Arts	Middle School
Brown	Drew	5 th Grade English	Middle School
Browning	Paul	Bus Driver	Transportation
Buckle	Ashley	Aide	Middle School
Buckle	Leslie	7th grade Math	Middle School
Buckle	Lisa	Superintendent's Secretary	Central
Buckle	Tim	Intervention Specialist	High School
Cales	David	Custodian	Middle School
Canter	Michelle	5 th and 6 th grade Soc. Studies	Middle School
Chaffin	Lynn	Pre-School Aide	Elementary
Christman	Kari	Technology	Elementary
Clark	Jeremy	Elementary Principal	Elementary
Combs	Kelsey	Aide	Elementary
Cox	Shanna	Food Service Director	High School
Crabtree	Alexa	School Nurse	Middle/High School
Crabtree	Amanda	English	High School

Staff Directory 2023-2024			
Crabtree	Darren	PE Teacher/Athletic Director	High School
Crabtree	Nolan	Intervention Specialist	High School
Craft	Elijah	Intervention Specialist	Elementary
Crandall-Chaffin	Donna	High School Secretary	High School
Daniels	Karrie	Librarian/Media Specialist	High School
Davis	April	Pre-School Teacher	Elementary
Davis	Kim	Aide	Elementary
Davis	Stephanie	1st grade Teacher	Elementary
Diedrich	Bethany	Intervention Specialist	Middle School
Edwards	Tessa	Aide	High School
Elswick	Aimee	Instructional Aide	High School
Estep	Miranda	9-12 Science	High School
Fell	Jason	PE	Middle School
Forman	Samantha	Latchkey/ES Aide	Elementary
Franke	Aaron	High School Principal	Middle School
Frazie	Amy	Speech	Elementary
Gahm	Jill	2nd grade Teacher	Elementary
Gambill	Sonja	Bus Driver	Transportation
Grimm	Sara	9-12 Math	High School
Hagans	Danette	Psychologist	High School
Hall	Kristi	Treasurer	Central Office
Harbolt	Jen	ESC Pre-School	Elementary
Hardin	Jill	Elementary Secretary	Elementary
Harley	Lisa	Student Service Director	Central Office
Harris	Angie	Bus Driver	Transportation
Hawk	Ryan	Technology Coordinator	High School
Hays	Randall	Custodian	Elementary
Hettinger	Melissa	Intervention Specialist	Elementary
Hitchcock	Lisa	Bus Driver	Transportation
Horton	Eric	Math Teacher	High School
Howard	Blake	4 th grade teacher	Elementary

Staff Directory 2023-2024			
Howard	Justin	9-12 Science	High School
Howard	Lisa	Kindergarten Teacher	Elementary
Inman	Chad	7th grade Science	Middle School
Kauffman	Daniel	Spanish Teacher	High School
Keeney	Brooke	HS Health	High School
Keller	Jeff	Bus Driver	Transportation
Kinder	Gage	Custodian	Middle School
King	Amanda	5 th Grade Math	Middle School
Lansing	Ashlie	Middle School Secretary	Middle School
Lansing	Clint	9-12 Math Teacher	High School
LeBrun	Courtney	3rd grade Soc. Studies/Science	Elementary
LeMaster	Melissa	School Nurse	Central/Elementary
Lore	Jennifer	ESC Unit Teacher	Elementary
Manchester	Shirley	Cook	High School
Martin	Cathy	Kindergarten Teacher	Elementary
Martin	Steve	Maintenance	Maintenance
Mauk	Jean	Art Teacher	Middle School
McClay	Randy	Chemistry/Physics	High School
McClay	Regina	Social Studies	High School
McCoy	Bobbie	Bus Driver	Transportation
McNutt	Teresa	Aide	High School
Meriwether	Janet	8th grade Science	Middle School
Mollette	Summer	3rd grade Math	Elementary
Montgomery	Kelly	Art	High School
Montgomery	Sherry	Cook	Elementary
Morris	Jessie	8th grade Language Arts	Middle School
Morrow	Marcie	Guidance Secretary	High School
Mounts	Nicholas	6th grade Science	Middle School
Mullins	Brandy	ESC Aide	Elementary
Neace	Vera	Head Cook	Elementary
Nourse	Laura	4 th Grade Teacher	Elementary

Staff Directory 2023-2024			
Oiler	Melissa	HS MD Unit	High School
Ottens	Bruce	Data Management	High School
Parker	Myra	Choir/Music/Flag	High School
Parker	Sarah	Aide	Elementary
Payne	Tyler	MS/HS Band	Middle/High School
Perry	Jacob	HS Social Studies	High School
Pertuset	Marsha	Bus Driver	Transportation
Phillips	Jennifer	ES MD Unit	Elementary
Pierce	Heather	Music/Chorus Teacher	Elementary/Middle School
Prater	Neva	ESC MD Unit	High School
Pyles	Jennifer	ESC Speech	Middle School
Queen	Beth	2nd Grade	Elementary
Rase	Jeff	Guidance Counselor	Middle School
Rayburn	Kandis	ESC Unit Teacher	Elementary
Richard	Natasha	MS Principal	Middle School
Riehl	Kelly	8th grade Soc. Studies	Middle School
Riehl	Staci	HS English Teacher	High School
Riehl	Tracy	Guidance Counselor	Elementary
Roe	Dawn	Pre-School Aide	Elementary
Rogers	Vonda	3rd grade Reading	Elementary
Rolfe	Scott	Superintendent	Central Office
Romanello	Bryce	PE/Credit Recovery	High School
Rowe	Gail	EMIS Coordinator/Accounts Payable	Central Office
Rush	Kasey	Kindergarten Teacher	Elementary
Scott	Jamie	Bus Driver	Transportation
Scott-Horn	Otisa	Aide	Elementary
Seidel	Vanessa	MS Intervention Specialist	Middle
Sexton	Matt	Custodian	Elementary
Sherman	Rich	Agriculture	High School
Shepherd	Abbey	Intervention Specialist	Middle School
Shope	Ellen	Guidance Counselor	High School

Staff Directory 2023-2024			
Shultz	Courtney	Kindergarten	Elementary
Smith	Tina	1st grade Teacher	Elementary
Spencer	Wendy	2nd grade Teacher	Elementary
Spriggs	Cherri	1st grade Teacher	Elementary
Spriggs	Jennifer	5th grade Science	Middle School
Stone	Bob	Transportation	Transportation
Stone	Cindy	Library/Media Specialist	Middle School
Tackett	Janice	Instructional Aide	Elementary
Thayer	Jane	Grants Coordinator	High School
Thayer	Scott	Maintenance Supervisor	Maintenance
Venturino-Day	Krista	Cook	High School
Venturino-Smith	Kari	Asst. Principal MS/HS	Middle School
West	McKenzie	1 st Grade	Elementary
Williams	Kenny	6 th Grade Math	Middle School
Williams	Rose	ESC Pre-K Aide	Elementary
Williams	Shelly	7th grade English	Middle School
Wilson	Sara	2 nd Grade	Elementary
Wolfe	Julie	Asst. Treasurer	Central Office
Wright	Abigail	4 th grade teacher	Elementary
Wright	Casey	5th Grade Language Arts	Elementary
Wright	Susan	4th grade Math	Elementary
Yates	Whitney	2 nd grade	Elementary
Zetting	Brittney	Aide	Middle School

Valley Local School District

Student and Parent Acknowledgement

2023-2024

I am the parent/guardian of a Valley LSD student, and hereby acknowledge that I have read the student/parent handbook either online on the school website: www.valleyindians.net or have asked for a paper copy in the school office to read.

Note: Please acknowledge review of the Student Handbook by August 30, 2023 in Final Forms.

Thank you!