

# Teays Valley High School

Student and Parent Handbook



2022-2023

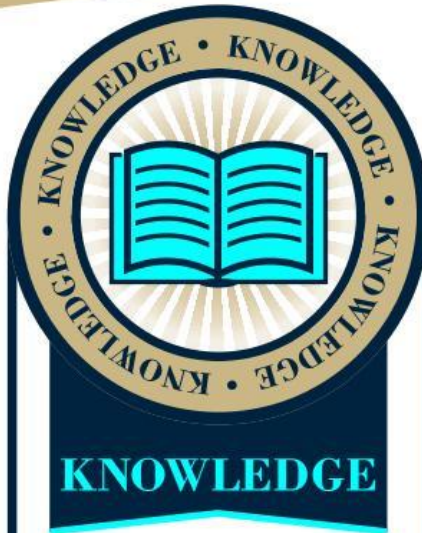
Updated: May 2022

# GUIDING PRINCIPLES

- 1 WE MUST DO WHAT IS BEST FOR THE STUDENTS.**  
This one phrase will guide our decision making and operate as our moral compass
- 2 THE SAFETY AND WELFARE OF OUR STUDENTS IS OUR PRIORITY.**  
This must be reflected in our actions and in our facilities
- 3 RELATIONSHIPS MATTER.**  
We will treat our students, families and community with respect. We believe parent, student, and community input into every aspect of what we do as a district is essential to everyone's success.
- 4 WE CAN DO MORE TOGETHER THAN WE CAN ALONE.**  
We must ensure that we are working together as a community to move education in our district forward. Only through continuous reflection, respectful conversations, and collaboration will we ensure that we are continuously serving the needs of our students.
- 5 WE ARE ALL LEADERS.**  
We are responsible for providing protection, direction and encouragement to those that follow. We are committed to bring examples of caring and serving leaders.
- 6 EXCELLENT TEACHERS ARE THE FOUNDATION OF QUALITY INSTRUCTION.**  
All educators are accountable for the quality of work provided to students, and they must be committed to the continuous improvement of that work.
- 7 TEACHERS KNOW THEIR STUDENTS.**  
Effective teaching involves acquiring relevant knowledge about students and using that knowledge to inform classroom instruction.
- 8 EVERY STUDENT CAN SURPASS THEIR CURRENT LEVEL OF LEARNING.**  
Students learn in different ways and at different rates. Instruction should make every attempt to match learning styles and levels.
- 9 WE WILL BE ACCOUNTABLE.**  
We must continuously develop new ways to measure and assess our effectiveness and the quality of our programs and services.



# PROFILE OF A TEAYS VALLEY GRADUATE



## KNOWLEDGE

### A Teays Valley graduate is:

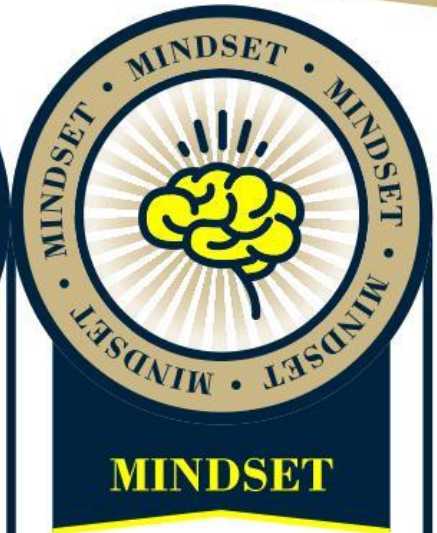
- Prepared for success in college, the military and/or work
- 
- Proficient in core academic areas
- 
- Prepared for responsible citizenship
- 
- A global citizen
- 
- Financially literate



## SKILLS

### A Teays Valley graduate can:

- Reason, think and figure out how to approach problems they've never learned how to solve
- 
- Manage time and work toward goals
- 
- Demonstrate literacy and communicate and collaborate effectively
- 
- Identify problems, ask questions and seek practical, innovative solutions
- 
- Use digital tools to construct knowledge and disseminate information



## MINDSET

### A Teays Valley graduate will:

- Be life-long learners and leaders
- 
- Show empathy
- 
- Take initiative and be present
- 
- Be an engaged and active thinker
- 
- Be self-directed and resourceful





**TEAYS VALLEY LOCAL SCHOOL DISTRICT  
2022-2023**

**AUGUST 2022**

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

10 – New Teacher Work Day  
11 & 12 – Teacher Work Days  
15 & 16 – Staggered Start  
31 – HS Open House 4-7pm

(13 Days)

**SEPTEMBER 2022**

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

5 – No School (Labor Day)  
19 – No School – Teacher Work Day  
22 – East & West PTC 3-6pm

(20 Days)

**OCTOBER 2022**

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

6 – HS, East & West PTC 3-6pm  
14 – End of 1<sup>st</sup> Quarter  
17 – No School – Teacher Professional Day  
18-21 – No School  
24 – Begin 2<sup>nd</sup> Quarter

(16 Days)

**NOVEMBER 2022**

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

3 – Elementary PTC 4-7pm  
10 – Elementary PTC 4-7pm  
23, 24, 25 – No School (Thanksgiving Break)

(19 Days)

**DECEMBER 2022**

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

16 – End of 2<sup>nd</sup> Quarter  
19-30 – No School (Winter Break)

(12 Days)

**JANUARY 2023**

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

2 – No School – Teacher Work Day  
3 – Students Return/Begin 3<sup>rd</sup> Quarter  
16 – No School (Martin Luther King Jr. Day)

(20 Days)

**FEBRUARY 2023**

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

9 – HS, East & West PTC 3-6pm  
16 – Elementary PTC 4-7pm  
20 – No School (President's Day)

(19 Days)

**MARCH 2023**

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

10 – End of 3<sup>rd</sup> Quarter  
13 – Begin 4<sup>th</sup> Quarter

(23 Days)

**APRIL 2023**

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

3-7 - No School (Spring Break)

(15 Days)

**MAY 2023**

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

26 – Last Day for Students  
End of 4<sup>th</sup> Quarter  
30 – Teacher Work Day

(20 Days)

**JUNE 2023**

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

**Red**- No School for Everyone  
**Green**- Teacher Work Day (No Students)  
**Blue**- Early Dismissal  
**Orange**- PT Conferences  
**Yellow** – First & Last day of School

**JULY 2023**

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

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**Our Mission:** We are committed to learning together, growing together, achieving together.

**District Motto:**

*The mission for Teays Valley High school is for all students to graduate and be prepared for college and career.*

**Forward**

This handbook is designed to inform parents and students of the rules, regulations, and policies of Teays Valley High School. A thorough review of this handbook will be helpful to students adjusting to the daily routine of high school life.

In order to have organization in any group, certain policies and procedures must be followed. This handbook does not and cannot cover all aspects of student life. However, the intent of the handbook is to be used as a guide. Most of the policies have been developed over a period of years. This handbook is continually being revised. It is important to the faculty and administration of Teays Valley High School that all students are safe and in position to be successful. It is the wish of the faculty and administration that this handbook will serve to promote cooperation between the school and home of each student.

**Equality for all Students**

During the June 2020 Board of Education meeting, the board approved a resolution Affirming the District's Commitment to Equality for all Students and Residents of all Racial, Ethnic and National Origins:

Whereas, racism and hate have no place in our schools or our society, and we must protect the Constitutional rights of every person who lives, works and learns in our community;

Whereas, we must listen to those who have endured discrimination and intolerance and we must seek with great empathy to understand their challenges and pain;

Whereas, it is our responsibility to teach and lead with a strong moral compass that includes, empathy, compassion, diversity, civility and inclusiveness;

Whereas, we are committed to providing our students with the tools they will need to empower our future generations to leave behind what divides us and bring us together as one;

Whereas, we will continue to provide staff with professional development regarding cultural diversity, bigotry and racism; and

Whereas, we will continue to work with the Ashville, South Bloomfield and Commercial Point Police Departments, the Pickaway County Sheriff's Department, and our local government partners to implement meaningful solutions that eliminate social injustice, bias, bigotry and racism;

Therefore, Be It Resolved that we, the members of the Teays Valley Board of Education, stand steadfast in our commitment to foster an inclusive educational environment where every student, teacher, support professional, parent and community member is treated with dignity and respect, as well as our commitment to continue teaching our students with respect, compassion and love.

# I. SCHOOL ADDRESS AND CONTACT INFORMATION

**Teays Valley High School**  
**3887 SR 752**  
Ashville, Ohio 43103

## Phone

740-983-5000 Automated System  
740-983-3131 Direct line to high school office  
740 -983-5099 Attendance line to report an absence

**Information:** Click the links to be directed to our district website, social media, and Schoology



## Administration

Principal..... .Bob Griffith  
Assistant Principal..... Patti Burgett  
Assistant Principal.....Jeff Hurt  
Assistant Principal.....Andrew Ling

Athletic Director.....Joel Baker

## Guidance Staff

School Counselor.....Julie Samlow  
School Counselor.....Anne DePriest  
School Counselor.....Rebecca King  
School Counselor.....Pam Younkin

## Security Staff

Resource Officer..... Deputy Branden Skaggs

**Main Office Hours****7:00 - 3:30****Phone Contact****Reason**

Katie Roberts  
Secretary

General Information

Valerie Allen  
Attendance Secretary

Reporting an absence  
Questions pertaining to student attendance

Bob Griffith  
Principal

Curriculum  
School Information  
Facility Use

Patti Burgett  
Assistant Principal

Student Life  
Discipline and Attendance 11<sup>th</sup> / 12<sup>th</sup>

Jeff Hurt  
Assistant Principal

Special Programming  
Career Pathways  
Attendance and Discipline 10<sup>th</sup>

Andrew Ling  
Assistant Principal

State Testing  
Digital Academy  
Attendance and Discipline 9<sup>th</sup>

Joel Baker  
Athletic Director

Athletic Schedules, Team 23  
Eligibility and Pay-to-participate  
Fieldhouse Supervisor

Sherry Zwyer  
Guidance Secretary

Transcripts, Transfers  
Enrollments and Withdraws

Julie Samlow  
Rebecca King  
Pam Younkin  
Anne DePriest

College Counselor  
Last Name A - G  
Last Names H - O  
Last Names P - Z



## 2022-2023 High School Calendar

August 15	First Day of School – Freshman Only
August 16	All Students
August 31	“Meet the Teacher” Open House
September 5	No School - Labor Day
September 19	No School – Teacher Work Day
October 6	HS Parent-Teacher Conference
October 14	End of 1 <sup>st</sup> Quarter
October 17	No School - Teacher Work Day
October 19-22	No School
November 23-25	No School - Thanksgiving Break
December 16	End of 2 <sup>nd</sup> Quarter
December 19 - January 1	No School Winter Break
January 2	No School - Teacher Work Day
January 3	Classes Resume
January 16	No School - Martin Luther King Jr. Day
February 9	HS Parent-Teacher Conferences
February 20	No School – President’s Day
March 10	End of 3 <sup>rd</sup> Quarter
April 3-7	No School - Spring Break
April 10	Classes Resume
May 26	End of 4 <sup>th</sup> Quarter – Last Day of Classes

<b>Regular Day Bell Schedule</b>		/	<b>2 Hour Delay</b>
<b>Warning Bell</b>			<b>9:35</b>
Period	1	7:38-8:28 (50)	9:38 – 10:02
Period	2	8:32-9:18 (46)	10:06 – 10:30
Period	3	9:22-10:08 (46)	10:34 – 10:58
Period	4A	10:12-10:36 (24)	11:02 – 11:25
Period	4B	10:38-11:02 (24)	11:27 – 11:50
Period	5A	11:06-11:30 (24)	11:54 – 12:17
Period	5B	11:32-11:56 (24)	12:19 – 12:42
Period	6A	12:00-12:24 (24)	12:46 – 1:09
Period	6B	12:26-12:50 (24)	1:11 – 1:34
Period	7	12:54-1:40 (46)	1:38 – 2:02
Period	8	1:44-2:32 (48)	2:06 – 2:32

### **Advisory (Wednesday)**

<b>Warning Bell</b>		<b>7:35</b>
Period	1	7:38 – 8:20
Period	2	8:24 – 9:06
ADVISORY		9:10 – 9:32
Period	3	9:36 – 10:18
Period	4A	10:22 – 10:46
Period	4B	10:48 – 11:12
Period	5A	11:16 – 11:40
Period	5B	11:42 – 12:06
Period	6A	12:10 – 12:34
Period	6B	12:36 – 1:00
Period	7	1:04 – 1:46
Period	8	1:50 – 2:32

The advisory schedule is used every Wednesday, unless otherwise communicated to students because of special circumstances.

The 2-hour delay schedule will be used in the event of inclement weather or other situations that may cause for precautions prior to the start of school. Please be advised to view or listen to the following news outlets:

**Television**

WCMH – channel 4  
 WSYX – channel 6  
 WBNS – channel 10

**Radio**

WCOL 92.3 FM  
 WSNY Sunny 95  
 WNCI 97.9 FM  
 WOSU 105.7 FM  
 WTVN 610 AM

In the event of inclement weather please visit our website at [www.tvsd.us](http://www.tvsd.us) for updated information. In addition, the phone messenger system will alert you of closings and delays.

You can also find information by following the districts social media pages.

## **2021-2022 Eastland-Fairfield Career Center and Technical School Calendar**

August 15	First Day of Classes
September 5	Labor Day – No School
September 15	Evening PTC 4:00-7:30
October 10	No School
October 13	End of 1 <sup>st</sup> Quarter
October 14	No School – Teacher Professional Day
November 4	No School – FCC Students
November 8	No School – Election Day
November 18	No School – ECC Students
November 23-25	No School – Thanksgiving Break
December 1	Open House 6:00-8:00
December 16	End of 2 <sup>nd</sup> Quarter
December 19-January 3	Winter Break
January 4	Classes Resume
January 16	No School – Martin Luther King Jr. Day
February 16	Evening PTC 4:00-7:30
February 17	No School – Teacher Professional Day
February 20	No School – President’s Day
March 17	End of 3 <sup>rd</sup> Quarter
April 3-7	Spring Break
May 5	No School – Teacher Professional Day
May 4	New Student/Parent Celebration 6:30-8:00
May 22	Senior Recognition
May 25	Last Day of Classes / End of 4 <sup>th</sup> Quarter

## **School Life: Extracurricular and Co-Curricular Clubs and Activities**

### **Clubs**

National Honor Society  
In The Know  
Teen Advisory Board  
FFA  
Battle of the Books  
Ukulele Club  
Yearbook Staff  
Work Study  
STEM Mentorship  
Mock Trial  
Drama Club  
Key Club  
Student Government  
World Language Clubs  
F.O.R. Club  
Tides of Pride  
Vikings for Veterans  
Team 23

### **Athletic**

Football  
Volleyball  
Boys Soccer  
Girls Soccer  
Boys Golf  
Girls Golf  
Boys Cross Country  
Girls Cross Country  
Boys Basketball  
Girls Basketball  
Wrestling  
Cheerleading  
Boys Swimming  
Girls Swimming  
Baseball  
Softball  
Boys Track  
Girls Track  
Boys Tennis  
Girls Tennis  
Boys Bowling  
Girls Bowling

### **Music**

Marching Band  
Concert Band  
Jazz Ensemble  
Concert Choir  
Symphonic Choir  
Women's Chorus

Color Guard  
Wind Ensemble  
Show Choir  
Women's Show Choir  
Men's Chorus

## II. 2022-23 SCHOOL FEES (subject to change)

<u>Course</u>	<u>Fee</u>	<u>Course</u>	<u>Fee</u>
Accounting	\$24.00	IT Essentials/Comp Hardware	\$17.50
Aerospace Engineering	\$20.00	Mechanical Principles & Eng.	\$30.00
Ag Capstone	\$30.00	**Men's Chorus	\$15.00
Ag Food & Natural Resources	\$20.00	Network Pro/Cybersecurity	\$17.50
Ag World Econ & Business	\$20.00	Physical Science	\$20.00
Agri-Science	\$20.00	Physics	\$20.00
Anatomy/Physiology I	\$25.00	Princ. of Biomedical Science	\$20.00
Anatomy/Physiology II	\$25.00	Programming	\$17.50
Art 1	\$20.00	**Prominent Rendition	\$15.00
Art 2,3,4	\$25.00	**Symphonic Choir	\$15.00
Biology	\$20.00	Web Technologies	\$17.50
Botany	\$20.00	Women's Chorus	\$15.00
Business Foundations	\$24.00	Zoology	\$20.00
Business Marketing	\$24.00		
Chemistry	\$20.00		
**Concert Choir	\$15.00	<u>Club</u>	<u>Dues</u>
Entrepreneurship	\$24.00	DECA	\$15.00
Environmental Science	\$20.00	FFA dues	\$20.00
**Glamorous Edition	\$15.00	Skills USA dues	\$25.00
Global Issues	\$25.00	Team 23	\$25.00
Honors Chemistry 1	\$20.00		
Honors Chemistry 2	\$20.00		
Honors Biology	\$20.00		
Honors Physics	\$20.00		
Human Body Systems	\$20.00		

**\*\*If a student is in more than one choir they are only responsible for one payment of \$15**

<u>Advanced Placement Exams</u>	<u>Fee</u>
AP English Literature	\$96
AP Calculus AB	\$96
AP Government	\$96
AP Stats	\$96
AP fees for free/reduced students	\$53

**\*Students enrolled in an AP course that fail to sit for an AP Exam are subject to a \$56.00 cancellation fee.**



## **Team 23 – Drug-Free / Positive Choices**

There are 22 varsity sports in our school, and our student body is the 23<sup>rd</sup> team in our school. Our High School and Athletics Department are proud to offer this voluntary opportunity for students to become a member of “Team 23”. Students may choose to join Team 23 as a way to express their desire to lead a drug free life and be a positive role model for our school and community. The purpose of this club is to reward students’ positive choices and empower those students to continue to make positive choices by promoting a healthy, drug free lifestyle while providing educational opportunities and supports to families when needed.

### **Team 23 Club “Opt-In” Program:**

Parents/Guardians that have students not involved in athletics, may have their students participate in the drug testing program.

#### **Cost and Benefits:**

1. The cost is \$25 per student/per year
2. Benefits
  1. Each member will gain FREE entry into any Teays Valley High School HOME Athletic contest for the year they are enrolled
  2. Each member will be eligible for discounts at local businesses.
  3. Each member will be eligible for prizes, awards, and special events throughout the school year in which they are enrolled in Team 23.

#### **Penalties:**

1. All non-negative results\* will be reported to test coordinators only.
  1. An educational packet will be mailed home and contact will be made with parent/guardian. No school discipline will take place, so long as the student does not possess, use, transmit, any illegal substances, as outlined in the student code of conduct.
2. Any student who tests positive will be asked to turn in their Team 23 card and will forfeit any benefits associated with being a member. \*\*
3. Any student who tests positive will complete at PARS evaluation and must complete the Teays Valley Drug and Alcohol Education program.

\*All non-negative results will be verified by a specialist in the lab

\*\*To be eligible for admission back into Team 23 a student must show a negative test result in the testing cycle immediately following the positive result. 3 positive results will result in permanent denial of Team 23 membership.

Additional information can be found in the Teays Valley High School athletic handbook located at [www.teaysvalleyathletics.com](http://www.teaysvalleyathletics.com).

### **OneView (Online School Forms)**

The Teays Valley schools utilize the OneView Portal to allow parents to regularly update information regarding their enrolled students in our school district. Students will no longer bring home printed packets to be filled out and returned. Please visit the [student forms section](#) of the district website for log in information. If you have any questions, contact your child's school at 740.983.5000.

## **Schoology**

The Teays Valley School District uses Schoology, an integrated learning management solution that provides course management, mobile learning, and support for system-wide communication. Schoology enables our students, parents and teachers to engage with learning materials and their school community from the classroom and beyond. With Schoology, students can digitally submit homework assignments, review grades, participate in interactive discussions, receive announcements and feedback, take tests, write academic blogs, and more. Students will have personal passwords issued through the school. Parents will receive an access code and create their own accounts and should contact the high school office if log in problems occur.

## **School Provided Student Email**

Students are issued a Gmail account when they enroll in the district. Accounts can be accessed using [firstname-lastname@teays.us](mailto:firstname-lastname@teays.us) Password will be the same as computer login password.

## **III. SCHOOL SAFETY**

### **A. Video Surveillance Cameras**

All students, parents, staff and visitors are advised that in a public facility people do not have the right to expect privacy in connection with their actions and activities while in or on school facilities. In an effort to increase school district security persons entering school grounds are subject to observation and monitoring by video camera. The tapes of such observations shall be available for use only by the school district and administration. The tapes are used to enforce the laws and provisions of school district policy. Any questions should be addressed directly to the school resource officer.

### **B. Visitors**

Teays Valley High School is a closed campus and has a no visitor policy. Under special circumstances, visitor passes may be pre-approved through the main office. All visitors must enter the building, report directly to the office, and present identification upon request.

### **C. Office Phones**

Students are not permitted to use office phones except during an illness or an emergency situation that would require leaving the building. The school nurse or designee will place calls to the parent or guardian.

### **D. Messages, Drop-Offs and Deliveries for Students**

In the event of a family emergency, parents should contact the main office to communicate important messages to their child. Students may not place or receive phone calls from a cellular phone during school hours unless given permission by an administrator.

Dropping off items for students during the school day is discouraged. Students will not be called out of class to pick up items left for them in the office. Students may stop in the office during their lunch period, study hall, or at the end of the school day.

**Food deliveries (ex: Door Dash, Uber Eats, etc.) are strictly prohibited.** Students will not be called out of class to accept food deliveries. Food items delivered to school will be held in the main office until the end of the school day. Students may be subject to disciplinary action for repeat offenses of this policy

## E. Building Emergency and Evacuation Drills and Procedures

1. All students will be responsible for conducting themselves in a fashion that is cooperative and attentive to school personnel. Full compliance is important.
2. Student safety, accountability and cooperation are the most important aspects of any drill and / or procedure.
3. In the event of an unexpected evacuation, students will remain under the custody and supervision of school personnel.
4. **Students will not be permitted to use school phones and / or personal phones to make contact with a parent, until the situation is under control and permission has been given.**
5. Emergency Drill procedures are posted in each classroom.
6. If needed, there will be a plan for student dismissal and a plan for parent pick-up/sign-out. This plan will include directions for bussing, parent pick-up and walkers.

**Students who do not adhere to Emergency Procedures may be subject to disciplinary action.**

## IV. ACADEMICS

### A. Honor Code

“Honor” is understood to mean personal honesty, even without supervision. All students and parents will be asked to review and sign our “Honor Code” commitment form at the beginning of the school year through the OneView portal. It is our goal for staff, faculty, administration, parents and students of Teays Valley High School to establish an environment that encourages academic integrity and personal honesty. Students are expected to do their own schoolwork. Students shall not commit academic fraud. A student shall not plagiarize work to enhance the quality of his/her own work; this includes the use of any electronic device in an untrustworthy way.

Disciplinary action for academic fraud and/or plagiarism may include a zero on the work, parent contact, and detention, ALC or OSS.

### B. Grading Policy & Scale

Percent	Letter Grade	GPA Scale
93-100	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
60-62	D-	0.7
1-59	F	.00

\*\*A teacher may choose to give an Incomplete “I” when a student does not fulfill the requirements of a course. Any student with “I” will have a maximum of 2 weeks to complete the course. After that, the grade will be replaced with an “F” or appropriate grade earned without the requirements being met.

### C. How to Earn a Credit for a Course

All Year and Semester Courses

- Students earn 0.5 credit for a course each semester.
- Exceptions: 0.25 for PE, 0.625 for Ag courses
- Credit is awarded by earning a passing grade for the semester average.
- A student must earn a **D or higher** one quarter each semester in order to earn credit.

#### Examples

1st Quarter	2nd Quarter	Semester Avg	Credit Earned
A	C	B	½ credit
F	D-	F	0 credit
F	D	D-	½ credit

**Students who do not earn semester credit for a course will be enrolled in credit recovery through Teays Valley Digital Academy.**

1st Q	2nd Q	1st Sem	3rd Q	4th Q	2nd Sem	Credit	Action
A	C	B	D	F	D-	1	None
A	C	B	<b>D-</b>	<b>F</b>	<b>F</b>	1/2	<b>2nd semester through TVDA</b>
<b>F</b>	<b>D-</b>	<b>F</b>	A	C	B	1/2	<b>1st semester through TVDA</b>

### D. Academic Non-Compliance

Students are expected to attend school and each class with the intent of being a productive member of class. This includes turning in assignments, working in class and complying with reasonable requests from a teacher. There must be signs of effort. If there is no evidence of work or effort, students will be considered to be out of compliance. Students may then be assigned to **Academic Intervention, LD, ASD, ALC or OSS**. Teachers have the ability to assign LD or ALC time for academic non-compliance.

### E. Honor Roll

In order to make the Honor Roll for a grading period, a student must receive at least a 3.0 grade point average. No grades of “D” or “F” will be permitted. Students with an incomplete or missing grade due to excused absences or extenuating circumstances will not be put on the Honor Roll until the grades are made up. When the student’s assignments are completed those grades will then be averaged in with the remaining grades to figure the grade point average.

The Honor Roll is divided into two categories:

- Academic Excellence 3.5 and up
- Honor Roll 3.0-3.49

**\*Students will earn Honor Roll awards based upon their cumulative GPA.**

## F. National Honor Society

The following standards based on the NHS Pillars shall be used in determining eligibility:

- Scholarship: A minimum cumulative GPA of 3.5 is required to apply for membership
- Service: students should keep track of their community service hours and submit those hours in their application
- Leadership: Students are encouraged to be active members of the high school and local community. They will list their involvement in extracurricular activities as well as write an essay highlighting their leadership.
- Character: Students are expected to maintain high standards of character and will have teachers submit character forms with their application

These Pillars will be scored by our faculty council based on the following rubric which will be included in their application. A total of 9 points is required:

SCHOLARSHIP		LEADERSHIP		SERVICE		CHARACTER	
GPA	PTS	STANDARD	PTS	HOURS	PTS	POINTS (based on recommendation forms)	
4.0 +	= 3	Exceeds	= 3	41+	= 3	Excellent	3
3.71-3.99	= 2	Meets	= 2	21-40	= 2	Above Average	2
3.5-3.7	= 1	Below	= 1	1-20	= 1	Average	1
				0	= 0	Below Average	0

Once inducted into National Honor Society, students must maintain and document the following:

- 3.5 cumulative grade point average
- 10 hours of community service for first year members, 5 hours of community service over the summer, 20 hours of community service for second year members.
- Participation in monthly meetings and various community service projects

Failure to meet the above criteria will result in the student being placed on probation and may ultimately lead to dismissal.

## G. Graduation Requirements

It is the responsibility of the student to meet all requirements for graduation. The high school staff will make every opportunity to keep students and parents informed about their graduation status. This will include core requirements, number of credits and any State mandated requirements for their graduation year. However, it is the student's responsibility to be acquainted with the requirements and to monitor progress toward graduation. Teays Valley High School graduation requirements are established by the state of Ohio. A minimum of (21) credits will be required. The following courses must be met to meet requirements for graduation.

Courses	Credits
English	4
Mathematics	4
Social Studies	3
Science	3
Health	0.5
Physical Education	0.5
Fine Art (listed in course registration)	1
Financial Literacy (College/Career Action Plan)	0.5
Electives	4.5
<b>21 total credits</b>	

**\*\*For specific information on additional State graduation requirements please contact the guidance office or see the [TVHS guidance website](#).**

Information about all graduation requirements can be found on the Ohio Dept. of Education website:

<http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements>



## **H. Honors & Advanced Classes**

It is highly recommended that students with a history of high grades in certain content areas explore Honors &/or Advanced Classes. In order to remain in honors classes certain criteria must be met.

## **I. Diploma with Honors**

High school students can gain state recognition for exceeding Ohio's graduation requirements through an honors diploma. Students challenge themselves by taking and succeeding at high-level coursework and in real-world experiences.

Ohio students have the opportunity to pursue one of six honors diplomas:

1. [Academic Honors Diploma](#)
2. [International Baccalaureate Honors Diploma](#)
3. [Career Tech Honors Diploma](#)
4. [STEM Honors Diploma](#)
5. [Arts Honors Diploma\\*](#)
6. [Social Science and Civic Engagement Honors Diploma](#)

\*includes dance, drama/theatre, music and visual art.

Students in the class of 2021 and beyond must meet the [revised criteria](#) for an honors diploma. Please contact your school counselor for more information.

**Note:** There is a similar diploma for students in two-year vocational programs.

## **J. Flexible Credit Options**

Flexible credit option is a state/district sponsored program. This system provides students with an alternate means of gaining credit for classes through a non-traditional manner. Additional information and applications are available in the guidance office and in the current year registration bulletin. This process begins with a student-initiated meeting with the guidance office.

## **K. College Credit Plus (CCP)**

College Credit Plus redefines "alternative dual enrollment" programs as advanced standing programs. Eligible students can take a course and earn high school and college credit that appears on both their high school and college transcripts. To be eligible, students must meet the admission standards of the participating college or university to which they apply for enrollment. The student is enrolled in both high school and college and can attend the class in any setting arranged by the college. However, if a student fails a College Credit Plus course the student is now responsible for repayment to the district for the costs incurred for enrollment in that course. For additional information schedule a meeting with your guidance counselor.

## **L. Early Release**

Early Release is open to Juniors and Seniors with approval from the principal. In order to be eligible to have an early release from the regularly scheduled school day, Juniors and Seniors must meet the following criteria:

- Meet all academic and testing requirements
- Maintain passing grades
- Be enrolled in five classes

Final approval rests with the high school principal. The following rules must be followed to stay in the program.

1. Students must leave campus at their designated time and may not return to school grounds for the remainder of the school day. Loitering on school property after dismissal may result in discipline and/or removal of Early Release privilege.
2. Poor attendance, poor grades, or violations of the code of conduct may result in removal of the program.

## **M. Early Graduation Policy**

The purpose of this policy is to provide a sequential procedure for those students who desire to graduate in less than four years. The following guidelines and procedures need to be met for student eligibility for Early Graduation. A student must complete these items in sequential order.

1. A student must complete the “Early Graduation” form that is located in the Counseling and Career Office.
2. A student must make an appointment with their designated School Counselor to discuss the option of Early Graduation. During this appointment, the student should be prepared to discuss the following items:
  - a) What are the student’s career goals upon graduation?
  - b) What advantage does graduating early propose for the student’s goals after graduation?
  - c) How does the student’s family feel about their student graduating early?
  - d) Has the student completed the necessary steps to be successful upon Early Graduation? (Examples: College Applications are completed, Obtained successful full-time employment, Enlistment with the US Armed Forces, etc.)
  - e) A review of the student’s transcript will take place and a plan to obtain necessary credits will be determined during this meeting.
  - f) A student must indicate at this meeting if they are participating in commencement.
3. A teleconference or personal meeting will be held between the School Counselor and parent(s) of the student who intends to pursue Early Graduation. During this meeting, the School Counselor will gain permission from the parent to move forward with the plan for Early Graduation and discuss the credits that are necessary for the student to participate in the Early Graduation program.
4. The School Counselor and/or Designee has the final decision to determine if Early Graduation is in the best interest of the student’s future goals.
5. The student’s academic record must indicate that all credits have been earned AND the student is on track for meeting the local and state requirements for graduation.
6. A student who has not passed testing requirements will not be eligible for Early Graduation.
7. A student must have completed 7 semesters of high school to be eligible for Valedictorian or 4 Year Honor Roll.
8. The student’s early graduation must not cause undue stress to the student, family members, high school, school district or staff.

\* All course work must be complete, and documentation received one week prior to that year’s graduation date for a student to participate in Early Graduation.

## V. STUDENT ATTENDANCE

Regular and punctual attendance is expected. The secondary student is of an age that he/she needs to understand the important concepts of attendance and punctuality. Good school attendance helps prepare the teenager for good attendance requirements in adulthood. There is a relationship between attendance, grades, citizenship and success in school. Frequent absences disrupt the learning experience and continuity needed in the instructional process. Parents, students, teachers and administrators should do everything possible to ensure good student attendance.

### A. Monitoring Attendance

All students are expected to be in the building on time and be in school a full day that is reported as 6.5 hours. Student attendance is monitored on actual time in the building, and absences will be documented accordingly. The following criteria will determine how an attendance issue is documented during a day.

1. **Tardy** Arriving to school up to 7:59 am
2. **Hourly Absence** After 8:00 am a student will be considered absent for the specific time not in attendance based on the sign-in time entering or sign-out leaving and/or number of classes missed.
3. **Class Absence** Missing 30 minutes or more of a class.

All absences must have medical/legal documentation with specified times and dates to excuse an absence.

Students who are involved in after school activities must be in attendance for a minimum of a half-day, or four or more regular class periods. The only exception would be if a student provides medical/legal documentation that mandates an absence from school.

### B. Reporting Daily Absences

1. The parent or guardian of each student should notify the attendance office between 7:00-10:00 am for each student's absence. (740) 983-5099
2. Students whose parents have notified the office on the day of an absence will need to provide written medical or legal documentation to the office upon their return or within **72 hours** in order to excuse the absence.
3. The student will be unexcused if the parent or legal guardian fails to contact the school prior to the absence or fails to provide the school with medical or legal documentation about the absence upon return.
4. It is the responsibility of students, parents and school officials to be certain children are in school. **A student will be held accountable for following proper attendance and reporting procedures during the school day.**

### C. Check In / Check Out Procedures

1. All students are required to report to the office if they arrive to school after the official start of the school day. Students must sign in and receive an official pass from an office employee.
2. Students must provide medical or legal documentation to excuse them from missing part of the scheduled school day. If a student reports late without legitimate documentation, they are considered unexcused.
3. Checking students out of school early should be kept to a minimum however, this should be limited to medical appointment or court appointments or leaving due to an illness.

Students are not permitted to check out of school for personal business and then return. Nor are students permitted to sign out of school for lunch and then return unless a parent or guardian is present to sign them in and out. In addition, documentation from a medical professional or court official must accompany all students returning to school following a check out to excuse the absence.

4. Students are not permitted to leave the building/campus at any time during the school day, including going to the parking lot, without permission from the office.
5. Any student with some form of legitimate early dismissal must report to the main office to sign-out before leaving the building. Failure to follow this policy will result in disciplinary action.
6. Student safety is of the utmost importance. Students may only be signed out by an adult which is listed as authorized to pick up on their student contact page. This information can be updated through the OneView portal.

#### **D. Tardy to School**

Each student is expected to arrive to school and each class on time.

1. Students who arrive to school after 7:38am are tardy and must report in at the office.
2. Students who arrive to class after the tardy bell rings are considered tardy, unless accompanied by a written pass from a teacher or administrator.
3. A student who is tardy to school or class will be monitored by the office and/or teacher. Disciplinary measures may be taken to ensure students understand the importance of being prompt. All tardies accumulated will be monitored on a quarterly basis. Additionally, time missed will impact daily attendance.
4. The administration may revoke the privilege to park a vehicle on school grounds when/if a student violates driving rules on school property. This also includes acts of truancy and tardy violations to school.

##### **Violation**

3<sup>rd</sup> tardy

6<sup>th</sup> tardy

9<sup>th</sup> or more

##### **Disciplinary Action**

ASD/LD

ASD/LD x 3

1-day ALC; Loss of extra privileges including but not limited to early release, aide position, senior lounge pass and social probation, etc.

#### **E. Absence is excused when:**

1. A parent contact is made when a student is absent for any reason. Parents may excuse **no more than 32.5 hours (five full days) without documentation.** A note from a medical or legal professional must be turned into the office following an absence.
2. There is a death in the family and can provide documentation.
3. Observation of a recognized religious holiday.
4. Quarantine of the home or student. Medical documentation must be turned in the office and school nurse. Student absences will be considered unexcused if the student is “self-quarantined” without medical documentation.
5. A student receives an administrative excuse that is the result of a documented college visit or some other educationally based absence from school.

#### **F. Absence is unexcused when:**

1. The administration deems an absence as unexcused.
2. A student leaves the building without permission.

3. A student fails to supply the office with written medical or legal documentation **within 72 hours** of the absence.
4. A student fails to provide medical documentation after an extended absence.
5. A student is absent from school more than 32.5 hours, or up to five (5) full days in a school year without medical/legal documentation. Even if a parent contact is made on an absence, **a student is considered unexcused if he/she has accumulated more than 32.5 hours, five (5) full days, of parentally excused absences.**

#### **G. Other Forms of Absence and Related Attendance Issues**

1. **Vacation:** It is the belief of the faculty and administration that families should schedule vacations during school breaks and summer. For any vacation planned during school, the student must complete a Vacation Request Form from the main office and have the vacation approved by an administrator. Absences due to vacation count toward the 32.5 hours of parental excuses. Beyond 32.5 hours of parental excused absences will be unexcused.
2. **Suspension (OSS):** Suspended students are not permitted on school grounds or permitted to attend school related functions during the length of the suspension.
3. **Emergency Removal (ER):** The administration has the right to remove a student from the building or school grounds anytime it is believed that a student is unable to properly function in the educational setting provided.
4. **Alternative Learning Center (ALC):** Students are considered present to school; however, they will be placed in an alternate setting to be supervised for a set number of days determined by the administration.

#### **H. Make-Up Work and Privileges**

It is the responsibility of the students to obtain the work he/she may have missed during **an absence of any kind**.

Upon return to a class, the first priority a student must have is to follow the established procedure to obtain the work or talk with the teacher about missing work. Failure to complete the work in the allotted time may change the grade from an "I" to an "F"

If a student has **an excused absence** when an assignment is given, a new due date for the missing assignment will be equivalent to the number of days the student is excused from class or school. For **any unexcused** absence from class, the student **may not** be permitted to make-up an assignment for credit.

#### **I. Student Attendance Letters**

Students / Parents will receive letters at home when a student reaches the first attendance trigger as required by HB 410, then again when the student reaches the second trigger. This is to help meet the mandates of HB 410 and maintain effective communication between school and home. Specific attendance triggers are defined as the following:

##### **1. Habitual Truant**

- a) Absent 30 or more consecutive hours without a legitimate excuse
- b) Absent 42 or more hours in one school month without a legitimate excuse
- c) Absent 72 or more hours in one school year without a legitimate excuse

##### **2. Excessive Absences**

- a) Absent 38 or more hours in one school month with or without a legitimate excuse
- b) Absent 65 or more hours in one school year with or without a legitimate excuse



In the event a student has exceeded one of the attendance thresholds for **Habitual Truancy**, the district will partner with students and their families to identify and reduce barriers to regular school attendance. An Attendance Intervention Team made up of the parent/guardian, student, and school officials will develop an Attendance Intervention Plan with supports to improve attendance. Failure to improve attendance during the 60-day period from creation of the plan may result in truancy charges being filed with the juvenile court.

[Additional information regarding House Bill 410 and attendance requirements can be found by clicking on this link.](#)

#### **J. Driver's License Suspension**

House Bill 204 states that a student who is absent without excuse for 10 consecutive days or at least 15 total days during a term or semester, or withdrawn from school, suspended, or expelled for use or possession of alcohol and/or drug abuse can have his/her driving privileges denied, suspended, and/or revoked under section 4510.32 of the Ohio Revised Code.

#### **K. 18-year old students**

Students who are 18 years old or older are required to follow all school policies and procedures as specified in this student handbook. Our school only recognizes parental/guardian authority when dealing with school procedures such as mailings, grades, absences, early dismissals, or any other similar documentation.

## VI. STUDENT POLICIES

It is the responsibility of Teays Valley High School to establish the proper learning environment for all students. It is the right of every student who attends school to have the opportunity to receive a quality education, uninterrupted by conduct or behaviors of others that take away from the educational setting. Students have the responsibility to act in such a manner as to maintain an appropriate educational atmosphere and not interfere with the rights of others in their same educational setting. Students may forfeit their rights when conduct is such that it disrupts the educational process. **Students must understand that while at school, on school grounds or at school sponsored activities; they are subject to the student handbook, student policies, and the code of conduct. Disciplinary action may occur when expectations are not met.**

### A. Student Expectations

1. Students are expected to be in full compliance with school officials. Students should follow instructions given by faculty, district employees and administration. Insubordination is grounds for disciplinary measures.
2. Students shall not disrupt or obstruct class activities.
3. Students are expected to show common courtesy and proper respect for others. Students shall not demonstrate disrespectful behavior to any other student or school personnel. Protected in this policy is behavior off school property that is directed toward school personnel. This includes property owned by a school employee.
4. Students must follow their official schedule and remain in their designated area. Students who wander outside their designated area will be subject to disciplinary action. This includes lunch, TVDA lab, CCP lab, Senior Lounge, and/or study halls.
5. Students are expected to report to class with the appropriate materials needed for class.
6. Students are expected to do their own schoolwork. A student shall not commit academic fraud. A student shall not plagiarize work to enhance the quality of his/her own work.
7. Students are expected to take proper care of all school materials that are on loan to them during the school year. This includes books, class materials, lockers, or anything else provided by teaching staff. Damaging or defacing school property will not be tolerated.
8. Students are expected to control behavior that would be perceived as “horseplay”. This includes no pushing, hitting, chasing or other acts that disturb or disrupt a controlled setting.
9. Students are expected to conduct themselves appropriately in reference to amicable relationships. Any form of public displays of affection that offend or embarrass others is not acceptable. Kissing, hugging and/or inappropriate touching is not acceptable.
10. Any behaviors that would engage in speech, conduct, or dress that would show, promote, or resemble gang related activity will not be tolerated.
11. Profanity, offensive language, gestures, and/or inappropriate comments directed at any person, especially those in authority will not be tolerated.
12. Students are expected to use the Internet as an educational device. Students and parents are expected to read and sign **THE STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT**. A violation of this agreement may result in Internet privileges being suspended or revoked while at school.
  - a. Students will not receive a Chromebook until they have signed the Internet Acceptable use form.

13. Students are expected to keep non-educational items at home. No personal electronic devices should be used during any academic times unless otherwise instructed by staff. No entertainment devices such as radios, speakers, gaming devices or anything else that may take away from the educational process should be used during instructional times. If any of these items are brought on school property, including cell phones or air pods, the school will accept no responsibility for lost or stolen items.
14. No gambling on school property.
15. Students on school grounds after 3:00pm must be affiliated with a school group or activity supervised by a district employee. Any student found to be in violation may be considered trespassing and subject to discipline.
16. Lockers must be clean and neat. Food and/or drink items and containers must be taken home after every school day.
17. Students shall not engage in the buying or selling of any kind on school property, unless for an approved school sponsored fundraiser or has been approved by administration.
18. Students shall not attempt to make purchases (ex: cafeteria, student store, concessions) on school grounds or at school events using counterfeit currency.
19. Students are expected to be honest and truthful. Fraud or forgery of school or parental documents will not be accepted or tolerated.
20. When the need arises, students are expected to accept disciplinary actions. Failure to comply may result in additional or increased disciplinary measures.
21. Students are expected to use all technology for educational purposes. Failure to do so may result in loss of technology privileges or disciplinary actions. Please see the technology handbook and student acceptable use agreement.
22. Students are expected to use appropriate restroom etiquette. Restroom trips should be limited to emergencies only. Students may not congregate or loiter in restrooms/stalls. Students sharing a restroom stall is strictly prohibited. Students may be subject to search and/or disciplinary action.

**Violation of any of the student expectations may result in LD, ASD, ALC or OSS.**

Disciplinary measures may vary based upon the number of occurrences and/or severity of the violation.

**B. Hall Conduct**

Students should only be in the hall at the beginning and closing of school operation, as well as during the exchange of classes throughout the school day.

Students in the hall during the class-time must have the official hallway pass from a faculty member with designated time, date and location for the pass or have a signed pass included in student handbook. **Students in hall without passes are subject to disciplinary action.**

Students in the hall are expected to:

1. Walk in a normal manner, keeping to the right.
2. Open only your own assigned locker.
3. Keep voice in a moderate tone.
4. Avoid “horseplay” and any PDA.

### **C. Study Hall Conduct**

The purpose of study hall is for students to focus on academic work, study, and complete homework. It is the responsibility of each student to use his/her time wisely. Study hall rules are as follows:

1. Each student will have an assigned seat and attendance will be taken at the beginning of each period. No student may leave until that is complete.
2. Students are not to leave their seats without permission.
3. Students must receive permission from the teacher to talk with another student.
4. All passes out of study hall to another room should be presented at the beginning of class.
5. Only one student at a time will be granted permission to leave study hall. There is a five-minute time limit on bathroom, phone, or locker use.

\*\*Students are expected to comply with all guidelines and failure to do so will result in office intervention or disciplinary action. \*\*

### **D. Library Guidelines and Conduct**

The library is available to students as a place to read, study and do research, participate in various activities, and get academic assistance. The library is generally open before, during and after school. Students may choose to visit the library as an alternative to study hall or with a pass from lunch. Students may also come to the library if sent by a TVHS staff member or as part of a scheduled class visit, or by appointment.

#### **Borrowing Policy**

1. General Book Collection      2 weeks
2. Periodicals and pamphlets      1 week
3. Reference      overnight

#### **Library Conduct Guidelines**

1. Study hall students must be in the library before the tardy bell rings.
2. Students dropping in from a class must have a pass, must sign in, and sign out before leaving.
3. Inappropriate behavior, the following discipline policy applies:
  - 1<sup>st</sup> offense – student sent back to study hall for two weeks
  - 2<sup>nd</sup> offense – student sent back to study hall for six weeks
  - 3<sup>rd</sup> offense – student sent back to study hall for the remainder of the year
4. Students are expected to follow the dress code, acceptable use policy, the TVHS Honor Code, and US copyright laws.

### **E. Library Computer Use**

Library computers may be used for appropriate research, email, accessing grades, word processing and presentations. Priority will be given to students working on school assignments if there are not enough workstations. Students must ask permission before printing. Violation of computer guidelines will result in the loss of the student's school computer privileges.

### **F. Cafeteria Conduct**

A 24-minute lunch period will be provided for students. Plate lunches may be purchased, or students may bring their own lunch. The following guidelines should be followed:

1. Listen to directions given by the cafeteria personnel and staff supervisors.

2. Stand in line in an orderly fashion and have student ID or money ready to present to the cashier before approaching the register.
3. Take your seat and stay in one seat during the length of the lunch period, only getting up to return your tray and trash to the designated areas provided in the cafeteria.
4. Students are permitted to use the adjacent restroom facilities, but other than that limited passes only will be granted.
5. Students are permitted to use cell phones and electronic devices while in the cafeteria, however students should not use these devices to take pictures or video of any kind, nor should they be used at any academic time throughout the school day unless instructed by a staff member for educational purposes.
6. All students will be expected to be responsible for maintaining the cleanliness of the area around their seats. Throwing food will not be tolerated. Any student in violation of this may lose the right to eat in the cafeteria and be subject to disciplinary action.
7. **Lunch is NOT open.** Students may not leave the building during lunch unless signed-out through office and accompanied by a parent or guardian.
8. **Food deliveries (ex: DoorDash, UberEats, etc.) are strictly prohibited.** Students will not be called out of class to accept food deliveries. Food items delivered to school will be held in the main office until the end of the school day. Students may be subject to disciplinary action for repeat offenses of this policy.
9. **Theft in the lunch room will not be tolerated and will result in disciplinary action which may include ALC, OSS, loss of lunch room privileges, and other actions deemed appropriate by administration.**





## VII. STUDENT CODE OF CONDUCT

### A. Dress Code/Dress Expectations

Teays Valley High School believes that school dress should be such that it ensures the health, welfare, and safety of the members of the student body and enhances a positive image of our students and their school. Students are expected to dress appropriately at all times. Any fashion (dress, accessory, and/or hairstyle) that disrupts the educational process, is deemed inappropriate by staff, or presents a safety risk will not be permitted.

#### **Guideline for dress:**

1. Shirt / Tops should not expose undergarments, excessive cleavage and/or midriff or back.
2. Clothing with profanity, obscene or inappropriate markings, including anything related to gangs, alcohol, violence, sex, or drugs are not permitted.
3. Appropriate footwear is to be worn at all times.
4. Sunglasses, masks\* or anything else that covers the face and/or eyes is not permitted.  
\*with the exception for any CDC, state, or local recommendations
5. Blankets are not permitted in the building and should be left at home.
6. Excessive and/or inappropriate symbols or designs on the face or exposed skin, except for school spirited markings for special events are not permitted.
7. Clothing shall not have symbols/messaging representing intolerance, hatred, creating a hostile educational environment, harassment, bullying on a basis of age, gender, race, sexual orientation, gender identity, or gender expression.
8. Spirited dress at athletic competitions must be of good sportsmanship and appropriate in nature.
9. School personnel and administration will exercise their best judgment on appropriate dress during the school day. Students who fail to conform to the dress standards will not be permitted to attend class until their dress is deemed appropriate.

\* Teachers will assume responsibility for overseeing dress code compliance. In a situation where a disagreement exists regarding this dress code, administration shall make the final decision.

\* If a teacher asks a student to change or make an adjustment in attire, without a disruption to the learning environment or causing the student excessive negative attention, the student should comply with the request or be sent to the office. If a student is sent to the office the following action may occur:

<b>Occurrence</b>	<b>Disciplinary Action</b>
First	Warning/contact home & correct violation
Second/Third	LD/ALC & Correct violation
Fourth	ALC as non-compliant

## **B. Cell Phone / Electronic Device Policy**

Although the administration understands the importance and convenience for families to allow their children to have cell phones, in an educational setting they are not always necessary or appropriate. If a student brings a cell phone to school it should be secured in their locker or on their person and turned off or silenced during all academic times throughout the school day, unless permission is granted by an instructor for academic purposes.

The use of personal cameras/phone cameras or video equipment is prohibited during the school day without permission from staff or administration. Students may not take photos or video of other students without their consent. **Students who take unauthorized video/photos of violations of the Student Code of Conduct being committed, or who possess, attempt to share, or post video on social media, will be subject to disciplinary action equivalent to that of the offense being committed.** Sending or posting inappropriate text, video or images to a social networking site or other individuals during school hours or at a school sponsored event will also be subject to disciplinary action. All other electronic devices including, but not limited to, iPods, MP3 players and handheld game devices **are prohibited during all academic times throughout the school day.** Additionally, the school is not responsible for lost or stolen items.

\*If a student is using their cell phone / electronic device in an academic setting without permission, the teacher will ask student to stop use and confiscate the cell phone/electronic device to which the student should comply. When confiscated the phone/electronic device will be turned into the office. The phone/electronic device will be returned to the student or parent at the end of the school day by an administrator or designee. Students who violate the cell phone/electronic device policy may face one or more of following actions. In addition, the contents of the cell phone may be searched if deemed necessary depending on the circumstances: LD, ALC, OSS, and contact home about the issue.

## **C. Student Aide Policy**

Students who are interested in exchanging a study hall period to work as an aide may do so at a teacher's request. There are academic, attendances and behavioral guidelines that must be met before permission will be granted. All aides must have grades of C or higher, have good attendance and meet expectations of the student code of conduct. All student aides must report to their designated teacher on time before leaving that room and/or should not be in hallway unless performing a specific task for staff member, and also have an appropriate pass from staff member.

## **D. Student Publications Policy**

School sponsored publications must follow certain guidelines to be published:

1. The faculty advisor shall advise students on manners of style, grammar, format and suitability of materials.
2. School paper reflects the policy and judgment of the student editors. Information will not be printed if it:
  - a. Threatens to disrupt the educational process
  - b. Threatens any person or group within the school or advocates unlawful discrimination.
  - c. Advocates a violation of the law
  - d. Is considered false, unproven and is potentially harmful to juveniles or offensive according to community standards.

- e. The final decision rests with the administration after consultation with student editor and advisor.

Non-school sponsored publications manufactured by students who edit, publish and/or wish to distribute non-school sponsored handwritten, printed or duplicated material among their fellow students in the schools must assume the responsibility for the content of the publication. Students may be restricted as to the time and place of the distribution or may be prohibited from the distribution of materials.

### **E. Student Advertising Activities**

All posters and other display materials must be associated with a school club or group. These displays must be approved by the group advisor and displayed in the approved designated areas. In addition, all announcements or posters regarding school related or non-school related activities including student campaign signs, must be approved by designated faculty before being displayed. A minimum of 24 hours' notice is required to ensure the principal has the opportunity to review any announcement or posting. All posted signs must be taken down immediately after the event.

### **F. Student Social Events Policy**

All student functions held in the name of the district must be approved by the principal and supervised by one or more faculty members or approved volunteers. Outsiders are not permitted to attend such functions unless so permitted by the administration. Emergency contact information for any visitor attending may be required prior to attendance. Students present are held accountable for the proper care of the facilities.

### **G. Medication Policy (School Nurse Visit)**

The school nurse will be assisting students who may have medical needs. The following procedures need to be followed assuming it is not an emergency situation:

1. All students must report to their scheduled class and receive a written pass with time and date before they will be seen in the clinic.
2. There is a list of over the counter medications in the clinic and on the emergency medical forms that the school nurse or her designee can provide for students. No medication will be given to students without parent permission.
3. Over the counter medication should only be possessed and dispensed by the nurse or designee. Students may not carry medications of any kind on their person including vitamins, nutritional supplements, pre-workout, etc.
4. It is preferred that prescribed medication be given outside of school hours. However, if the prescribed medication needs to be taken during the school day, a parent/guardian is required to bring all medications to the office in the original container, properly identified and marked with the student's name, dosage and time interval it is to be taken.
5. If there are any procedural questions and/or concerns relative to medications at school please contact the school nurse. Medication forms and other health related information can be found on the Teays Valley website.

## **H. Drug and Alcohol Policy**

Students of the District are prohibited from using, selling, distributing, possessing, evidence of consumption, or being under the influence of alcohol, low-alcohol products, harmful intoxicants, non-prescribed controlled substances, counterfeit controlled substances or other mood-altering chemicals which include over-the-counter mood-altering chemicals.

Drug paraphernalia, including E-cigarettes, vapor pens, Juuls, equipment including pods, cartridges, and/or charging devices, are prohibited and will be subject to the same penalties as those mentioned in the following explanations.

All rules apply on any property owned, leased or under board control, including vehicles transporting pupils. School sanctioned activities that occur on or off school grounds are included in these rules. Consequences are determined by the drug classification. Teays Valley's Drug and Alcohol Policy has two drug classifications.

### **Non-Schedule Drugs/Substances**

**(Not under DEA Regulation) – To include over the counter medications, prescription medications, medications, nutritional supplements, and unlabeled pills or substances. This will also include chemicals found in vape “juice”, CBD oil, and related products.**

**Illegal Substances - to include controlled substances, counterfeit controlled substances, alcohol, low-alcohol beer/wine, harmful intoxicants, mood altering chemicals and paraphernalia.** Students suspected of violating this policy shall be referred to the building principal. The procedures for dealing with violators are summarized below. Items listed below are mandatory and will be followed.

### **Non-Scheduled Drugs**

#### **1. First Offense**

- a. Notify parent or guardian
- b. Notify law enforcement officials if necessary
- c. 10 day suspension which may be reduced to 5 days if the student receives an assessment from a certified drug and alcohol treatment agency. (ex. P.A.R.S.)

#### **2. Second / Subsequent Offense**

- a. Notify parent / law enforcement if necessary
- b. 10 day suspension – recommend expulsion

### **Illegal Drugs and Substances**

#### **1. First Offense**

- a. Notify parent or guardian
- b. Notify law enforcement officials
- c. 10 day suspension - Student must receive assessment before they can return. If the student does not receive an assessment within the ten days of suspension student will be recommended for expulsion.

#### **2. Second / Subsequent Offense**

- a. Notify parent / law enforcement
- b. 10 day suspension – recommend expulsion

### **3. Selling or Distributing**

- a. Notify parent or guardian
- b. Notify law enforcement officials
- c. 10 day suspension with recommendation for expulsion. It is recommended that student receive an assessment.

## **I. Tobacco Use or Possession Policy**

Students of The Teays Valley School District are prohibited to use, possess or transmit any tobacco products on school grounds or at school related functions.

This policy is also in effect for school transportation and/or events held off school grounds. Any student using or possessing smoking or chewing tobacco, or product listed, is in violation of this section of the student handbook and is subject to the following penalties:

### **1. First Violation**

- a. Notify parent or guardian
- b. Student will serve three (3) days in the Alternative Learning Center.
- c. The student must meet an educational requirement on tobacco use.

### **2. Second Violation**

- a. Notify parent or guardian
- b. Student will serve five (5) days in the Alternative Learning Center.
- c. Law enforcement officials may be contacted

### **3. Repeated Violations**

- a) Any student violating the policy more than two times may result in suspension from school.
- b) Repeated failure to comply with the policy may result in notifying the Superintendent and recommend student for expulsion.

Students involved in extracurricular activities that are found to be in violation of this policy will also be subject to penalties relating to that activity and its policy.

## **J. Fighting / Assault Policy**

The act of violence toward another person will not be tolerated. Any student who is found guilty of fighting will face disciplinary measures. The degree of the punishment may depend on previous knowledge of any student conflict and other circumstances. The following three categories are common for students who are fighting on school grounds, school property or school related activities.

### **1. First Offense**

- a. 3 day OSS
- b. contact home

### **2. Second Offense**

- a. 5 day OSS
- b. contact home

### **3. Third Offense**

- a. 10 day OSS
- b. recommendation for expulsion

### **4. Assault**

- a. 10 day OSS
- b. law enforcement officials called

- If a student does not cooperate with an adult who attempts to break up a fight the number of days suspended **will increase.**
- If the administration and/or staff have attempted to resolve a conflict through mediation and a physical confrontation occurs after the mediation, **the consequences for the violation will increase.**
- **Students who take unauthorized video of Fighting/Violence or who possess, attempt to share, or post video on social media, will be subject to disciplinary action equivalent to that of the offense being committed.**

#### **K. Policy on Threatening Behavior, Hazing, Intimidation and Bullying**

There is no place for violence and/ or threats of violence on school grounds or at school sponsored activities. This includes harassment, written statements and anything else the administration may deem as unacceptable. All types of threatening behavior will be viewed as inappropriate. Any of the following proven behaviors may result in suspension. Included in this policy are:

1. Racial threats or any behavior considered intimidating toward a person or persons due to their race will not be tolerated. This would also include comments, notes, or physical behavior deemed as threatening.
2. Acts of hazing that includes coercion or intimidation to a student or organization that causes or creates substantial risk of causing mental or physical harm to any person.
3. Any threat of a violent act toward another person or group of people.
4. Threats toward school officials including violent acts, defiant acts, or anything during non-compliance that prohibits a successful end to a conflict.
5. Protected in this policy is behavior off school property that is directed toward school personnel. This includes property owned by a school employee.
6. Any student who attempts to harm another student or any person affiliated with the school no matter the reason may face disciplinary action.
7. Any student who attempts to send intimidating or threatening text messages, phone messages or emails during the school day will face disciplinary action.
8. This includes forms of cyber bullying, as expressed in HB 116.

It is the policy of the Board that any form of bullying behavior, whether in the classroom, on school property, to and from school, or at school-sponsored events, is expressly forbidden. Bullying behavior, including dating violence, is strictly prohibited and students who are determined to have engaged in such behavior are subject to disciplinary action which may include suspension or expulsion from school. Please see board policy File: JFCF / JFCF-R

#### **L. Harassment / Discrimination - Race, Religious, National Origin, or Disability**

Prohibited harassment or discrimination occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race, color, religion, creed, national origin, ancestry, or disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race, color, religion, creed, national origin, ancestry, or disability such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

## **M. Sexual Harassment Policy**

Sexual harassment is improper, immoral, and illegal and will not be tolerated within the district. This policy is implemented to inform students as to what sexual harassment is and what procedures should be followed when dealing with sexual harassment. A student found to be in violation of this policy is subject to disciplinary measures and possible suspension or expulsion from school.

**Ohio Federal Laws define sexual harassment as unwanted advances or unwanted visual, verbal or physical conduct of a sexual nature.** These behaviors include the following but are not limited to:

1. Unwanted propositioning.
2. Making threatening reprisals after being told “No”.
3. Gestures, displaying sexual objects, non-verbal conduct.
4. Derogatory comments, slurs or jokes, sexually based remarks about one’s own body or another person’s body.
5. Unwanted letters, notes or degrading words.
6. Physical contact, unwanted touching, assault or impeding or blocking movement.

## **What to do if you are sexually harassed**

When unwelcome activities described above of a milder nature occur, the best thing to say is you are uncomfortable with the behavior and ask them to stop. If the behavior does not stop then the victim should report either to the counselors’ office or the main office and discuss the incident with an administrator.

## **N. Dangerous Weapons Policy**

The Board of Education is committed to providing the students with an educational setting free from the dangers of firearms, knives and any other dangerous weapon that has the capacity of inflicting harm on a person.

The definition of a firearm shall include any weapon (including a starter gun) which 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 silencer; or any destructive device (as defined in U.S.C.A. Section 921.), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. This also includes look-a-like weapons, airsoft guns, and other devices that mimic or resemble a firearm.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity.

The superintendent shall notify the appropriate criminal justice delinquency authorities. Any such expulsion shall extend, as necessary, into the school year following the year in which the incident occurred. Matters that may lead to the reduction of the expulsion period include:

1. An incident involving a disabled student, and if the incident is a manifestation of the disability.
2. The age of the student and how relevant it may be to the punishment.
3. The intent of the perpetrator

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student violates this policy the superintendent shall expel the student from school, subject to the same conditions as above.

**O. Policy on Damaging or Defacing School or Personal Property**

Any student found damaging or defacing school property will face disciplinary action and may also be responsible for the cost of repair or replacement. School property includes, but is not limited to, books, lockers, technology equipment and any part of the school facility. Any damage, defacing or destructive acts toward the property of fellow students, school personnel and/or school property may also have disciplinary measures. Faculty members and the property of school personnel are also protected outside of school operating hours. This includes the place of residence of a faculty member.

**Disciplinary action will occur and law enforcement officials may be contacted.**

**P. Policy on Theft of School and/or Personal Property**

Stealing or attempting to steal school property, or private property on school grounds or at school a sponsored event, is means for disciplinary action. It is the belief of the administration and faculty that students should not invite other students to steal by bringing excess money or items to school that are of any value. Any attempt to use counterfeit currency to make purchases at school will be considered as theft. Also, items that are properly secured minimize the opportunities for a thief. Theft is a dishonest act and will be taken seriously.

**Disciplinary action will occur and law enforcement officials may be contacted.**

**Q. Policy on Interrogations and Searches**

School authorities are charged with the responsibility of safeguarding the students in their care. In the discharge of that responsibility, school authorities may search the person or property (including vehicles, purses, book-bags, gym bags, cell phones etc.) of a student, with or without the student’s consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student’s age.

Student lockers are the property of Teays Valley Local Schools, and random searches of lockers and their contents may be conducted. Unannounced and random canine searches may also be conducted. Board Policy JFG

**R. Deception / Withholding Information**

A student shall not withhold, distort, or falsify any information to a school official relevant to an event, which falls within the jurisdiction of the school. If a student is found to have used deception or withheld information disciplinary action may occur.

**S. Student Safety / Disruptions**

Student safety is our number one priority at Teays Valley High School. School authorities shall make every effort to protect the personal safety of students and the safety of the property of the district. Any person who threatens, attempts, or in any way induces a panic or creates a disruption to classes, student or staff safety, or the school day may be subject to disciplinary action, including, but not limited to ALC and OSS. This also includes students engaging in unlawful activities, whether charged or not, while on school grounds.

**T. Retaliation**

Any act of retaliation against a person who has made a report, complaint, or has participated as a witness is prohibited. Disciplinary action may occur and may include, but not limited to; LD, ALC, OSS



#### **U. Failure to Remove / Report**

Students have an obligation to remove themselves immediately and/or report an offense at the earliest possible time when they witness an action against the student code of conduct. Failure to remove and/or report may result in disciplinary action.

#### **V. Gross Misconduct**

Repeated or flagrant violations of the student code of conduct. Such violations will be dealt with by administrative discretion and may result in disciplinary action.

#### **W. Technology Misconduct / Hacking**

Students are expected to abide by the school's network and internet acceptable use and safety agreement. Students shall not: Attempt, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

Using, displaying or turning on phones, personal digital assistants, personal laptops, projectors, TVs or any other school or personal electronic devices during the regular school day, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal. Violation of these and/or the acceptable use agreement may result in discipline which may include ALC or OSS. Please review and be familiar with the [Teays Valley Technology Handbook](#). Other information about the districts technology platforms can be found on the district webpage – [Technology Platforms Tutorial](#)

## **VIII. STUDENT DISCIPLINE**

### **A. Disciplinary Action Taken by the Office**

#### **1. Lunch Detention = LD**

Lunch detention may be assigned by staff for various reasons including improper behavior in the lunchroom, other violations of the student code of conduct and/or classroom rule violation.

#### **2. After School Detention = ASD**

- a. Tuesday 30-60 minutes
- b. Thursday 30-60-90-120 min.

A student fails to serve an assigned detention/lunch detention he or she may be subject to longer ASD, ALC or OSS.

#### **3. Alternative Learning Center = ALC**

Students will be assigned to this for a number of days to be determined based upon the violation. Students are expected to work on class assignments and be in compliance with any other requests. Failure to meet these standards may result in further discipline.

#### **4. Out of School Suspension = OSS**

Students may face suspension anytime an administrator believes that it is necessary to remove a student from the building.

#### **5. Social Probation**

Anytime the actions of a student or students are not portrayed in a positive or reasonable fashion while attending an extra-curricular event, the student or students in violation may be banned from further attendance to any such functions.

#### **6. School Service Time**

May be assigned to students for various lengths of time depending upon the violation. It also may be assigned for any day of the week. This will include community service time done on school property designated by the administration.

#### **7. Removal of Parking Privileges**

The administration may revoke the privilege to park a vehicle on school grounds when a student violates driving rules on school property. This also includes acts of truancy and tardy violations to school.

#### **9. Driver's License Suspension**

House Bill 204 states that a student who is absent without excuse for 10 consecutive days or at least 15 total days during a term or semester, or withdrawn from school, suspended, or expelled for use or possession of alcohol and/or drug abuse can have his/her driving privileges denied, suspended, and/or revoked under section 4510.32 of the Ohio Revised Code.

#### **9. Emergency Removal**

A student may be removed from school for the day anytime an administrator believes that the particular student is not functioning in the environment as expected.

## **10. Expulsion**

Students may face expulsion from school if there is an accumulation of events that has occurred throughout the course of a school year. If the violation of the policy is severe, expulsion may be recommended immediately. The student's academic success will also be taken into consideration.

### **B. Students Due Process Rights**

The board and school officials have the legal authority to deal with disruptive students and student misconduct. Due process, in the context of administrative proceedings carried out by school authorities, does not mean that the procedures used by the courts in juvenile proceedings must be followed. The Ohio and Federal rules of evidence do not apply.

Students have clearly established means by which administrative due process is available for the protection of the individual rights.

Due process procedures are:

1. Applied to all equally
2. Enforced in manner which involves:
  - a. Adequate and timely notice and opportunity to prepare a defense.
  - b. An opportunity to be heard at a reasonable time and in a meaningful manner.
  - c. The right to a speedy and impartial hearing on the merits of the case.

**In cases of student suspension or expulsion, the specific due process procedures set by the board are followed.**

### **C. Jurisdiction**

The Eastland Career Center, Fairfield Career Center, and all other work release programs are 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 Teays Valley High School and/or the career center the student attends. 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. Teays Valley High School will honor and uphold disciplinary actions taken by the career centers we partner with.

## **IX. TRANSPORTATION / DRIVING**

The board furnishes transportation in compliance with Ohio law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus and after the student leaves the bus at the end of a school day. Students on the bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to authority of the driver is sufficient reason for refusing transportation service to any student. The following regulations regarding student transportation are listed so that students and parents are aware of what is expected of each student while being transported.

1. Students will be allotted one designated location for AM pickup and one designated location for PM drop off (same stop every morning, same stop every afternoon). If using an alternate location other than the nearest bus stop to home address the alternate location must be within the boundary of the school the student attends and have an already existing stop. All students must ride their assigned bus from their assigned stop

to and from school. There will be NO bus passes. Students CANNOT ride another bus with friends. Riding another bus is only permitted in emergency situations.

\* Please see information in the Transportation section of your OneView account if there is a shared parenting agreement requiring additional pickup/drop off locations.

2. Parents are responsible for the safety of students while going to and from pick-up point of safety and for meeting the bus on time.
3. All students must be at their designated stop five (5) minutes prior to the scheduled arrival time.
4. Students may cross only in front of the bus at approximately ten feet when necessary. Drivers will provide direction to students when it is safe to proceed in crossing.
5. Students will be assigned a bus seat by the driver to maintain order and for evacuation purposes. Students are expected to sit in their assigned seats facing forward.
6. Noise on a bus shall be kept to a minimum at all times to assure the safety of all students and the bus driver. Students may use electronic devices including, but not limited to cell phones, as long as use of the device does not interfere with student safety. The driver must not be distracted by sounds or flashing lights from student devices and students must be able to hear and take directions from the bus driver.
7. Absolute quiet must be maintained at railroad crossings or other dangerous areas.
8. The aisle of the school bus must be kept free of objects that could obstruct an emergency evacuation. All items being transported must fit on the students' lap.
9. Students will NOT be permitted to use the emergency exit door except for an actual emergency or a designated emergency drill.
10. Students are NOT permitted to eat, drink or chew gum on the bus.
11. Objects are NOT to be thrown in, around, or out of the bus. Students should keep hands, heads, books, and other objects inside the bus, never outside the windows.
12. Profanity, obscene gestures, fighting, roughhousing or harassment WILL NOT be tolerated on the school bus.
13. Students are prohibited from bringing any potentially hazardous items including flammable or hazardous chemicals, drugs, alcohol, tobacco, animals, insects, or weapons of any kind, including sharp or breakable items such as glass, knives, and jagged metal.
14. Parents will be held responsible for any damage to a bus by their child. This includes damages to bus seats.
15. All school buses are equipped with safety and security cameras. Video and audio recordings will be viewed (by school officials only) to investigate incidents reported by a bus driver, administrator, students or other persons. It is our hope that these cameras will help improve our students safety and security while riding the school bus.
16. Any student issued a parking permit for the 2020-2021 school year will automatically be ineligible for school bus transportation services for as long as he/she possesses a valid parking permit.  
\*Career Center students with a valid parking permit are still eligible for bus transportation from the high school to the career center.
17. In the event Teays Valley High School delays or closes due to weather or calamity, and the Career Center is in regular session, the Career Center shuttle will run as normal but students must provide their own transportation to TVHS at the regularly scheduled shuttle departure time.

18. If a student does not ride the bus six (6) consecutive days (without notice of vacation or illness) the student will be removed from the route. If you desire to resume riding you must call the transportation office @ 740-983-5000 ext: 10100. Please allow 24-48 hours for your student to be placed back on the route.

All transportation questions and needs may be directed to the Teays Valley Transportation Supervisor, [Ron Teeters](#).

**A. Student Parking on School Grounds**

Students with a valid driver’s license and proof of insurance may drive to school and park only in the designated areas of the school lot. A parking pass must be obtained from the office and displayed in the front, driver’s side windshield. Students parking on school grounds without a parking permit are in violation of rules and are subject to be disciplined.

1. A maximum speed of 15 miles per hour is to be followed at all times. Reckless operation and unsafe operation of a vehicle may result in serious disciplinary action.
2. Students must be aware that there are risks of parking on school grounds including vandalism, theft and accidents.
3. Parking permits may be revoked for students who violate attendance policies and/or students who do not operate their vehicle in a safe manner on school grounds.
4. Cars on school grounds may be searched in the event there is information provided to school personnel that the administration believes may jeopardize the safety of anyone on school property. The owner of the car may be held responsible for anything found in the car that is a violation of school policy.
5. Students who have been granted Late Arrival or Early Release privileges are not permitted to loiter in their car or in the student parking lot prior to entering or after exiting the building. Failure to leave campus in a timely fashion may be grounds for removal of Early Release privileges.

**X. WHAT TO DO IF.....**

**A. You are tardy to school or first period**

Report to the office, sign in, and obtain a pass to class from the secretary.

**B. You are going on vacation**

For any vacation planned during school, the student must complete a Vacation Request Form from the main office and have the vacation approved by an administrator.

**B. You would like to visit the nurse**

Ask your teacher for a pass to the clinic. Students will not be admitted to see the nurse without a pass from the class they are missing, unless it is an absolute emergency.

**D. You are required to take medication**

A parent/guardian is required to bring all medications to the office in the original container, properly identified and marked with the student’s name, dosage and time interval it is to be taken.

**E. You are injured**

Seek a staff member for assistance or report to the office. Be certain an accident form is completed.

**F. You need to speak with a guidance counselor**

Complete a counselor request form in Guidance office. Should an emergency occur that necessitates you seeing a counselor immediately, report to the office and fill out a request form.

**G. You are having academic difficulties**

Seek advice from a teacher in whose class you're struggling first, then meet with the guidance department. There are both adult and peer tutoring opportunities available.

**H. You are having a conflict with a teacher**

Arrange to talk with the teacher one on one sometime during the school day. The administration will not address conflicts between student and teacher unless there has been an attempt made to resolve the conflict first.

**I. You have a conflict with another student**

If measures you are taking are not correcting the problem, seek assistance or advice from a teacher, guidance counselor or administration.

**J. You lose a textbook**

Report the loss to the teacher of the class. The fee for the lost book will need to be paid promptly. Check the lost and found in the office. If the book is found in good condition, no charges will be assessed. Students are responsible for the books that are on loan to them.

**K. You lose personal property**

Check with the lost and found in the office. If it is not in the lost and found, then report it to the school resource office.

**L. You are having locker problems**

Report to guidance or the office as soon as possible. Fill out a locker repair form if necessary and it will be repaired as quickly as possible. Do not kick or abuse lockers in an attempt to open or close them.

**M. Your friend wants to share a locker**

Do not do it! Every student is issued a locker. There should be no sharing of a locker with another student.

**N. A teacher or administrator detains you**

Obtain a pass with the time and date on it to admit you to class late with permission.

**O. I have a problem with technology**

Submit a technology help desk ticket using the HS Genius Bar icon through your ClassLink account.



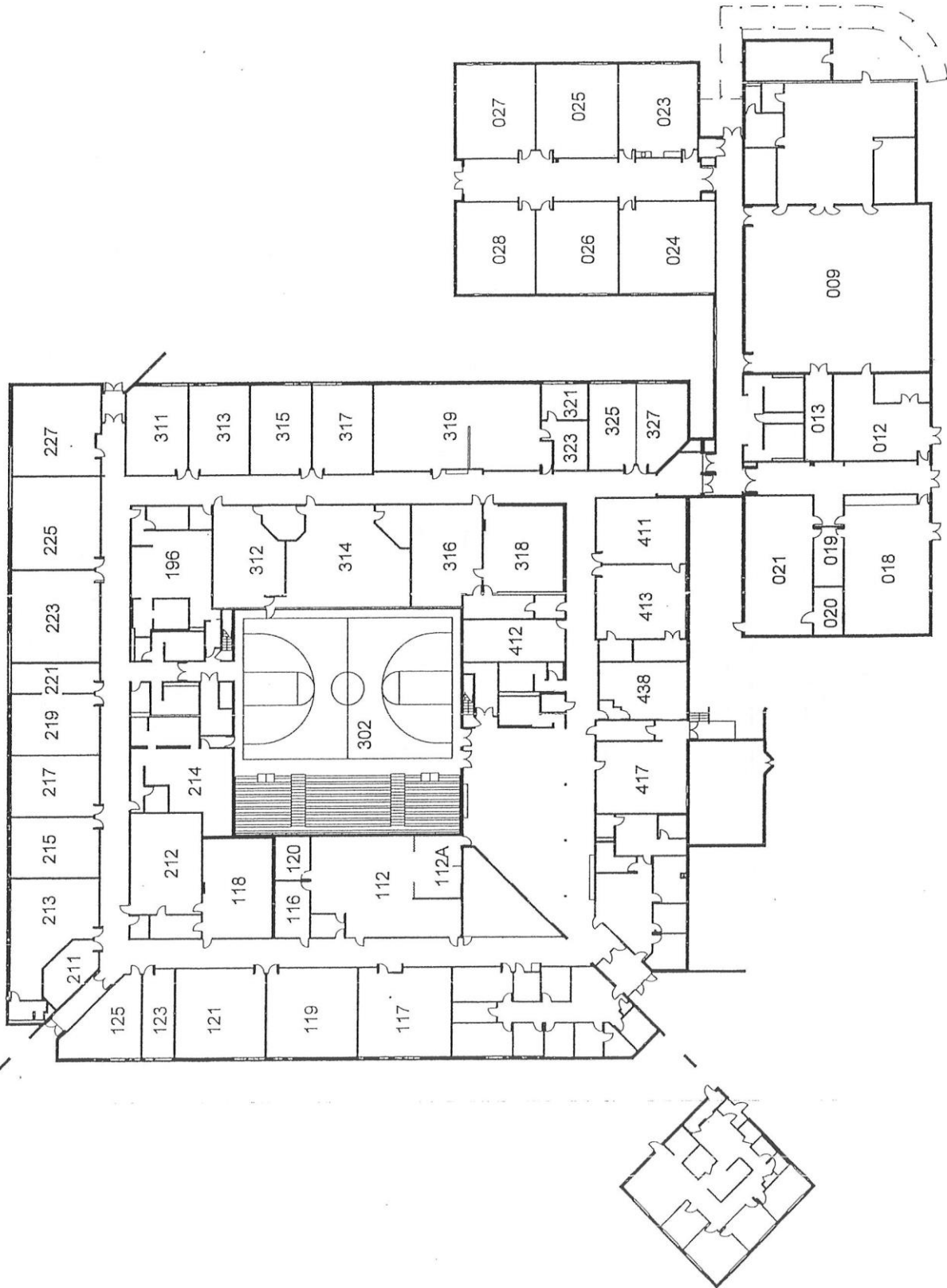
## **XI. ATHLETIC ELIGIBILITY**

All clubs and organizations, whether curricular or extracurricular, are under the supervision and authority of school personnel. All students participating in extra-curricular activities must adhere to guidelines established by the OHSAA, as well as, the Teays Valley Local Athletic Policy. Questions may be directed to the Teays Valley High School Athletic Director, [Joel Baker](#).

1. The OHSAA requires all athletes participating in athletics to be passing five credit hours during participation period and the grading period prior to participation.
2. All incoming freshman must have passed at least 5 credits in their eighth-grade year.
3. Student performance will be monitored and assessed quarterly at the end of the grading period. The grade used at the end of the grading period will be the student's nine weeks grade.
4. The student must have a 1.5 GPA and no more than one grade of "F" to be eligible to participate in extracurricular activities.
5. The period of ineligibility will begin or end on the fifth day of school after the end of the nine weeks. Students are considered ineligible until notified by the administration.
6. During the period of ineligibility, the student will not be permitted to participate in contests, competitions or performances. Participation in practices will be permitted providing the student attends a staff monitored 45-minute study table a minimum of two times a week during the length of the period the student is ineligible. Study table and practice opportunities are the coach's decision. No study table equals no practice.
7. This policy will carry over from one grading period to the next and one year to the next.
8. An appeal of eligibility status may happen by contacting the building principal within one school day of the student being notified. During the appeal process the athlete will remain eligible.
9. A one-time waiver may be used regarding eligibility in a student's four years of athletics for local Teays Valley eligibility requirements. Students must still meet OHSAA rules for eligibility. Please see the Teays Valley Athletic Handbook for more information.

Please read and be familiar with the [Teays Valley Athletic Handbook](#)

*Teays Valley High School Freshman Building*





*Teays Valley High School*

