

Teays Valley High School

Student Handbook

2018-2019



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

District Motto: ALL In! Aim, Live, Leave

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

Guiding Principles:

1. We must do what is best for 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 student, parent 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 conversation, 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 being 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; therefore, 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 service

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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 a 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.

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

Website Contact

Internet site – www.tvsd.us
 A Staff directory is available on the main page of the high school website.

Schoology

The Teays Valley School District is now using 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.

TVSD Google Site

An online website creation and communication tool where students can visit a specific teacher’s webpage. This can be accessed through the TVHS homepage and, may include daily lessons, classroom philosophies, homework or class assignments etc.

School Provided Student Email

Students are issued a Gmail account when entering high school. Account can be accessed using firstname-lastname@teays.us Password will be the same as computer login password.

Staff Email Contact

Use the staff member’s first initial and last name followed by @tvsd.us

Administration

- Principal.....John Keel
- Assistant Principal..... Bob Griffith
- Assistant Principal..... Jeff Hurt
- Assistant Principal.....Scott Frazier

- Athletic Director.....Randy Hageman

Guidance Staff

- Guidance Counselor..... Julie Samlow
- Guidance Counselor..... Pam Younkin
- Guidance Counselor.....Brooke Wright
- Guidance Counselor.....Mary Langenfeld

Security Staff

- Resource Officer.....Deputy Branden Skaggs

Main Office Hours

7:00-3:30

Phone Contact

Reason

Valerie Allen
Secretary

General Information

Kim Taylor
Attendance Secretary

Reporting an
absence. Questions pertaining to
student attendance

John Keel
Principal

Curriculum
School Information
Facility Use

Bob Griffith
Assistant Principal

Special Programing
Pathways

Jeff Hurt
Assistant Principal

Building Testing
Attendance and Discipline 9th

Scott Frazier
Assistant Principal

Discipline 10-12th
Attendance/Truancy

Randy Hageman
Athletic Director

Athletic Schedules,
Eligibility and Pay-to-participate

Sherry Zwayer
Guidance Secretary

Transcripts, transfers
and withdraws

Julie Samlow
Pam Younkin
Brooke Wright
Mary Langenfeld

Last Name Sn - Z and CCP
Last Names F - L
Last Name M - Sm
Last Names A - E

2018-2019 High School Calendar

August 13, 14	Teachers Work Day
August 15	First Day of School
September 3	No School Labor Day
September 14	1 st Mid-Term / Early Release Day
October 2	HS Parent-Teacher Conference
October 15	End of 1 st Quarter
October 16 & 17	No School TWD
October 18 & 19	No School
November 16	2 nd Midterm / Early Release Day
November 21-23	No School Thanksgiving Break
December 20	End of 2 nd Quarter
December 22-January 1	No School Winter Break
January 2	No School Teacher Record Day
January 3	Students Return From Winter Break
January 21	No School Martin Luther King Jr. Day
February 1	3 rd Mid-Term / Early Release Day
February 12	HS Parent-Teacher Conference
February 18	No School Presidents' Day
March 8	End of 3 rd Quarter
March 18-22	No School Spring Break
March 25	Classes Resume
April 12	4 th Midterm / Early Release
May 19	Graduation
May 22	End of 4 th Quarter

Regular Day Bell Schedule

Warning Bell		7:35	
Period	1	7:38-8:28	(50)
Period	2	8:32-9:18	(46)
Period	3	9:22-10:08	(46)
Period	4A Lunch/SH	10:12-10:36	(24)
Period	4B Lunch/SH	10:38-11:02	(24)
Period	5A Lunch/SH	11:06-11:30	(24)
Period	5B Lunch/SH	11:32-11:56	(24)
Period	6A Lunch/SH	12:00-12:24	(24)
Period	6B Lunch/SH	12:26-12:50	(24)
Period	7	12:54-1:40	(46)
Period	8	1:44-2:32	(48)

2 Hour Delay / Release Schedule

Warning Bell	9:35	/	7:35
Period	1	9:38-10:02	7:38-8:02
Period	2	10:06-10:30	8:06-8:30
Period	3	10:34-10:58	8:34-8:58
Period	4A	11:02-11:25	9:02-9:25
Period	4B	11:27-11:50	9:27-9:50
Period	5A	11:54-12:17	9:54-10:17
Period	5B	12:19-12:42	10:19-10:42
Period	6A	12:46-1:09	10:46-11:09
Period	6B	1:11-1:34	11:11-11:34
Period	7	1:38-2:02	11:38-12:02
Period	8	2:06-2:32	12:06-12:32

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:

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 for updated information. In addition, the phone messenger system will alert you of closings and delays.

**2018-2019 Eastland-Fairfield Career Center and
Technical School Calendar**

August 14	First Day of Classes
September 3	Labor Day No School
September 20	Evening PTC 4:30-8:00
October 11-12	No School COTA
October 12	End of 1st Quarter
October 31-November 2	FCC & Satellite Visitation
November 2	No School for FCC Students
November 6	No School Election Day
November 14, 15, 16	ECC Visitation
November 16	No School ECC Students

November 21-23	No School Thanksgiving Break
December 6	PM. Open House 6:00-8:00
December 20	End of 2 nd Quarter
December 21-January 4	Winter Break
January 7	First Day Back from Winter Break
January 21	Martin Luther King Jr. Day No School
February 18	President's Day No School
February 21	Evening PTC 4:30-8:00
March 15	End of 3 rd Quarter
March 18-22	Spring Break
April 19	LPDC No School
May 2	New Student/Parent Celebration
May 23	Senior Recognition
May 27	No School Memorial Day
May 29	Last Day of School / End of 4 th Quarter

School Life: Extracurricular and Co-Curricular Clubs and Activities

Academic

National Honor Society
In The Know
Teen Advisory Board
Newspaper Staff
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

Athletic

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

Music

Marching Band	Color Guard Concert Band
Wind Ensemble Jazz Ensemble	Show Choir Concert Choir
Women's Show Choir	Symphonic Choir
Men's Chorus	Women's Chorus

II. 2018-2019 SCHOOL FEES

Science

Advanced Physical Science
Anatomy / Physiology 1
Anatomy / Physiology 2
Astronomy
Biology

Fee

\$20
\$25
\$25
\$20
\$20

Botany	\$20
Chemistry	\$20
Environmental Science	\$20
Honors Biology	\$20
Honors Chemistry 1	\$20
Honors Chemistry 2	\$20
Honors Physical Science	\$20
Honors Physics	\$20
Physical Science	\$20
Physics	\$20
Zoology	\$20
<u>Social Studies</u>	<u>Fee</u>
Current Issues	\$15
Global Issues	\$15
<u>Agriculture Education</u>	<u>Fee</u>
Ag. Food & Natural Resources	\$20
Agri-Science	\$20
Ag. World Econ & Business	\$20
Mechanical Principles & Engi.	\$30
FFA Dues	\$15
<u>Art</u>	<u>Fee</u>
Art 1& Ind. Art Study	\$20
Art 2, 3, 4	\$25
<u>Choir</u>	<u>Fee</u>
Concert Choir	\$15
Men's Chorus	\$15
Show Choir Girls	\$15
Show Choir Mixed	\$15
Symphonic Choir	\$15
Women's Chorus	\$15

****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	\$95
AP Calculus AB	\$95
All other AP courses	\$95

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 and report directly to the office.

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 for Students

Students will not be removed from class to receive a phone call, nor are they permitted to use a cellular phone at any point during an academic class. In the event of a family crisis students will be brought to the office to return a call.

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.

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. Student 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

<u>Percent</u>	<u>Letter Grade</u>	<u>GPA Scale</u>
93-100	A	4.0
<u>90-92</u>	<u>A-</u>	<u>3.7</u>
87-89	B+	3.3
83-86	B	3.0
<u>80-82</u>	<u>B-</u>	<u>2.7</u>
77-79	C+	2.3
73-76	C	2.0
<u>70-72</u>	<u>C-</u>	<u>1.7</u>
67-69	D+	1.3
63-66	D	1.0
<u>60-62</u>	<u>D-</u>	<u>0.7</u>
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 before the grade will be replaced with an “F” or appropriate grade earned for grading term.

C. 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.**

D. 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:

- a. Academic Excellence 3.5 and up
- b. Honor Roll 3.0-3.49

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

E. National Honor Society

The following standards shall be used in determining eligibility for membership:

- ***Scholarship***: A minimum 3.5 cumulative grade point average.
- ***Service***: A minimum of 20 hours of community or school service during the student’s high school career. Dates and hours must be documented.
- ***Leadership***: Will be evaluated by the faculty council. Community and school leadership positions will be considered.
- ***Character***: Will be evaluated by the faculty council.

The faculty council will consist of the National Honor Society advisor and teachers. Once inducted into National Honor Society, students must maintain and document the following:

- 3.5 cumulative grade point average
- 5 hours independent community or school service per quarter
- ability to communicate regularly with the National Honor Society advisor
- ability to participate in chapter-wide community service projects

The above criteria will be evaluated at the end of each quarter. Failure to meet the above criteria will result in the student being placed on probation for a period of one quarter. If, at the end of the probationary period, the student continues to fail to meet the criteria, the student will be dismissed from National Honor Society and may not be readmitted at any time.

F. 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	.5
Physical Education	.5
**Technology (2018-2019)	1
**Technology (2020-2021)	.5
**Personal Finance (2020-2021)	.5
Fine Art (listed in course registration)	1
Electives	4
	21 total credits

****For specific information on additional State graduation requirements please contact the guidance office or see the TVHS guidance website.**

G. 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.

H. Diploma with Honors

To be awarded a diploma with honors, students shall be required to meet at least seven of the eight criteria listed below:

1. Earn 4 units in English.
2. Earn 4 units in Math, to include Algebra I and II and Geometry.
3. Earn 4 units of Science, to include at least one unit of Chemistry and one of Physics.
4. Earn 4 units of Social Studies.
5. Earn either 3 units in one foreign language or 2 units in 2 foreign languages.
6. Earn 1 unit of fine arts
7. Maintain an overall high school grade point average of at least 3.5 on a 4.0 scale up to the last grading period of the senior year.
8. Obtain a composite score of 27 on the ACT or equivalent composite score on the SAT.

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

I. 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.

J. 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.

K. Early Release

In order to be eligible to have an early release from the regularly scheduled school day 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 may not return to school grounds for the remainder of the school day.
2. Poor attendance or violations of the code of conduct may result in removal of the program.

L. Early Graduation Policy

The purpose of this policy is to provide an orderly and sequential procedure for those few high school students who desire to graduate in less than four years. The following guidelines are provided to establish a normal procedure for early graduation:

1. The student’s academic record must indicate that all course work has been satisfactorily completed.
2. The student must indicate that all requirements for early graduation can be met without undue hardship to the school, faculty or self.

3. All students must complete course work in sequence and prerequisites must be met. Such as students cannot take English 11 and 12 in the same school year for early graduation.
4. A student must meet all graduation requirements.
5. Credit throughout summer school or an online program may be applied toward early graduation only with prior authorization of the high school principal. Maximum credit earned in this manner shall not exceed what the ODE will allow.
6. All course work must be completed and documentation received two weeks prior to 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 to excuse the absence or within **72 hours**.
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 policy will result in disciplinary action.

A. 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	Disciplinary Action
------------------	----------------------------

3 rd tardy	ASD/LD
-----------------------	--------

6 th tardy	ASD/LD x 3
-----------------------	------------

9 th or more	Loss of extra privileges' including but not limited to early release, aide position, and social probation etc.
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E. Absence is excused when:

1. A parent contact is made when a student is absent for any reason. Parent may excuse **no more than 32.5 hours (five full days)**. A note from a medical or legal professional is turned into the office following an absence.
2. There is a death in the family and are able to provide documentation.
3. 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. If a vacation would occur during school, it is recommended that parents contact a building administrator to discuss the attendance and academic status of their child prior to a vacation. Parents should remember that an absence due to vacation is counted towards the 32.5 hours of parental excuses. Beyond 32.5 hours of parental excuses 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 stated in 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.

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. Parent Educational Neglect

Parents of a truant student may be assigned to the Parent Project in Pickaway County for a period of 10 weeks for failing to comply with the compulsory Ohio attendance laws. Attendance in the Parent Project is mandatory. Failure of a parent to attend this program may result in a complaint of Parental Education Neglect being filed in the Juvenile Court that has jurisdiction based upon the location of the school. A parent found guilty of this charge may be fined up to \$ 250.00 and may be incarcerated up to 30 days in the Pickaway County Jail.

VI. STUDENT CODE OF CONDUCT

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 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 code of conduct.**

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 are expected to report to class with the appropriate materials needed for class.
5. 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.
6. 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.
7. 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.
8. 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.
9. Any behaviors that would engage in speech, conduct or dress that would show, promote or resemble gang related activity will not be tolerated.
10. Profanity and/or inappropriate comments directed at any person, especially those in authority will not be tolerated.

11. 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.
12. Students are expected to keep non-educational items at home. No communicating or electronic devices such should be used during any academic times unless otherwise instructed by staff. No entertainment devices such as headphones, radios, tape players, 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 phone, the school will accept no responsibility for lost or stolen items.
13. No gambling on school property.
14. 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.
15. Lockers must be clean and neat. Food and/or drink items and containers must be taken home after every school day.

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

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.
6. School related materials only are accepted.

****Students are expected to comply with all guidelines 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, use computers, study and do research, participate in various activities and get 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 | <u>2 weeks</u> |
| 2. Periodicals and pamphlets | <u>1 week</u> |
| 3. Reference | <u>overnight</u> |

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:
 - 1st offense – student sent back to study hall for two weeks
 - 2nd offense – student sent back to study hall for six weeks
 - 3rd 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 work stations. 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 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. Any student in violation of this may lose the right to eat in the cafeteria.
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.**

VII. STUDENT POLICIES

A. Dress Code/Dress Expectations

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 administration or presents a safety risk will not be permitted.

Guideline for dress:

1. Shirt / Tops should not expose undergarments, straps, excessive cleavage and/or midriff or back.
2. Clothing with obscene or inappropriate markings, including anything related to gangs, alcohol, violence, sex or drugs are not permitted.
3. Appropriate footwear are to be worn at all times.
4. Sunglasses, masks or anything else that covers the face and/or eyes is not permitted.
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. Spirited dress at athletic competitions must be of good sportsmanship and appropriate in nature.
8. 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.

* 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:

Occurrence	Disciplinary Action
First	Warning/contact home & correct violation
Second/Third	LD & 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 unless written permission is obtained. Any student found to be in violation of this policy may be subject to disciplinary action. In addition, 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 with 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:

Occurrence	Disciplinary Action
First/Second	LD
Third	ALC/Contact home
Forth	ALC/OSS

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

Posters and other display materials advertising any future school event may be placed in hallways; all posters should be taken down immediately after the event. 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.

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, Michelle Chafin, R.N., 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. 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, it must be kept in the office. Students are 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.
4. 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.
5. Over the counter medication should only be possessed and dispensed by the nurse or designee.

H. Drug and Alcohol Policy

Students of the District are prohibited from using, selling, distributing, possessing 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 and/or hookahs, 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 those drugs sold over the counter and that contain high doses of caffeine and / or ephedrine / ephedra products i.e. caffeine pills, yellow jackets, diet pills, mini thins, Vivarin or any other similar substance. This will also include chemicals found in vape “juice”

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 could 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

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 student does not receive 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 any form of 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. 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**.

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.

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: ACC “Anti-Harassment and Bullying” posted on the Teays Valley Website.

L. 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.

M. 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.

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.

N. 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.

O. 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. 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.

P. 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.

Q. 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.

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.

8. 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.

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 ride on their assigned bus from home to school and school to home. Should any change from this become necessary, a written request asking permission to be picked up or dropped off at another stop must be presented to the driver. This must be signed by the parent or guardian and approved by a building administrator. Parents will assume the responsibility for the child when such a request is made and approved.
2. Parents are responsible for the safety of students while going to and from pick up points and for their meeting the bus on time.

3. Students shall arrive at the bus stop before the bus is scheduled to arrive.
4. Students shall cross only in front of the bus at approximately ten feet. Drivers will provide direction to students when it is safe to proceed in crossing the road.
5. Parents will be held responsible if their children would cause damage to bus seats.
6. Students will be assigned a seat by the driver to maintain order and for evacuation purposes.
7. Noise on the bus shall be kept to a minimum at all times to assure the safety of all students and the driver.
8. Absolute quiet must be maintained at railroad crossings or other danger areas.
9. Students must refrain from eating and drinking on the bus except as required for medical reasons.
10. No student will be permitted to use emergency exit doors except for an actual emergency or designated emergency drill.

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 sticker 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.

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

It is recommended you provide information ahead of time. Meet with an administrator to discuss grades and/or attendance, absence may be unexcused.

C. 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 or guardian should be in contact with the school nurse. All prescribed medications should be in the nurse's office with very specific instructions and proper information provided.

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.

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.

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 75% of all fourth quarter classes in their eighth grade year.
3. Student performance will be monitored and assessed twice during each grading period: (1) at interim and (2) 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 either interim or 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 each day 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. If a new student activity begins during an interim period, the grades from the previous interim will be used to determine eligibility.
9. Provisions may be made by the administration, counselors and athletic director to consider individual abilities, achievement potential and extenuating circumstances.
10. 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.

XII. Parent and Student Acknowledgement

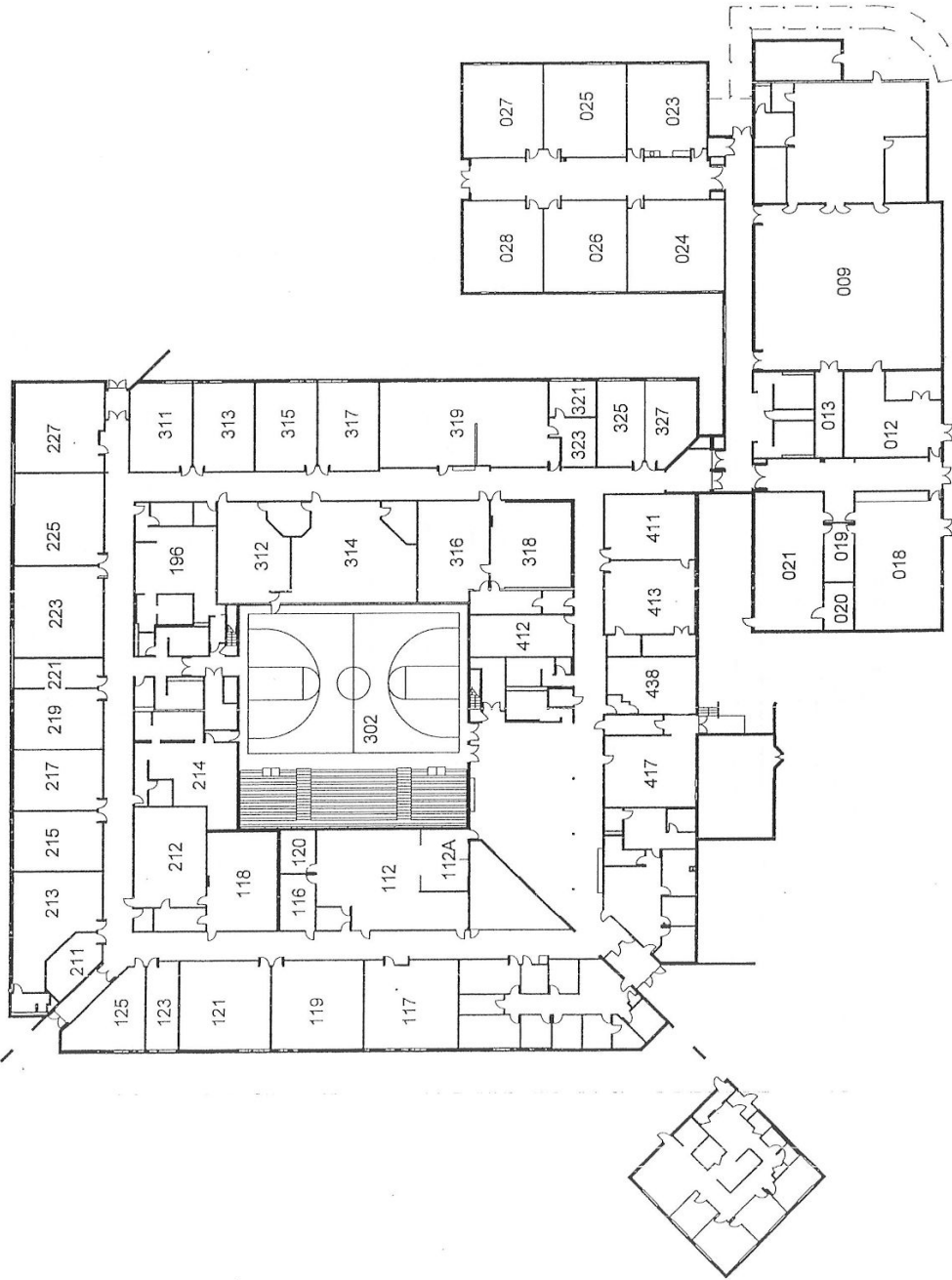
&

Student Signature

Parent Signature

The above signature indicates that I have read and am responsible for the guidelines outlined for TVHS. I also understand that my failure or my students' failure to adhere to these guidelines will result in appropriate action being taken by the office, also explained in the handbook.

Teays Valley High School Freshman Building



Teays Valley High School

