

**2009-2010 Teays Valley High School  
Parent/Student Handbook**

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**2009-2010 Teays Valley High School  
Parent / Student Handbook**

**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 can not 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 – [tvsd.us](http://tvsd.us)

**Viking Board**

A one way communication board, where parents can visit a specific teacher’s forum. This will include daily lessons, classroom philosophies, etc.... Go to website [www.tvsd.us](http://www.tvsd.us) and click on “Staff Directory.” Then click on the high school. Find the teacher’s name and click on “link”. Your teacher’s forum will appear.

**Staff Email Contact**

Use the staff member’s first initial and last name followed by [@tvsd.us](mailto:@tvsd.us)

**Administration**

Principal.....John Keel  
Assistant Principal.....Bob Griffith  
Assistant Principal.....Darlene Corris

Athletic Director.....Jim Hayes  
**Guidance Staff**  
Guidance Counselor.....Tom Heil  
Guidance Counselor.....Julie Samlow

**Safe School Help Line**

1-800-4-1-VOICE ext 359  
An anonymous information hotline to report facts that could jeopardize the safety of our students.

<b>Office Hours</b>	<b>7:00-3:30</b>
<b>Phone Contact</b>	<b>Reason</b>
Valerie Allen Secretary	General Information
Sherry Zwayer Attendance Secretary	Reporting an absence Questions pertaining to student attendance
John Keel Principal	Curriculum School Proficiency School Information Facility Use

Bob Griffith Assistant Principal	Attendance and Discipline Issues Intervention Assist. Special Education
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Darlene Corris Assistant Principal	Attendance and Discipline Issues Intervention Assist.
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Jim Hayes Athletic Director	Athletic Schedules Eligibility
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Missy Perdue Guidance Secretary	Transcripts, Transfers
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Tom Heil Julie Samlow Guidance Counselors	Student Schedules College Entrance Vocational Options
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**Teays Valley School District  
Continuous Improvement Plan**

Goal 1: Student Achievement  
Goal 2: Communication, Technology and Parental Involvement  
Goal 3: Managing Growth and Change  
Goal 4: Staff Development

**2009-2010 High School Calendar**

September 9, 10, 11	Teachers
September 14	First Day of School
October 16	No School COTA Day
October 23	No School
November 13	End of 1 <sup>st</sup> Grading period
November 25-27	No School Thanksgiving Break
December 3	Parent/Teacher Conference 4 -7pm
December 9	Parent/Teacher Conference 4 -7pm
December 23	No School Begin Winter Break
January 4	Students Return from Winter Break
January 18	No School Martin L. King Day
January 29	End of 2 <sup>nd</sup> Grading Period
February 11	Parent/Teacher Conference 4 -7 pm
February 15	No School Presidents' Day
February 17	Parent/Teacher Conference 4 – 7pm
April 2	No School Spring Break
April 6	Classes Resume
April 9	End of the Third Grading Period
May 31	No School Memorial Day
June 11	Last Day for

Students. End of  
4<sup>th</sup> Grading Pd.

Graduation

**Regular Day Bell Schedule**

Period 1	7:38-8:28
Period 2	8:32-9:22
Period 3	9:26-10:16
Period 4	10:20-11:10

Period 5-lunch	11:14-11:44
Period 6-lunch	11:44-12:14
Period 7-lunch	12:14-12:44

Period 8	12:48-1:38
Period 9	1:42-2:32

**Two Hour Delay Schedule**

Period 1	9:38-10:08
Period 2	10:12-10:42
Period 3	10:46-11:16
Period 4	11:20-11:50

Period 5-lunch	11:54-12:24
Period 6-lunch	12:24-12:54
Period 7-lunch	12:54-1:24

Period 8	1:28-1:58
Period 9	2:02-2:32

The two-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 105.7 FM
WOSU	AM
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.

**2009-2010 Eastland-Fairfield Career Center and Technical School Calendar**

August 24	First Day of School
September 7	Labor Day No School
September 24&29	Parent/Teacher Conferences 4-7:30
October 16	No School COTA Day
October 23	End of First Grading Period
November 25-27	No School Thanksgiving Break
November 30	No School
December 21-January 1	First Day of Winter Break
January 4	First Day Back from Winter Break
January 15	End of Second Grading Period
January 18	Martin L. King Day No School
February 15	President's Day No School
February 25	Parent/Teacher Conferences 4-7:30
March 19	End of Third Grading Period
March 29-April 2	Spring Break
April 13	Staff Development
May 31	No School Memorial Day
June 3	Last Day of School End of Fourth Grading Period

**School Life: Extra- Curricular and Co-Curricular Club and Activities**

<b>Academic</b>	<b>Athletic</b>
National Honor Society	Football
In The Know	Volleyball
Library Club	Boys Soccer
Newspaper Staff	Girls Soccer
FFA	Golf
AFS	Cross Country
Yearbook Staff	Boys Basketball
CBI	Girls Basketball
OWA	Wrestling
Mock Trial	Cheerleading
Drama Club	Swimming
Key Club	Baseball
FBLA	Softball
Student Government	Boys Track
Mock Trial	Girls Track
	Boys Tennis
	Girls Tennis
	Bowling
<b>Music</b>	
Marching Band	Color Guard
Concert Band	Wind Ensemble
Jazz Workshop	Jazz Ensemble
Show Choir	Concert Choir
Symphonic Choir	Men's Chorus
Women's Chorus	

**II. 2009-2010 SCHOOL FEES**

<b>English</b>	<b>Fee</b>
1. English 9	\$10
2. Honors English 9	\$10
3. English 10	\$10
4. Honors English 10	\$10
5. English 11	\$10
6. Honors English 11	\$10
7. English 12 Capstone	\$10

<b>Foreign Language</b>	<b>Fee</b>
1. Spanish 1	\$12
2. Spanish 2	\$10
3. Spanish 3	\$10
4. Spanish 4	\$10
5. German 1	\$12

<b>Science</b>	<b>Fee</b>
1. General Science	\$15
2. Honors Science 9	\$15
3. Physical Science	\$15
4. Botany	\$15
5. Biology	\$15
6. Honors Biology	\$20
7. AP Biology	\$30

8. Chemistry	\$20
9. Honors Chemistry	\$20
10. Physics	\$20
11. Anatomy / Physiology 1	\$30
12. Anatomy / Physiology 2	\$25
13. Zoology	\$20

<b><u>Business</u></b>	<b><u>Fee</u></b>
1. Information Technology	\$1

<b><u>Home Economics</u></b>	<b><u>Fee</u></b>
1. Lifestyles	\$12
2. Foods	\$20
3. Creative Cuisine	\$25
4. Needle Arts I	\$40-50
5. Needle Arts II	\$50-60

<b><u>Vocational Agriculture</u></b>	<b><u>Fee</u></b>
1. Vet Science	\$14
2. Ag Science	\$15
3. Ag Science 2	\$15
4. Ag Mechanics 1 and 2 Farm Management	\$15
5. Environmental Science	\$5
6. Wood 1	\$25
7. Wood 2	\$15
8. Welding	\$30
9. Small Engines	\$20
10. Ag. Env Leadership	\$5
11. FFA Dues	\$12

<b><u>Art</u></b>	<b><u>Fees</u></b>
1. Art 1	\$16
2. Art 2-3-4	\$20
3. Ceramics	\$25
4. Ind. Art Study	\$20

<b><u>Choir</u></b>	<b><u>Fee</u></b>
1. Men's Chorus	\$15
2. Symphonic Choir	\$15
3. Concert Choir	\$15
4. Show Choir	\$15
5. Women's Chorus	\$15

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

<b><u>Advanced Placement Exams</u></b>	<b><u>Fee</u></b>
1. English	\$86
2. World History	\$86
3. Calculus	\$86
4. Biology	\$86

<b><u>Other</u></b>	<b><u>Fee</u></b>
1. Parking Pass	\$15

### 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 building administrator.

#### 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. 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. Due to unexpected evacuations, students will remain under the custody and supervision of school personnel unless a parent should personally appear to the designated office to sign them out of school. **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.**

4. Fire Drill and Tornado Drill procedures are posted in each classroom.

#### 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. 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.

<b>Violation</b>	<b>Disciplinary Action</b>
Academic fraud	Zero on work
And / or	Parent contact
Plagiarism	May have ASD, ISS or AS assignment

##### B. Grading Policy

1. The following grades will be assigned to determine the success of a student in classes for the grading periods.  

A	95-100	C+	80-82	D-	65-67
A-	92-94	C	77-79	F+	62-64
B+	89-91	C-	74-76	F	0-61
B	86-88	D+	71-73		
2. A teacher may choose to give an Incomplete “I” when a student does not fulfill the requirements of a course.
3. If the student is absent he/she will have the same number of days to complete the work, thus possibly fulfilling the required assignments after the “I” has been given. In this case the grade may be changed after the work is completed.
4. **It is the responsibility of the student to obtain the work he/she may have missed during the absence. Failure to complete the work in the allotted time may change the grade from an “I” to an “F”.**

The point system should be understood to be as follows:

A = 4.0	C+ = 2.33	D- = .66
A- = 3.66	C = 2.0	F+ = .33

B+ = 3.33	C- = 1.66	F = 0
B = 3.0	D+ = 1.33	I = 0
B- = 2.66	D = 1.0	

**Earning Credits a student must pass 2 of 3 grades in a semester class and 4 of 6 grades in a yearlong class.**

##### 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 will then be assigned to **Academic Intervention, ISS, AS 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 grades 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 or better
- b. Honor Roll 3.0-3.49

##### E. National Honor Society

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

- Scholarship: 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 other issues that may affect graduation. 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	3
Social Studies 1	1
Social Studies 2	1
Social Studies 3	1
Science	3
Health / PE	1
Information Technology	1
Electives	<u>6</u>
	<b>21</b>

**\*Starting with the Class of 2009 a certain amount of credits are required to be promoted to the next grade level. They are as follows:**

**10<sup>th</sup> grade = 5**  
**11<sup>th</sup> grade = 10**  
**12<sup>th</sup> grade = 15**

**G. Honors Classes**

It is highly recommended that students with a history of high grades in certain content areas explore Honors 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 3 units in Math, to include Algebra I and II and Geometry.
3. Earn 3 units of Science, to include at least one unit Biology and one of Chemistry.
4. Earn 3 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. Independent Study**

Opportunities for independent study exist for cases where a student is unable to schedule a desired class. **Independent studies earn one half of a credit per year.** These courses are not scheduled through the computer, but are arranged between the teacher and student. A contract is available in the guidance office for the student and teacher to plan the course.

**J. Post Secondary Options**

The Post Secondary enrollment options program has been established by the State of Ohio to permit high school students in grade 11 and 12 to earn college credit and high school graduation credit through the successful completion of college courses. The program is intended to provide extended opportunities for qualified high school students to experience work at the college or university level. Any high school student admitted to a course by an institution of higher education will be expected to perform at the same level as the institution's regular students.

### K. Early Release Program

In order to be eligible to have an early release from the regularly scheduled school day students must meet the following criteria:

- 16 years old
- Show evidence of a valid work permit
- Maintain passing grades
- Be enrolled in five classes
- Maintain employment

The parents, students, employer and school personnel cooperatively plan the early release program. Final approval rests with the high school principal. The following rules must be followed to stay in the program.

1. A meeting with an administrator must occur prior to the start.
2. The student must understand they are under school jurisdiction while a part of this program.
3. Students may not return to school grounds for the remainder of the day after leaving.
4. Academic credit will not be awarded for this program
5. Poor attendance or violations of the code of conduct may result in removal of the program.
6. Students involved in extra-curricular activities may not be in the early release program at the same time

### 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 can not 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 night school 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. Student attendance is monitored every period. Students are responsible to be in session a full day. Absences will be documented on a half-day basis. The following criteria will determine how an attendance issue is documented during a day.

1. **Tardy** arriving to school up to 10:45 am (UT)
2. **Half-Day Absence** Missing a total of four class periods a day. (UA, EA, UP, EP)
3. **Class Absence** Missing 30 minutes or more of a class.

All absences, full or half day, must have a parent note or some form of medical or court documentation with specified times and dates that will excuse an absence. A student who is missing from school or scheduled classes without proper notification is considered truant.

Students who are involved in after school activities must be in attendance for a minimum of a half-day, which is four or more class periods. The only exception would be if a student provides medical documentation or a legal note from court 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 a written note to the office upon their return.
3. The student will be considered truant or unexcused if the parent or legal guardian fails to notify the school about the absence. **Truancy** is defined as an avoidable absence without the knowledge and consent of the student's parents/guardians or school administrators.
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 should provide a written note from a parent or physician to excuse them from missing part of the scheduled school day. If a student reports late without a written note from a parent or physician they are considered unexcused.
3. Students who check out of school early should do so to attend a medical appointment, court appointment or be leaving due to an illness. Students are not permitted to check out of school for personal business and then return. Documentation from a medical professional or court official must accompany all students returning to school following a check out.

**D. Tardies**

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

1. Students whom arrive to school after 7:38 am are tardy and must report in at the office.
2. Students whom 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 and/or first period will be monitored by the

office. Disciplinary measures will be taken to ensure students understand the importance of being prompt. Unexcused tardies accumulated will be monitored on a nine-week basis and then begin again for the following nine-weeks.

4. 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.

<b>Violation</b>	<b>Disciplinary Action</b>
3 tardies	30 minute detention
5 tardies	60 minute detention
7 tardies	Extended Day
9 or more	ISS

**E. Absences are Excused When**

1. A parent contact is made when a student is absent due to an illness. (Up to ten days)
2. A note from a medical professional is turned into the office following an absence.
3. There is a death in the family
4. A student receives an Administrative excuse that is the result of a documented college visit or some other educational based absence from school.

**F. Absences are Unexcused (Truant) When**

1. The administration deems it as unexcused
2. A student leaves the building without permission.
3. A student fails to supply the office with written permission of the absences within 24 hours of the absence. If phone contact is made to excuse an absence it should occur the morning of the absence.
4. A student fails to provide medical documentation after an extended absence.
5. A student is suspended and/or is under an emergency removal from school.
6. A student is absent from school more than ten days in a school year without medical documentation. Even if a parent contact is made on an absence, a student is considered unexcused if he/she has accumulated more than ten days of 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 is excused when a parent makes contact with the office, **except when that contact is made after ten previously excused absences.**

2. **Suspension:** Students who are suspended are considered to have unexcused absences. Suspended students are not permitted on school grounds or permitted to attend school related functions during the suspension.
3. **Emergency Removal:** 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 setting provided. This is an unexcused absence.
4. **In School Suspension:** Students are considered present to school, however they will be isolated to a supervised room for a set number of days determined by the administration.

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

Students who have excused absences from school will have the same number of days to make up work that was assigned during their absence. If work was assigned and due prior to the absence, it must be turned in the day the student arrives back to school.

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

Students / Parents will receive letters at home when a student reaches 5, 10, 15 days of absences. This is to help maintain effective communication between school and home. Absences excused by an administrator or documentation from a medical professional will not be included in this number.

#### J. **Absences Per Grading Period**

There are four nine-week grading periods that make up the school year. Students are not permitted to accumulate more than 20 absences in a school year or 10 days in a semester without it affecting their credit status. Therefore, students may not exceed 5 absences per grading period. In the event this may occur, students may face disciplinary measures. Absences with medical documentation or excused by an administrator will not be counted against the student.

#### K. **Loss of Credit Due to Poor Attendance**

Any student shall be granted an opportunity to earn credit for any course, as long as the student's attendance in a particular course does not exceed the maximum number of days permitted. **The policy is ten absences in a semester or twenty absences in a year without medical, court or administrative excuses. Students may be awarded removed credit by following an attendance contract the following school year.**

#### L. **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. A truant student as used in this section is a habitually truant student as defined in the Ohio Revised Code (2151.011(A)(17) which states "any child of compulsory school age who is absent without legitimate cause for five or more consecutive school days, seven or more school days in one school month, or twelve or more school days in a school year."

### 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 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.
  - a. Students should follow instructions given by faculty, district employees and administration.
  - b. 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.
  - a. Students shall not demonstrate disrespectful behavior to any other student or school personnel.
  - b. 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. A student shall not commit academic fraud.
  - b. 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.
  - a. This includes books, class materials, lockers or anything else provided by teaching staff.
  - b. Damaging or defacing school property will not be tolerated.
7. Students are expected to control behavior that would be perceived as “horseplay”.
  - a. 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.
  - a. Any form of public displays of affection that offend or embarrass others is not acceptable.
  - b. 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.
  - a. No communicating devices such as cellular phones, beepers, recorders
  - b. No entertainment devices such as headphones, radios, tape players, gameboys or anything else that may take away from the educational process.
  - c. No playing cards, dice or gambling games

<b>Violation</b>	<b>Disciplinary Measure</b>
Violating Student Expectations 1-12	Disciplinary measures will vary based upon the number of occurrences and the severity of the violation.

Expect detentions  
Extended Day, ISS, AS or OSS

**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 classroom pass. 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”

**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 or office intervention may result.

#### D. Media Center Guidelines and Conduct

The media center is available to students as a place to read, study and do research. Students may choose to visit the media center as an alternative to study hall; they may use the media center before and after school, when sent by a teacher, or as part of a scheduled class visit to do research.

##### Borrowing Policy

Students may have a limit of 3 items checked out on their own record.

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

##### Conduct Guidelines

1. Study hall students must be in the media center before the tardy bell rings.
2. Students dropping in from a class must have a pass, must sign in on the "Drop Ins" sheet, 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. Food and drink are not permitted in the media center.
5. Students are expected to follow the dress code policy

##### Media Center Computer Use

Computers may be used for school-related research and word processing only. Students must ask permission before printing more than three pages, using disc jump drives, or accessing email. **Activities not permitted are:**

1. Sending out personal information
2. Chat rooms
3. My Space or any other blogs
4. Games

Violation of computer guidelines will result in the loss of the student's school computer privileges.

#### E. Cafeteria Conduct

A 30 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 supervisor.
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 no passes will be granted.
5. **There is no open lunch. Students may not leave and return even with a note from a parent.**

## VII. STUDENT POLICIES

### A. Dress Code/Dress Expectations

Students are expected to dress appropriately at all times. Any fashion (dress, accessory or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (No)
- Does my clothing advertise something that is prohibited to minors? (No)
- Are there obscene, profane, drug-related, gang-related, inflammatory messages on my clothing or double meanings? (No)

The following styles or manners of dress are prohibited:

(a) **For boys**, muscle shirts and/or shirts that expose midriffs or undergarments are prohibited. Boys must have sleeved shirts.

(b) **For girls**, Shirts that expose bare midriffs, cleavage or undergarments are prohibited. No sleeveless T-shirts or tank tops are allowed.

(c) **For everyone**, the following are examples of what **NOT** to wear during school hours:

- Biker shorts or cut-off jean shorts
- Bandanas, sunglasses, arm/wrist bands, headbands or any other head covering, unless for religious purposes
- Clothing with rips, tears or holes above the knee
- Clothing that exposes undergarments
- Chains hanging from clothing
- Any accessories with studs or sharp objects

- Clothing with obscene or inappropriate markings, including anything related to gangs, alcohol, violence, sex or drugs
- **NO Sagging pants**, Pants must be worn at the waist
- Winter coats including trench coats during the school day
- Symbols or designs on the face, except school-related facial markings for special events

**Skirts and shorts may be no higher than four inches above the knee or the clothing shall be deemed inappropriate.**

**The above-mentioned list is to be used as a reference guide and is not necessarily all-inclusive.**

**The administration will exercise its judgment on appropriate dress at all times. Students who fail to conform to the dress standards will not be permitted to attend class until their dress is deemed appropriate.**

**Spirited dress at athletic contests should be of good sportsmanship and appropriate in nature.**

\* If a teacher asks a student to change their attire or make an adjustment in attire, the student must comply with the request or be sent to the office. If a student is sent to the office the following action will occur:

<b>Occurrence</b>	<b>Disciplinary Action</b>
First	Warning-contact home Correct violation
Second	30 minute detention
Third	60 minute detention
Fourth (non-compliant)	Extended day or ISS

**B. Cell Phone Policy/Electronic Devices**

Although the administration understands the importance and convenience for families to allow their children to have cell phones, in a school setting they are not necessary or appropriate. If a student brings a cell phone to school it should be secured in their locker and turned off during school hours. We encourage all families to turn in emergency medical forms with all contact information for the office officials to use.

The use of personal cameras/phone cameras or video equipment is prohibited during the school day unless written permission is obtained. All

other electronic devices including, but not limited to, IPODS, MP3 players and handheld game devices are prohibited during the school day.

\*If a teacher asks a student for their cell phone/electronic device or to stop use, the student should comply. The phone/electronic device will be confiscated and 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. Students who violate the cell phone/electronic device policy will face the following action:

<b>Occurrence</b>	<b>Disciplinary Action</b>
First	30 minute detention
Second	60 minute detention
Third	Extended Day/Parent
Fourth (non-compliant)	ISS,AS or 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, attendance 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. These will be monitored daily. When working as a student aide a valid ID should be worn at all times.

**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 the student editor and faculty 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 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.

**F. Medication Policy ( School Nurse Visit)**

The school nurse, Tina Bobek, 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.

**G. 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.

Over the counter medication should only be possessed and dispensed by the nurse or designee.

Drug paraphernalia is prohibited and will be subject to the same penalties as those mentioned above.

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**

**Illegal Substances - to include controlled substances, counterfeit controlled substances, alcohol, tobacco, 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
- 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.

**2. Second / Subsequent Offense**

- a. Notify parent / law enforcement
- 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

**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.

**H. Tobacco Use or Possession Policy**

Possession of tobacco, in any form, and smoking is prohibited while on school property. This includes school-sponsored activities and events that take place on or off school grounds. This includes bus transportation to and from school directed functions.

**Those students that violate this policy will receive the following:**

**1. First Violation**

- a. Notify parent or guardian
- b. Law enforcement may be notified
- c. Student will be suspended for 3 days
- d. Advise parents of treatment services

**2. Second Violation**

- a. Notify parent or guardian
- b. Law enforcement may be notified
- c. Student will be suspended for 5 days or assigned to the Alternative School. Suspension could be reduced to three days if student receives an assessment and follows the recommendations

**3. Third Violation**

- a. Notify parent/guardian.
- b. Law enforcement authorities may be notified
- c. Student will be suspended for ten (10) days or assignment to the Alternative School. If the student receives an assessment and follows the recommendations the suspension will be reduced to five days.

- d. If a problem is found and recommendations are not followed, the administrator will recommend the student be expelled.

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

**I. 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 suspension
- b. contact home

**2. Second Offense**

- a. 5 day suspension
- b. contact home

**3. Third Offense**

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

**4. Assault**

- a. 10 day suspension
- 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, then the consequences for the violation will increase.**

**J. 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 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.

#### **K. Sexual Harassment Policy**

Sexual harassment is improper, immoral, 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.

#### **L. 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.

**M. Policy on Damaging School or Personal Property**

Any student found damaging 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 or destructive acts toward the property of fellow students and/or school personnel 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.**

**N. 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 sponsored events are 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.**

**O. 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.

**P. 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.

**VIII. STUDENT DISCIPLINE**

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

**1. After School Detention**

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

- A student fails to serve an assigned detention he or she may be subject to ISS or OSS.

**School Service Time**

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.

**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.

**Banning from Extra-Curricular Activities**

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 such functions.

**Alternative School**

The school is designed as an alternate placement for students who are not being successful in the high school setting. All attendance and academic work will be handled through the Alternative School.

**In School Suspension**

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.

**Out of School Suspension**

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

#### **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.

#### **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.

#### **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, 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.
- 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**  
Go to the guidance office during a study hall or before school to arrange a meeting. Should an emergency occur that necessitates you seeing a counselor immediately, report to the office and make a request.
- G. You are having academic difficulties**  
Seek advice from a teacher in whose class you're struggling or 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 may have withheld credits due to poor attendance**

Meet with the assistant principal to discuss the opportunities for earning those credits back. Students with withheld credits may sign an attendance contract for the following year or semester.

**K. 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.

**L. 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 administration.

**M. You are having locker problems**

Report to 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.

**N. 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.

**O. 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 extra-curricular, 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 extra-curricular 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.