

**Welcome to the
Twin Valley Community Local School District**

We are very grateful to the many community members who have made this world class facility available for our students. The school staff is dedicated to making your experience at Twin Valley South meaningful and rewarding. For this goal to be realized, you must enter all endeavors with a positive and enthusiastic attitude. We hope you will become totally involved in the schools' academic and extra curricular programs. Please let us know if we can help you in any way.

The staff and the citizens of the Twin Valley School District strongly believe the following:

- The focus of the school district must be on the needs of the students
- The school must provide a quality education with equal opportunity
- The school must be the basis for community identity and involvement
- Students must be provided opportunities to develop to their maximum potential base on individual needs and abilities
- Teachers must challenge students in pursuit of academic excellence
- The community must responsibly support the Twin Valley School District

Mission Statement

The mission of the Twin Valley Community Local School District is to provide a safe learning environment where all children are challenged to achieve their maximum potential, based on individual needs and abilities, utilizing a team effort among parents, educators, staff, and community.

2013-2014 Twin Valley South Middle & High School Calendar

Aug. 19	Teacher Workday (No Students)
Aug. 20	Teacher Workday (No Students)
Aug. 21	Classes begin for students
Sept. 2	Labor Day (No School)
Sept. 23	Teacher PD Day (No Students)
Oct. 14	Columbus Day (No School)
Oct. 21	Teacher PD Day (No Students)
Oct. 25	End of First Quarter
Nov. 12	Parent/Teacher Conference 3:00pm-5:30 pm
Nov. 14	Parent/Teacher Conference 5:00pm-8:00pm
Nov. 18	Teacher PD Day (No Students)
Nov. 27	No School in lieu of Conferences
Nov. 28-29	Thanksgiving Holiday (No School)
Dec. 20	1 Hr. Delay-Last Day of Classes before Break
Dec. 23-Jan. 1	Winter Break (No School)
Jan. 2	Classes Resume
Jan. 10	End of the Second Quarter and First Semester
Jan. 20	Martin Luther King Day (No School)
Jan. 27	2 Hr. Early Release- Teacher PD
Feb. 11	Parent/Teacher Conference 3:00pm-5:30 pm
Feb. 13	Parent/Teacher Conference 5:00pm-8:00pm
Feb. 14	No School in lieu of Conferences
Feb. 17	President's Day (No School)
Feb. 24	2 Hr. Early Release- Teacher PD
Mar. 14	End of Third Quarter
Mar. 24	2 Hr. Early Release- Teacher PD
Mar. 31-Apr. 4	Spring Break
April 18	Good Friday (No School)
May 26	Memorial Day (No School)
May 28	Last Day for Students and End of Fourth Quarter
May 29	Teacher Work Day

High School Regular Bell Schedule

7:20	Students may enter building
7:26	Warning Bell
7:30-8:38	First Period
8:42-9:31	Second Period
9:35-10:24	Third Period
10:28-11:17	Fourth Period
11:21-11:52	Middle School Lunch
11:21-12:10	High School Fifth Period
11:56-12:45	Middle School Fifth Period
12:10-12:45	High School Lunch
12:49-1:38	Sixth Period
1:42-2:30	Seventh Period

Two Hour Early Release Schedule

7:30 - 8:04	First Period
8:08 - 8:42	Second Period
8:46 - 9:20	Third Period
9:24 - 9:58	Fourth Period
10:02 - 10:36	Fifth Period
10:40 - 11:14	Sixth Period
11:18 - 11:55	Seventh Period
11:55 - 12:30	HS-Lunch

One Hour Delay Schedule

8:20	Students may enter building
8:26	Warning Bell
8:30-9:11	First Period
9:15-9:55	Second Period
9:59-10:40	Third Period
10:44-11:25	Fourth Period
11:25-12:00	Middle School Lunch
11:29-12:25	High School Fifth Period
12:04-1:00	Middle School Fifth Period
12:25-1:00	High School Lunch
1:04-1:45	Sixth Period
1:49-2:30	Seventh Period

Two Hour Delay Schedule

9:20	Students may enter building
9:26	Warning Bell
9:30-10:02	First Period
10:06-10:38	Second Period
10:42-11:14	Third Period
11:18-11:49	Middle School Lunch
11:18-12:07	High School Fourth Period
11:53-12:42	Middle School Fourth Period
12:07-12:42	High School Lunch
12:46-1:18	Fifth Period
1:22-1:54	Sixth Period
1:58-2:30	Seventh Period

TWIN VALLEY SOUTH GRADUATION REQUIREMENTS

GRADUATION REQUIREMENTS (OHIO CORE CURRICULUM)

Requirements for high school graduation shall include credits earned in grades nine through twelve (unless approved by the high school principal) and shall be distributed as follows:

Class of 2014, 2015, and 2016

English	4.0 credits
Social Studies	3.0 credits (must include American History 9, American Government and World History)
Science	3.0 credits (must include life and physical)
Mathematics (Algebra II)	4.0 credits (must include
Health and PE	1.0 credit (.5 each)
Electives	6 credits
Integrated Unit	1.0 credits*
Financial Literacy/Economics	Must meet Ohio Core Curriculum requirement*

22 credits

INTEGRATED UNIT

* Integrated Unit classes for 2011-2013 include Intro. to Business, Acct. I, Consumer Education, Business Law, Keyboarding, Typing I, Wood Technology, Ind. Tech I, II, III, CAD I,II, In. Crafts I, II, Ag. Sci I, II, Ag Business I, II, Art, Spanish, French, Band, Comp Appl., Microsoft Office I II, Media Tech, Tech Design ***In addition to these classes, the class of 2014 may also choose from*** Healthy and Safe Foods, Financial Management I, Healthy Living, Child Development, Career Search I, and Managing Transitions

FINANCIAL LITERACY

* All students must receive instruction in Financial Literacy/Economics. Any one of the following classes will meet this state of Ohio Core Curriculum requirement. Financial Literacy/Economics classes include Intro. to Business, Acct. I, Consumer Education, Business Law, Healthy and Safe Foods, Financial Management I, Healthy Living, Child Development, Career Search I, and Managing Transitions

SPECIAL CONSIDERATIONS

Students must pass the Ohio Graduation Test in order to receive a diploma. Students may graduate and receive a diploma without passing all five tests of the OGT if they meet the following requirements:

On the one [OGT]...for which the person failed to attain the designated score, the person missed that score by 10 points or less;

1. Has a 97 percent school attendance rate in each of the last four school years, excluding any excused absences;
2. Has not been expelled from school...in any of the last four school years;
3. Has a grade point average of at least 2.5 out of 4.0, or its equivalent as designated in rules adopted by the state board of education in the subject area of the [failed OGT];
4. Has completed the [state] high school curriculum requirements...in the subject area [of the failed test];
5. Has taken advantage of any intervention programs provided by the school district or school in the subject area [of the failed OGT]...and has a 97 percent attendance rate, excluding any excused absences, in any of those programs that are provided at times beyond the normal school day, school week, or school year or has received comparable intervention services from a source other than the school district or school;
6. Holds a letter recommending graduation from each of the person's high school teachers in the subject area [of the failed OGT]...and from the person's high school principal.

GENERAL CONSIDERATIONS

- No partial credit for courses will be granted at TVS High School.
- Agriculture Science I & II will each provide .5 credit in Physical Science. Both Ag. Science I and II must be taken to receive full credit 1.0.
- Post Secondary Enrollment Option (PSEO) students will earn credit through successful completion of college courses. The method to convert college courses to Carnegie Units of high school credit is as follows: College courses for which five semester hours (seven and one-half quarter hours) of credit are earned will be awarded one Carnegie Unit (fractional units will be awarded proportionately).
- For the Honors Diploma: the last grading period of the senior year will include all of the senior year, utilizing the final GPA.
- College Prep. Classes TAKEN PRIOR TO THE 9TH GRADE will count toward college requirements at most colleges. Check with your college to ensure their acceptance. However, college prep. classes taken prior to ninth grade may or may not count toward requirements for the Honors Diploma or the NCAA Clearinghouse Core Requirements. Please note: Students who take college prep classes prior to the ninth grade may need to take more than the minimum number of courses to qualify for Honors Diploma, NCAA Clearinghouse, some colleges, and possibly graduation. Check with the TVS principal or the guidance counselor if you have a question.
- Students are permitted to earn only 1.0 credits in PE (4 semesters), including Advanced PE.
- Fine Arts requirements for colleges may be met through Art or Band.

COLLEGE PREPARATORY RECOMMENDATIONS (Minimum) Classes of 2014, 2015, 2016

English	4 credits
Social Studies	3 credits
Science	3 credits
Mathematics	4 credits (minimally Algebra I, II and geometry)
Health and PE	1 credit
Foreign Language	3 credits in one language (or 2 credits each in two)
Fine Arts	1 credit

The following courses will qualify for College Preparatory credit:

CP Biology, Trigonometry/Statistics, World History 10, Chemistry, Calculus, AP American History 9, A.P. Chemistry, English 9,10,11,12, American Government, Physics, Basic Speech /Adv. Speech, Humanities Anatomy/ Physiology, Band , Art I, II, III, IV, Algebra I, French I, II, III, IV, Geometry, Spanish I, II, III, IV, Algebra II, CP Earth & Space Science, CP Geometry

SPECIAL CONSIDERATIONS FOR MVCTC

All Twin Valley students who attend the MVCTC are also subject to all rules and regulations of the Twin Valley South High School Student Handbook.

- **Students who intend to enroll at MVCTC should make every attempt to earn 2 English credits, 2 Social Studies credits, 2 Math credits, 2 Science credits, .5 Health credit, .5 Physical Education, and 1 Integrated Art credit during their ninth and tenth grade years prior to applying to MVCTC.** . Students having deficiencies in any of these areas will be required to complete the necessary courses prior to graduating through summer school, correspondence school, or additional course work at MVCTC. These requirements may change pending MVCTC changes in schedules, courses, or requirements.
- One of the English credits for MVCTC students may include the CTC communications course.
- Students who attend CTC in their sophomore year and are in the Agri. Science program at CTC may count that year as their science credit requirement.
- Credit may be obtained for an Integrated Unit through MVCTC programs concentrating in those areas. Contact the TVS principal or guidance counselor if the Integrated Units are in question.
- MVCTC students who desire to return to TVS may do so only during the following periods:
 - 1). The designated date in the second week of school;
 - 2). The end of the CTC first semester;
 - 3). The end of the school year. This procedure must be initiated with the CTC counselor. The TVS principal reserves the right to allow/disallow transfers until the end of the school year.

CLASSIFICATION OF STUDENTS

2014, 2015, 2016, 2017

Freshman Class standing	Successful Completion of 8th Gr.
Sophomore Class standing	5 Credits earned
Junior Class standing	10 Credits earned
Senior Class standing	15 Credits earned

Students will remain in their class standing until the end of the school year except for students who are trying to graduate. Those students will be moved up at the beginning of the 2nd semester.

SCHEDULE REVISIONS

Students must indicate alternative course selections on their registration sheet. These will be used to fill the student's schedule if the initial course is unavailable. Courses which are not available, and have no alternative course listed by the student, will be replaced with an available course at the Principal's discretion.

1. All requests for schedule changes must be submitted by the student within the first week of a course to avoid academic penalty. Classes dropped after the first week, for reasons other than academic misplacement or medical, will result in the student receiving an "F" for that class.
2. A student may request a schedule change if:
 - a. his/her original or alternate course requests were not scheduled correctly by the computer.
 - b. he/she took and passed the course in the past or through summer school or correspondence school
 - c. a different course is needed in order to meet state and/or local requirements for graduation or college/CTC requirements
 - d. the class is not deemed necessary to not meet the student's academic/career goals by the guidance counselor, principal, teacher, students, and parents.

All schedule changes will be considered on the basis of class availability.

3. In order to initiate a schedule change due to a student being misplaced academically, students, parents, and teachers must agree to the change. The student may then change the academic level (advanced/general) of a class, or be removed from the class, without penalty. Level changes may occur throughout the semester. Removal from a class which does not offer an

alternate academic level may result in the student being required to complete an administrator approved “contract of assignments” to fulfill requirements needed for entering a replacement class. A determination of “misplaced academically” will be considered only if the student’s academic progress indicates the student’s ability level will result in a “D” or lower for that class.

4. The following general guidelines are in effect:

- a. All students will be scheduled for seven periods. Exceptions may be granted for students in approved work programs, i.e. CBI, work study, Vo-Ag co-op.
- b. Students who want to maintain athletic eligibility must be scheduled in and pass classes equivalent to a minimum of 5 credits and have at least a 1.5 GPA. Change of schedules and/or the deleting of a course may cause a student to drop under the minimum requirements.
- c. No student may carry two courses in the same required subject area without the permission of the Principal.
- d. No student may have more than one study hall per day
- e. Incompletes must be made up within 2 weeks of the grading period.
- f. Schedule revisions based on medical conditions require a physician note.
- g. Repeating a course that has been passed is permitted with administrative and parental permission. The higher grade will be entered for GPA averaging; however credit for the course will be granted only once.

50 POLICY

The school realizes that students may experience a crisis in the school year, or may use poor judgment that leads to extremely low grades. In an effort to help salvage that student’s credits for the school year, the following policy is used for students enrolled at TVS not MVCTC.

1. If a student's final grade in any class for the first or second nine weeks or semester exam is below 50, the student, his/her parent, the teacher, guidance counselor, and the principal may confer to consider raising the grade to a 50. The student must make the initial contact with the guidance counselor to arrange the meeting. This may only be done once and only in the first or second nine weeks. The committee will make the final decision on raising the grade.
2. This policy does not apply to semester courses.

CORRESPONDENCE / NIGHT SCHOOL / SUMMER SCHOOL

Credit for correspondence school courses, night school courses, and/or summer school courses may be applied toward graduation provided:

1. Prior authorization to enroll in the course has been given by the high school principal or designee.
2. Correspondence school, night school or summer school must be an Accredited institution approved by the Board of Education.
3. No subject required for graduation may be taken from the above schools unless the student has previously failed that class or approved due to scheduling conflicts.
4. A maximum of six units of credit may be applied toward the twenty-two credits required for graduation. No more than four of the six units can be applied toward required courses. Any exception to this policy must be approved by the high school principal.

CRITERIA FOR RECEIVING A REGULAR DIPLOMA

The student must successfully complete the high school curriculum or individualized education program developed for the student by the high school. The student must also demonstrate at least a ninth grade level of literacy and basic competency on all required ninth-grade proficiency tests and/or OGT. All fees and other obligations must be honored or the diploma will be withheld.

CRITERIA FOR RECEIVING AN HONORS DIPLOMA

The students must meet the same requirements established for the regular diploma plus the criteria for honors provided below. The student who completes the college preparatory curriculum in high school shall meet any seven of the following eight criteria:

1. Earn four units of English;
2. Earn at least four units of mathematics which shall include algebra I, algebra II, geometry and another higher

- level course or a four-year sequence of courses which contains equivalent content;
3. Earn at least four units of science including one unit of physics and one unit of chemistry;
 4. Earn four units of social studies;
 5. Earn three units (must include no less than two units for which credit is sought), i.e., three units of one language or two units each of two languages;
 6. Earn one unit of fine arts;
 7. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year; or
 8. Obtain a composite score of 27 on the American college test's ACT assessment (excluding the optional writing test) or a combined score of 1210 on the College Board's SAT verbal and mathematics sections (excluding the required writing section).

CRITERIA FOR HONORS DIPLOMA - VOCATIONAL EDUCATION

The student who completes at least two years of an intensive career-technical education curriculum in the high school must meet any seven of the following eight criteria:

1. Earn four units of English;
2. Earn at least four units of mathematics which shall include algebra I, algebra II, geometry and another higher level course, or a four-year sequence of courses which contains equivalent content;
3. Earn at least four units of science, including two advanced sciences;
4. Earn four units of social studies;
5. Earn four units in a career-technical education program that leads to an industry-recognized credential, results in an apprenticeship or is part of an articulated career pathway, which can lead to post secondary credit. If the student's program design does not provide for any of these outcomes,

then the student must achieve the proficiency benchmark established for the applicable Ohio career-technical competency assessment or the equivalent;

6. Achieve the proficiency benchmark established for the Ohio Career-Technical Competency Assessment (available at http://www.webxam.org/info_docs.asp, with additional content available by clicking [here](#)) or equivalent assessment aligned with state-approved and industry validated technical standards;
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; or
8. Obtain a composite score of 27 on the American college testing service's ACT assessment (excluding the optional writing test) or a combined score of 1210 on the college board's SAT verbal and mathematics sections (excluding the score obtained on the required writing section).

SPECIAL CONSIDERATIONS FOR ATHLETES WHO APPLY TO A NCAA DIV.I/II SCHOOL

* graduation from high school

* earn a grade point average of at least 2.00 (on a 4.00 scale) in a core curriculum of at least 16 academic courses taken during grades 9 through 12 for Division I and 14 for Division II. Only core courses that satisfy the NCAA definition of a core course can be used to calculate your NCAA GPA.

The following chart below shows what your core courses must include at a minimum.

Core Units Required for NCAA Certification		
	Division I	Division II
English Core	4 years (units)	3 years (units)
Math Core*	3 years (units)	2 years (units)
*Alg. I or higher		
Science Core	2 years (units)	2 years (units)
Social Science Core	2 years (units)	2 years (units)
From English, Math, or Science	1 year (unit)	2 years (units)

Additional Core (English, Math, Science, Foreign Language, Social Science, Computer Science, Philosophy, Non-doctrinal Religion)

	4 years (units)	3 years (units)
Total Core Units Required	16	14

NAIA ATHLETIC ELIGIBILITY REGULATIONS

Must meet two of three entry level requirements:

- * Minimum score of 18 on ACT or 860 on the SAT
- * Graduate in the top half of your high school graduating class
- * Achieve an overall high school grade point average of 2.0 based on a 4.0 scale

NCAA APPROVED CORE COURSES FOR CLASSES OF 2010 AND BEYOND

English	Mathematics	Social Science
Communications	Algebra I	American Government
English 10	Algebra II	American History
English 11	Calculus	World History
English 12	Geometry	Recent American History
English 9	Statistics	The Sixties
Basic/Adv Speech	Trigonometry	
Pop. Literature	Pre Calculus	
Lit.-Humanities	CP Geometry	
Creative Writing		
Natural/Physical Science	Additional Core Courses	
Anat/Physio	French I, II, III, IV, V	
Biology/CP	Spanish I, II, III, IV	
Chemistry I		
Chemistry II		
Chemistry AP		
CP Earth/Space Science		
Physics		

Bylaws of the Twin Valley South Chapter of the National Honor Society
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Article I-Name and Purpose

Section 1. The name of this organization shall be the Twin Valley South High School National Honor Society.

Section 2. The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Twin Valley South High School.

Article II- Selection of Members

Section 1. To be eligible for consideration the candidate must be of junior or senior status. Prospective candidates must have a cumulative scholastic average of at least 3.6 (on a 4 scale). All qualifying students will be notified by the Chapter Advisor and given a packet of student activity information forms to be completed by a specified date.

Section 2. Eligibility to be a candidate requires full time attendance at TVS one semester prior to the semester in which the induction ceremony is held. Maintaining NHS membership requires being enrolled as a full time Twin Valley South High School student.

Section 3. Selection for membership in this chapter is by the Faculty Council who will use information noted on the NHS Faculty Recommendation Form and the Student Activity Information Form submitted by each prospective applicant. Candidates shall be evaluated on the basis of service, leadership and character consistent with the rules and regulation of the National Honor Society.

Section 4. Any candidate who might fail to qualify due to a lack of service, leadership or character will be informed in writing by the Advisor. The letter and/or conference with the Advisor will include a discussion about the area in which the student was weak and how he/she can improve so that the student can apply again next year.

Article III-Membership

Section 1. Membership in this chapter shall be based upon outstanding scholarship, character, leadership and service.

Section 2. Members must maintain at least a 3.6 average. Any member who falls below the standards which were used as basis for his/her selection shall be promptly warned. A National Honor Society member must maintain all four standards for membership in order to retain the membership.

Section 3. All members shall be required to participate in the various service projects that are a part of our organization. This could also include any projects that the school or community might request which would be in addition to our regularly established projects. Some projects may require time outside regular school hours.

Section 4. Candidates become members when inducted at a special ceremony. All members, new and old, are required to attend the induction ceremony. If the inductee or a current member is unable to attend the ceremony, a written explanation will be required. The Faculty Council reserves the right to determine the acceptability of the excuse and/or decide consequences if the explanation is inadequate. The Faculty Council reserves the right to deny membership to a possible new inductee if the written explanation is deemed unacceptable.

Section 5. Members who are seniors in good standing are eligible to be nominated by their chapter to compete in the National Honor Society Scholarship Program. The School Faculty shall select the nominees.

Section 6. A National Honor Society member who transfers to Twin Valley South High School and brings a letter of transfer from the former principal or chapter advisor to the new advisor may be considered for immediate membership in the TVS chapter. Transfer members must meet this chapter's standards within one semester in order to retain membership.

Section 7. Members who resign or are dismissed are never again eligible for membership or its benefits.

Article IV-Activities

Section 1. This chapter shall determine at least three service projects for each year.

Section 2. All members shall be required to participate.

Section 3. These projects shall have the following characteristics. Fulfill a need within the school or community; have the support of the administration and the faculty; be appropriate and educationally sound; be well planned, organized and executed.

Section 4. Each member shall have the responsibility for choosing a service project in or outside school, which reflects his or her particular talents and interests. This is in addition to the chapter projects and is in accordance with the National regulations.

Section 5. Any member not meeting the service requirements may be subject to probation.

Section 6. This Chapter shall publicize its projects in a positive manner.

Article V-Dues

Section 1. The chapter's dues shall be \$ 8.00. This is a one time only fee.

Section 2. Dues shall be paid the week after the induction ceremony.

Article VI-Probation

Section 1. Probation is a warning that a member has fallen below the standards of NHS. Probation will include non participation in any of the privileges that are due to members of our chapter who are in good standing and meeting all the criteria of the NHS.

Section 2. Any member on probation shall still be required to fulfill the normal responsibilities of a National Honor Society member including meetings and participation in service activities.

Section 3. Any member on probation during the second semester of the senior year shall not be permitted to wear the honor stole at the graduation ceremony.

Article VII -Dismissal

Section 1. If a member's cumulative semester average falls below the minimum required for selection, the member shall be issued a written warning granting one semester to raise the cumulative semester average to the required level. Failure to do so can result in dismissal from NHS.

Section 2. In disciplinary cases other than those involving failure to maintain the required cumulative semester average, the Faculty Council shall vote to issue warnings or dismiss members who violate the standards of the National Honor Society. The TVS chapter would also be governed by the rules and regulations as stated in the Student Handbook.

Section 3. Upon receiving notification of a violation, the adviser shall proceed using the national policies of the NHS as a guide:

- a. Notify the member of the charge.
- b. Convene the Faculty Council for the purpose of hearing the charge.
- c. Provide in writing the nature of the violation, the time period given for improvement and/or probation, and provide warning of the possible consequences of non-improvement.
- d. Provide the member in violation the opportunity to respond either in writing or orally.
- e. See the NHS policies concerning discipline and dismissal of members -pages 58, 59, and 60.

Twin Valley South's Bylaws - Adopted January 2004

Bylaws will be published in the Student Course Description Guide of Study and on our NHS web page.

EXTRA-CURRICULAR/CO-CURRICULAR POLICIES

The coaches/advisors and school administration in the Twin Valley Schools believe certain standards of behavior, scholarship, and citizenship are important to a sound Extra/Co-Curricular program. Expectations sometimes beyond those required may be imposed upon those who present themselves as representatives of Twin Valley South.

The following objectives show the importance of the established policies:

1. To help encourage students to recognize his/her responsibility to self, coaches, advisors, fellow students, and school.
2. To help encourage the student to realize that accomplishing goals are a team effort and a team concern.
3. To help encourage the student to realize success comes only through self-sacrifice and hard work.
4. To help encourage the student to be aware of the value of using sound judgment. A sound mind and body are needed for maximum performance.

Extra/Co-Curricular Conduct Policy

Students will be held accountable for rules regulations and policies established in the Twin Valley South High School Code of Conduct. In addition, if the student is an athlete, they will also be subject the rules in the Twin Valley South High School Athletic Handbook.

- a. In matters pertaining to personal conduct of students in which violations of sportsmanship attacks on officials or other acts of misbehavior occur the head coach/advisor of that particular activity with input from the athletic director (if applicable) and/or school administrators will make the determination on the length of removal from participation. The length of removal will be based on the severity of the offense. In matters that require OHSAA action, the OHSAA shall have jurisdiction to determine the penalties and whether or not the student may participate in athletics.
- b. A student that has committed theft or destruction of school purchased equipment shall be prosecuted or shall be expected to make restitution of missing or damaged items. Removal from participation will be determined by the head coach/advisor of that particular activity with input from the athletic director (if applicable) and/or school administrator. The length of the removal will be based on the severity of the offense.
- c. Any disciplinary problems in school or in school related activities involving a student whereby a student is suspended from classes will result in removal from all practices, competitions, activities, or events for the same amount of time. If a student is proven to have been smoking, drinking alcoholic beverages, or taking other controlled substances or

abuse of prescription drugs, without medical authorization in school related activities, the school policy and training policy (athletes only) will be enforced.

d. A student must be in attendance at school at least one half day (11: 15 am) to participate in any practice, contest, activity, or event held on the same day.

e. Participants must ride the school provided transportation to and from all away contests. The only exception will be if a parent contacts the coach/advisor before an event about an extenuating circumstance.

Extra/Co-Curricular Policy

a. Any student who has in his/her possession or uses tobacco alcohol or any other drugs not specifically prescribed by a physician will be subject to the following: The principal will handle all matters relating to the below offenses.

First Offense:

1.Be denied from participation in athletics for 25% of the season (or subsequent season).

2.To be considered for reinstatement, the student and the parent/guardian must have complied with the following and must have been fully honest and cooperative:

a.Prior to reinstatement, a student must complete a tobacco, drug, and/or alcohol assessment if the infraction involved tobacco, drug, and/or alcohol. The assessment is at student/family expense. The student must follow any suggestions/recommendations by assessor.

b.Prior to reinstatement, the student must have completed half of the ten (10) hours of school service (assigned by the building principal or his/her designee).

c.Prior to reinstatement, the student must agree to complete an educational class/counseling related to correcting behavior that caused the suspension. Failure to complete such agreed class or counseling within one calendar year shall itself be considered a violation of this Code of Conduct.

3.Any number of suspended games, contests and/or events not fulfilled the current season will be carried over into the next extra curricular activity in which the student participates (for the entire season). The student may participate in practices (with prior permission of the principal or his/her designee) while under an activity suspension, but may not participate, travel, or be with team in any games, contests, or events.

4.Student self-referrals are encouraged and should be directed to the Athletic Director or Building Administrator. If the self-referral takes place prior to an investigation, involving that student and others involved,

the suspension may be reduced to 20%. This determination/reduction will be based on the student's honesty and cooperation.

Second Offense:

1. Suspension from participating in all extracurricular activities for 365 days from the date notified by the Athletic Director or Building Administrator.

2. To be considered for reinstatement, the student and the parent/guardian must have complied with the following and must have been fully honest and cooperative:

a. Prior to reinstatement, a student must complete a tobacco, drug, and/or alcohol assessment if the infraction involved tobacco, drug, and/or alcohol. The assessment is at student/family expense. The student must follow any suggestions/recommendations by assessor.

b. Prior to reinstatement, the student must complete twenty (20) hours of school service (assigned by the building principal or his/her designee).

c. Prior to reinstatement, the student must have completed an educational class/counseling related to correcting behavior that caused the suspension.

Third Offense:

1. Suspension from participating in all extracurricular activities for the remainder of their Twin Valley South career. The definition of Twin Valley South career will be as follows:

a. A participating Student will have a junior high career (grades 7 and 8)—with the junior high career ending June 30 after the completion of the 8th grade.

b. A participating Student will have a high school career (grades 9, 10, 11, and 12) that begins on July 1 between the completion of the Participating Student's Eighth and Ninth grade years.

I. Student and parent agree to a professional evaluation (an outside agency which specifically deals with alcohol/drug treatment) for treatment appropriate to the student's present situation.

II. Report/summary of the professional evaluation or treatment is shared with the school.

A. A season is defined as the start of the first meeting or practice to the end of the season. Some activities will have different beginning times.

B. The athletic teams begin August 5, 2013.

C. Activities such as Student Council, FCCLA, Play Production, etc., will begin when they have their first meeting.

D. The seasons for all groups will be divided into 3 seasons. The fall, winter, and spring.

E. The other activities will follow the same schedule/season. For example: Band season will begin after the first practice and would normally end with the banquet in May. However, the band season is divided into thirds to correspond to the athletic seasons.

F. Some activities would run the entire year. For example: FCCLA's season would be broken down into thirds. The ending of the first season would correspond with the Fall Athletic Banquet. The second season would correspond with the Winter Banquet and the third season would correspond with the Spring Banquet or the Banquet of that particular activity.

G. The FFA season will be set to correspond with the start and end of each academic quarter.

H. Students so denied will not be eligible for any awards for the sport/activity in which the violation takes place.

I. Co-Curricular classes cannot penalize the student's grade/credit.

2. On the second offense during a 4 year period, the student will be denied participation for 1 calendar year from all activities.

3. If any of the above conditions are broken, the denial of participation described in #1 will be invoked.

4. Be subject to the commensurate action for such an offense as described in the TVS Code of Conduct.

Extra/Co Curricular Due Process Procedures

The Extra/Co Curricular Due Process Procedure will be followed if a student is considered in violation of any policy. The principal or coach/advisor shall not take any disciplinary action against any student involving the possible violation of the Extra/Co Curricular Policy until the student has been provided the following due process procedure:

I. When the alleged infraction of the Extra/Co Curricular Policy becomes known, the student shall be given written notice of the possibility of denial of participation and the reason for such action by the principal coach/advisor in charge. The student will be given an opportunity to appear at an informal hearing before the principal and/or athletic director/activity advisor and challenge the reason for the possible denial of participation or otherwise explain his/her actions.

II. If as a result of the hearing, the principal and/or athletic director/ advisor finds the reasons for disciplinary action to have merit and determines to deny participation to the student then within twenty-four hours of the denial the parents or guardian of the student and the clerk of the Board of Education must be notified in writing.

The notice to parents or guardians must include the reason for the denial of participation plus the right of the student, parent, or guardian

to appeal the suspension to the superintendent; the right to be represented in the appeal; and the right to request that the hearing be held in executive session.

In the case of less serious disciplinary matters in which the student is removed from a curricular or extra-curricular activity for a period of less than twenty-four hours and is not subject to suspension the notice and hearing are not required.

Miscellaneous Athletic (Only) Policies

a. The procedure to be followed if an athlete considers changing sports in mid-season:

1. From the time a student's name appears on the official eligibility list for an interscholastic sport, she/he may not join another team or compete in another interscholastic sport until after the conclusion of the first sport team.

2. Exception to a mid-season change of teams rule may be permitted if both coaches involved and the athletic director agree that a mid-season change of sports would be beneficial to the athlete without being unfair to the players of either team.

b. The policy pertaining to physical examination of students wishing to participate in athletics follows the rules and regulation set up by the Ohio High School Athletic Association. These rules are:

1. Athletic participation forms for high school and junior high participants shall be signed by a physician the participant and the parent or guardian and must be on file with the administrative head before any candidate for a team may participate in a practice. These forms necessitate the physician's certification of the individual's physical fitness no less than once each year.

c. Conflicting Activities: Athletes are permitted to participate in more than one athletic activity per season providing that the coaching staff and administrative team can reach an equitable/workable solution to possible conflicts.

Athletic Eligibility

All eligibility guidelines established by the OHSAA and the Twin Valley Local School District are to be strictly enforced. The rules and regulations of the Ohio High School Athletic Association shall govern the academic eligibility of the athlete to participate in interscholastic athletics at the high school and junior high levels.

a. In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. During the preceding grading period, the student must receive passing grades in a minimum of five one-credit courses (physical

education doesn't count) or the equivalent which counts toward graduation. In addition, a Twin Valley South student must receive a minimum of a 1.5 GPA in the preceding grading quarter.

b. The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period at which time the grades from the immediately preceding grading period become effective.

c. A student enrolled in the first grading period after advancement from the eighth grade must have passed 5 of those subjects carried the preceding grading period in which the student was enrolled.

d. A student enrolled in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter in order to be eligible a student in grades 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in 5 of those subjects carried the preceding grading period which met five days per week or its equivalent.

Student/athletes' eligibility will be determined by accumulative grades from the beginning of each quarter.

THE EXCEPTION WOULD BE IF A STUDENT/ATHLETE DID NOT MEET THE OHSAA REQUIREMENTS AT THE CONCLUSION OF A GRADING PERIOD. OHSAA REQUIREMENTS WOULD SUPERSEDE TWIN VALLEY LOCAL REQUIREMENTS.

PREBLE COUNTY ATTENDANCE POLICY

Student Attendance

Attendance is an important factor in successful school work. It is in the best interest of each student to maintain regular school attendance. Ohio school law requires school attendance of every person between the ages of 6 and 18 years of age during each school day. It is understood that no single attendance policy will be applicable in every case. In those cases where the following procedures do not seem appropriate, the attendance officer will consult with the Preble County Superintendent of Schools and/or district administrators and carry out his/her duties in the most judicious manner.

Excused Absences

Excused Absences are defined as:

1. Personal illness. The principal may require the certificate/note of a physician if it is deemed advisable/necessary. This certificate/note must be signed by the doctor or nurse attending the student at the time of the check-up. Rubber stamped signatures will not be accepted as viable excuses unless it has been verified and signed by the nurse on duty.

Reminder, the changing of a date on a note by a student or parent will be considered forgery unless verified by the doctor or nurse whose signature appears on the certificate/note.

2. Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.

3. Observance of religious holidays. Any child of any religious faith shall be excused if his absence was for the purpose of observing a religious holiday consistent with his creed or belief.

4. Emergency or set of circumstances (such as: illness in the immediate family, death of a relative, or working at home due to absence of parents or guardians) which in the judgment of the principal constitutes a good and sufficient cause for absence from school. (In the case of death of a relative, the principal may excuse the child for a period of three (3) days. Two additional days may be granted by the local superintendent of schools.

Any questions concerning the authority or guidelines for excusing students from school are outlined in O.R.C. 3321.04 and 2151.002B. If a question still exists, consultation with the county superintendent should occur.

Parents are to notify the school by 7:50 a.m. on the day of the absence to explain the nature of their child's absence from school. If contact with the school is not made, the absence must be followed with a note upon the child's return to school. It is the parent's responsibility to establish that their child's absence complies with the above stated excuses. **It is the student's responsibility to check with each teacher to obtain make-up assignments.**

For new assignments made the day of absence, students have one day for each day of absence to make the work up. Assignments made prior to the absence are due upon the students return to school. **Students should check with each teacher upon their return for any more assignments. Eighteen Year Olds**

Any student who is 18 years old has the same rights and responsibilities that their parents would have related to school attendance. In the case of absences it becomes the obligation of the 18 year old student to see that the school is notified. This should occur before school begins on the day of the absence to explain the nature of the absence. Each absence will be followed with a note on the first day the student returns to school.

Eighteen year olds are NOT permitted to write their own notes if they are living with parents or guardian figure. It is the obligation of the student to establish that their absence complies with the above stated excuses

Vacations

Vacation should be planned around the school calendar. When this is not possible, a conference between the parent/guardian and the building principal must be held at least three (3) school days prior to the vacation. Approval of the vacation as excused absences will be based on : 1) the student's current attendance record; and 2) the student's current academic standing. (Teachers will indicate whether the absence may cause the student to fail a course for the grading period) The principal may excuse such an absence for a period not to exceed five (5) school days. The local superintendent for schools may excuse such absence for an additional five (5) days. Any vacation that will exceed ten (10) school days must be approved by the county superintendent. The absence must be approved prior to the vacation, for the vacation to be considered as an excused absence. Excused vacation days will be counted as excused absences, and will not be included within the ten (10) days allowed with parental note.

Suspensions

Absences due to suspension from school will result in action being taken through the local school district's student code of conduct. These absences will be documented for the Preble County Attendance Officer in the procedures outlined, but will not be counted as unexcused absences in this policy.

Truancy

Truancy is any absence from school (or assigned class) without the knowledge and permission of the parents and school officials. Truancy from school for one period to one half day will be considered as one half day of unexcused absence. Truancy from school for one half day to one full day will be considered as one day of unexcused absence.

Tardiness

Tardiness occurs when the student is not in the assigned class at the assigned time. Excessive tardiness will result in action taken through the local school district's student code of conduct.

Excessive Absence Procedures

Students who are absent an excessive number of days are jeopardizing their year in school. As absences accumulate, it becomes increasingly difficult to make-up missed work and at the same time stay up with current assignments. Good attendance encourages better school work.

Excused AbsencesStep One:

When a student has had 5 days of excused absences during the course of the school year the school (counselor, teacher, secretary, and/or principal)

will make contact with the parent(s) of the student by letter, phone, or in person. During this contact the school official(s) will stress the importance of good attendance and determine if there is any way that the school can be of assistance. This contact/conference should be documented by the school.

Step Two:

When a student has had 10 days of excused absences during the course of the school year, the principal will have contact with the home to determine the nature of the situation. At that time, the principal will send a letter to the parents explaining the school's concern over the number of absences. At this time the principal will provide the following information to the attendance officer: Attendance records indicating dates of excused and/or unexcused absences; dated copy of correspondence or other type of parental contact after 5 days and 10 days of absence; and biographical information such as found on the SIS. Upon receiving the referral, the attendance officer will contact the parent(s), issue a legal notice, and outline the procedures to occur in the event of additional absences. Any additional absences due to illness must be accompanied by a note from the doctor treating the student for the absence to be considered excused.

Unexcused Absences

Unexcused absences are issued for those absences occurring for any reason not listed above. Examples of unexcused absences are:

- | | |
|-----------------|---------------------------|
| 1. moving | 5. oversleeping |
| 2. shopping | 6. missing bus or ride |
| 3. baby sitting | 7. hunting |
| 4. visiting | 8. non-approved vacations |

Step One:

When a student has their first unexcused absence, the principal will contact the parent(s) either by phone, letter or in person. It will be stated any further unexcused absences will result in a legal notice being sent. The student will not receive any credit for missed assignments.

Step Two:

When a student has a second unexcused absence, the principal will forward the following information to the Attendance Officer: attendance records, indicating dates of excused and /or unexcused absences; dated copies of correspondence and/or other type of parental contact; and biographical information such as found on the SIS. Upon receiving the referral the Attendance Officer will contact the parent(s), issue a legal notice, and outline the procedures to occur in the event of additional unexcused absences. An 18 year old student will receive a warning conference or letter, notifying them of possible exclusion from school.

Step Three:

If a student has a third unexcused absence, the principal will forward this information to the Attendance Officer. Upon receipt of the referral the attendance officer will initiate court action against the student and/or parent(s) providing that the necessary legal notice has been sent to the student and parents.

Loss of Credit Policy

Students with excessive unexcused absences face possible loss of credit for each class in which they have accumulated 10 unexcused absences. When a student has accumulated 10 unexcused absences, the student will meet with a committee consisting of the principal or his designee, the guidance counselor, at least one classroom teacher, and the student's guardian. The student will explain the reasons for the unexcused absences, and will describe reasons why the committee should consider waiving the loss of credit policy. The committee may then decide to uphold the loss of credit policy, or may grant a waiver of the policy to the student, which will include a signed contract between committee members, the student, and the student's guardian. The contract will specify requirements the student must meet to maintain credit.

Adult Student Policy

When a student becomes eighteen (18) years of age, she/he becomes an adult student. An 18 year old (or older) student is no longer required to attend school; education instead becomes a privilege rather than a legal necessity. For this reason, adult students must deal with different decisions than students who are considered minors under the law. The age and legal status of the adult student are two important points to consider when evaluating presence and behavior. The first incident of a serious offense will result in a consequence assigned according to the Code of Conduct (One day of Saturday School for each unexcused absence.) . The second incident of a serious offense will result in a severe suspension, i.e.; a five (5) school day suspension (unless the Code of Conduct specifies a more severe consequence); the third incident will result in a ten (10) school day suspension with recommendation for expulsion. (Excessive absenteeism, truancy, and/or excessive tardiness by an adult student is considered a serious offense.) Adult students are NOT permitted to check-out of school if they still live at home, or with an adult who is recognized as a guardian figure, without the written or verbal permission of that adult.

Administrative Procedures, Student Due Process Code, and STUDENT CODE OF CONDUCT

As required by Section 3313.661 of the Revised Code of the State of Ohio, the Twin Valley Community Local School District's Student Code of Conduct was approved by the Board of Education. No student can be suspended or expelled unless he violates a portion of the Student Conduct Code, which follows.

The Board of Education considers school discipline as essential to the fostering and maintaining of an environment conducive to providing educational opportunity. A student may forfeit the right to educational opportunities by conduct, which disrupts the educational process or deprives others of their rights.

In controlling the conduct of students, the students must accept responsibility for their own actions, and are expected to behave in accordance with socially accepted conduct standards and abide by the rules, regulations and policies of the Board of Education, principals and/or teachers. In addition, no student shall engage in an activity, which would constitute a violation of the Ohio Revised Code or local ordinances.

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the district must conform to school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive or inappropriate behavior by its students.

Students are subject to school disciplinary action, up to and including suspension and expulsion for all actions which affect the good order, efficiency, morale, management and welfare of the school. Primary emphasis will be directed to activities taking place on school premises, at any school activity, function or event, during any school transportation (in a school vehicle or in any mode of transportation arranged by the school), and near school premises before, during, or after any school related activity. In addition, students are subject to discipline for misconduct that occurs off of property owned or controlled by the School District if it is connected to activities or incidents that have occurred on school property. Thus, any student misconduct, which directly affects the school, regardless of place or time, will be subject to disciplinary control by the school. Similarly, a student may be disciplined for any misconduct which is directed at a School District official or employee, or the property of a School District official or employee, regardless of where the misconduct occurs.

A violation of these rules, regulations, policies, statutes or ordinances, including the rules listed below, may result in disciplinary action.

Due process procedures as mandated by law and approved by the Board of Education will be followed.

Suspension, Removal, and Expulsion of Students

The Twin Valley Board of Education in compliance with Sections 3313.66 and 3313.661 of the Ohio Revised Code so as to foster an environment for effective learning, hereby sets forth the following reasons and procedures for removal, suspension, and expulsion of students.

A. Definitions

1. Removal - The taking away of a pupil from a classroom or similar school situation for a class period or similar short period of time by the teacher or principal or both.

2. Suspension - The forbidding of a student to attend school and any other school function for a period of not more than 10 days. There is no credit given for work missed and students may not make up work missed unless by the order of the Superintendent.

3. Expulsion - The removal of a student from school, property, and all school activities for a period of more than 10 days up to one calendar year. A student may be expelled by the superintendent.

4. Permanent Exclusion - A Student may be permanently excluded from attending school based on the information listed in ORC 3313.66, 3313.661, and 3313.662.

B. Removals: Procedures and Reasons

1. A student may be removed from a curricular or extracurricular situation by the supervising teacher as outlined in Section 3313.66, paragraph C of the Ohio Revised Code.

2. A teacher, removing a student from the classroom or similar situation, shall report the incident to the principal, or his designee at the end of the period or as soon as practical.

3. A student under the supervision of a teacher during the school day may only be removed to an area specified by the building principal. It shall be the responsibility of the teacher that the student goes to that area.

4. A disciplinary report form must be completed and filed.

C. Suspensions: Procedures and Reasons

1. All suspensions shall be handled as outlined in Section 3313.66 paragraph A, of the Ohio Revised Code.

2. In all cases, parents shall be notified unless student is an adult.

3. A disciplinary report form must be completed and filed.

4. No suspension shall exceed 10 days.

5. No student will be suspended without an informal hearing in which the reasons for the suspension shall be stated and the student given the opportunity to respond. All suspensions will be recorded in the student's records.

6. A student who is suspended or the student's parents or guardians may appeal to the superintendent within 10 calendar days of the notice of suspension.

7. Any student under suspension (except transportation suspension) shall not be allowed to attend and/or participate in any school functions during the period of suspension.

D. Expulsions : Procedures and Reasons

1. All expulsions shall be carried out as prescribed in Section 3313.66, paragraph B of the Ohio Revised Code.

A. Effective September 14, 1995, Section 3313.66 was amended to require Superintendents to expel a student for a period of one year for bringing a firearm on school property, in a school vehicle, or to any school sponsored event. The amendment also authorizes the Twin Valley Board of Education to deny admission to any student who has been expelled from another school district, and the period of the expulsion has not ended.

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 muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924.), which includes but is not limited to any explosive, incendiary, or poisonous gas, bomb, grenade, or rocket having a propellant charge of 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 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 sharp blade fastened to a handle. If a student brings a knife onto school property, in a school vehicle, or to any school-sponsored activity, the superintendent may expel that student from school under the same provisions described above for a firearm.

2. Expulsions shall be carried out by order of the superintendent. All such actions shall be communicated to the Board.

3. Any student recommended for expulsion shall be temporarily placed on 10 day suspension to allow time for notification and hearing procedure.

4. Any student under expulsion (except transportation expulsion) shall be forbidden attendance and/or participation at any school activity or allowed on the school property during the period of expulsion.

5. A disciplinary report form shall be completed and filed for each occurrence as it pertains to a specific student.

6. Any student who accumulates 20 or more days of suspension in one school year may be recommended for expulsion by the building principal.

F. Detention Explanations/Procedures

1. Detention is one tool used by the Middle and High School Staff to discipline students for minor problems or violations of classroom rules, in situations that do not warrant an office referral.

2. Students who are issued a detention are asked to sign a detention slip, which notifies them of the reason for the detention, and the date the detention must be served. The student receives a copy of the detention slip to share with their parents. Students are never assigned detention on the same date of the infraction, but they must serve the detention on the next available date.

Disruptive Individuals Must Leave School Grounds

Any individual who disrupts or threatens to disrupt school/office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on school district property will be directed by the principal or other chief administrative officer to leave school or school district property promptly.

Goals

The goal of this Code of Conduct is to describe the characteristics of acceptable behavior and the consequences of disruptive behavior. Students must know what is expected of them and they must be cognizant of what will happen if they fail to follow the rules. A code of conduct, however, must be sufficiently flexible to deal with unexpected circumstances or behaviors.

Individual judgment and interpretation on the part of the principals must play a prominent role in creating and maintaining a positive school climate. Principals will be expected to use professional judgment in administering discipline for misbehavior not covered in the discipline code.

Discipline

Students are expected to behave as young ladies and gentlemen. It is the responsibility of the student to adopt patterns of behavior which will contribute rather than disrupt the educational process. On occasion, when students do exhibit behavior which is not acceptable, disciplinary action will be taken by either the individual teacher and /or administration.

In dealing with disciplinary situations, the following actions are considered within the scope of Ohio School Law to be suitable approaches:

- | | |
|-----------------------|-------------------------|
| 1. Student Counseling | 5. Saturday School |
| 2. Parent Conference | 6. Suspension |
| 3. Detention | 7. In-school suspension |
| 4. Expulsion | |

Code of ConductInvestigation Cooperation

Failure to cooperate in an investigation of a violation of the student code of conduct will be deemed as an admission of guilt.

Offense

A general classroom disruption that interferes with the orderly educational process in the classroom or other areas.

Teacher Initiated Action

Immediate intervention by the staff member who is supervising the student or the one who observes the misbehavior should be taken. Disciplinary options may include but are not limited to written reports to parents, verbal reprimand, special assignments related to the offense, behavioral contract, counseling, withdrawal of classroom privileges, and detention. Whatever the nature of the general classroom disruption and the action taken, a three-step procedure should be followed.

- Step 1 The incident is specifically recorded. One-on-one teacher counseling with the students commitments and/or disciplinary action taken.
- Step 2 The incident is specifically recorded. Parental Conference Agreement reached and/or disciplinary action taken
- Step 3 Referral to the Administration: Students who are referred to the office for disruptions or misbehaviors that are not specifically described by the Code of Conduct will normally receive one Saturday School as a minimal punishment.

School Discipline

The corrective plan which follows addresses the more serious violations of the Code of Conduct. The offenses are categorized into Levels A, B, or C; the consequences administered for offenses in Levels

A and B are progressive. For example, for the first incident of a Level B offense, the Step 1 consequence for that particular misconduct shall be administered. For the second incident of a Level B offense, the Step 2 consequence for that particular misconduct shall be administered, and so forth. The consequence for a Level C offense shall be administered independent of other Level C offenses. Levels A, B, and C offenses and consequences are listed on the following pages.

It is impossible to list or categorize all possible offenses for which a student may be disciplined. The principal shall have the authority to deal with offenses not specifically discussed in the student code.

If in the judgment of the administrator, the incident warrants more severe consequences, steps can be omitted. Students with a prior offense in another category may cause steps to be omitted. Every student starts each school year with no offenses, unless carried over from previous school year.

After two (2) major disciplinary infractions resulting in suspension from school, charges of unruliness may be filed in the Preble County Juvenile Court.

After three (3) major disciplinary infractions resulting in suspension from school, the student is subject to expulsion. In some cases suspension and expulsion may carry into the next school year.

Level “A” Offenses

1. Possession, handling, transmission, or concealment of any object which might be considered a dangerous weapon or instrument of violence while under the jurisdiction of the school. Possession shall include but not be limited to:

- a. carried or concealed on one’s person.
- b. contained in one’s locker.
- c. knowingly contained in a vehicle used for transportation to school. Examples are, but not limited to, guns, knives, ice picks, mace, brass knuckles, wallet chains, explosives (firecrackers), and look-a-like weapons while under the jurisdiction of the school.

School officials may search students, lockers, vehicles in the parking lot, if involved in illegal activities, or if there is reasonable suspicion that they may cause harm to others. Schools are given expanded powers under The doctrine known as “in loco parentis” - which means that the school has the right to act in place of the parent. Illegal items discovered during a search by school authorities may be turned over to the police as evidence to be used in prosecution.

NO PERSON SHALL KNOWINGLY POSSESS, HAVE UNDER THE PERSON'S CONTROL, CONVEY, OR ATTEMPT TO CONVEY A DEADLY WEAPON OR DANGEROUS ORDNANCE INTO A SCHOOL SAFETY ZONE, EXCEPT FOR AUTHORIZED PERSONNEL. O.R.C.2923.122, 2923.1212

Ohio Revised Code (RC) 2923.122 states that: No person shall knowingly possess a deadly weapon or dangerous ordnance in a school safety zone. No person shall knowingly possess an object in a school safety zone if both of the following apply: (1) the object is indistinguishable from a firearm, whether or not the object is capable of being fired, and (2) the person indicates that he or she possess the object and that it is a firearm, or the person knowingly displays or brandishes the object and indicates that it is a firearm.

Step 1 10 day suspension with recommendation for expulsion. If it is established the student brought the weapon with the intent of harming or intimidating others, whether for alleged self protection or not, the Step 1 consequence shall be waived and the student will be assigned the Step 2 consequence.

Step 2 Civil authorities may be notified. (All weapons violations which fall under state statutes will result in automatic expulsion for one calendar year.)

*If in the judgment of the administrator, the incident warrants more severe consequences, steps can be omitted. Students with a prior offense in another category may cause steps to be omitted.

2. a. Threats and/or abusive language or gestures directed toward school personnel. No student shall make what may reasonably be interpreted as a threat to do bodily harm to a school employee. No student shall direct profane or obscene language or gestures toward a school employee.

Step 1 3 day suspension

Step 2 5 day suspension

Step 3 10 day suspension with recommendation for expulsion

*If in the judgment of the administrator, the incident warrants more severe consequences, steps can be omitted. Students with a prior offense in another category may cause steps to be omitted.

b. Threats directed toward other students. No student shall make what may reasonably be interpreted as a threat to do bodily harm to another student.

Step 1 1 day suspension

Step 2 3 day suspension

Step 3 5 day suspension

Step 4 10 day suspension with recommendation for expulsion

*If in the judgment of the administrator, the incident warrants more severe consequences, steps can be omitted. Students with a prior offense in another category may cause steps to be omitted.

3. Theft. No student shall knowingly receive, retain, or dispose of property of another knowing it to have been, or having reasonable cause to believe that it had been obtained through the commission of a theft offense. No person shall knowingly attempt to obtain or exert control over property of another, which, if successful, would have constituted the offense of theft.

Step 1 3 day suspension

Step 2 5 day suspension

Step 3 10 day suspension with recommendation for expulsion. A student who is guilty of breaking and entering a school facility or building may be assigned the consequence for Step 3 with the consequence for Step 1 and 2 being waived.

*If in the judgment of the administrator, the incident warrants more severe consequences, steps can be omitted. Students with a prior offense in another category may cause steps to be omitted.

Level “B” Offenses

1. Possession (on person, stored at school, or brought to school), and/or use of tobacco products or tobacco apparatus (including matches, lighters, etc.) on school property or at any school function.

Step 1 3 day suspension

Step 2 5 day suspension

Step 3 10 day suspension with recommendation for expulsion.

*If in the judgment of the administrator, the incident warrants more severe consequences, steps can be omitted. Students with a prior offense in another category may cause steps to be omitted.

2. Fighting on school property or under the jurisdiction of school; included is physical assault on another student. If self-defense (protecting one’s self or attempting to avoid a confrontation, but not striking back) on the part of one student may be clearly determined, consideration may be given with regard to the action taken against that student.

Step 1 3 day suspension

Step 2 5 day suspension

Step 3 10 day suspension with recommendation for expulsion

*If in the judgment of the administrator, the incident warrants more severe consequences, steps can be omitted. Students with a prior offense in another category may cause steps to be omitted.

3. Insubordination: Students are expected to obey the reasonable, specific instruction of school personnel while at school, on school property, and at all school sponsored activities, in the non-instructional as well as the instructional areas.

Step 1 2 Saturday Schools

Step 2 3 day suspension

Step 3 5 day suspension

Step 4 10 day suspension with recommendation for expulsion.

*If in the judgment of the administrator, the incident warrants more severe consequences, steps can be omitted. Students with a prior offense in another category may cause steps to be omitted.

4. **HASSRASSMENT:** Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing, bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
 - A. posting slurs on websites, social networking sites, blogs or personal online journals;

- B. sending abusive or threatening e-mails, website postings or comments and instant messages.
 - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online .
 - D. using websites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

WARNING: The severity of the discipline may differ with each particular case. There is no order to the steps with regard to harassment. The administrator will make the judgment. Steps may be omitted. The administrator shall have the authority to deal with each case based on the merits of the situation and will assign one of the following:

- Step 1 2 Saturday Schools
- Step 2 3 day suspension
- Step 3 5 day suspension
- Step 4 10 day suspension with recommendation for expulsion

*If in the judgment of the administrator, the incident warrants more severe consequences, steps can be omitted. Students with a prior offense in another category may cause steps to be omitted.

5. Inappropriate Behavior/Language: Horseplay and dangerous behavior is not acceptable. Students are expected to keep their hands to themselves, and are to avoid playful pushing, shoving, slapping, running in the halls/rooms, spitting, throwing paper wads/objects and/or other activities that could lead to fights or injuries. If the inappropriate behavior causes damage to property, restitution must be made.
- Step 1 1 Saturday School

Step 2 2 Saturday Schools

Step 3 1 day suspension

Step 4 2 day suspension

*If in the judgment of the administrator, the incident warrants more severe consequences, steps can be omitted. Students with a prior offense in another category may cause steps to be omitted.

6. Public Display of Affection/Inappropriate Touching: Any display of affection, interpreted as being unacceptable behavior at school...(examples include, but are not limited to: kissing, groping, fondling, lewd gestures or touching) or at a school sponsored activity will be subject to the following:

Step 1 1 Saturday School

Step 2 2 Saturday Schools

Step 3 1 day suspension

Step 4 2 day suspension

*If in the judgment of the administrator, the incident warrants more severe consequences, steps can be omitted. Students with a prior offense in another category may cause steps to be omitted.

7. Tardies to school: Students must be in their assigned seats and/or stations, when the 7:30 A.M. bell rings. Students who report to class after the 7:30 A.M. bell will be sent to the office for an admit slip. Students may be tardy to school 6 times the entire year without a doctor's excuse, but will receive the following discipline for each tardy beyond 6 for the year without a doctor's excuse. Signing in after 8:38 a.m. will be counted as ½ day absence instead of a tardy.

After the 7th tardy to school 1 Saturday School

After the 10th tardy to school 2 Saturday Schools

After the 13th tardy to school 1 day suspension and a referral to the juvenile court

*If in the judgment of the administrator, the incident warrants more severe consequences, steps can be omitted. Students with a prior offense in another category may cause steps to be omitted.

8. Tardiness to class is a discipline problem to be handled by the classroom teachers up to the fifth unexcused tardy. At that time, it becomes a problem to be addressed by the administration. Any student with 7 tardies or more to any class (including study hall) should be referred to the school office. The 7 tardies are for the entire school year for each class.

After the 7th tardy to class 1 Saturday School

(Semester classes: 4rd tardy)

After the 10th tardy to class 2 Saturday Schools

(Semester classes: 7th tardy)

After the 13th tardy to class 1 day suspension and a referral to the

(Semester classes: 10th tardy) juvenile court

*If in the judgment of the administrator, the incident warrants more severe consequences, steps can be omitted. Students with a prior offense in another category may cause steps to be omitted.

9. Truancy, will be counted as 1/2 day to 1 day of unexcused absence.

Truancy is absent from either school or class without a parent's or teacher's knowledge.

Step 1 1 day suspension

Step 2 2 day suspension

*The student may be referred to the Preble County Attendance Officer for being truant at or from school.

Special note: adult students face possible penalties of five days suspension, and exclusion from school for truancy from school.

*If in the judgment of the administrator, the incident warrants more severe consequences, steps can be omitted. Students with a prior offense in another category may cause steps to be omitted.

10. Falsification: Students are not allowed to add, mutilate, alter, correct or be dishonest in disguising an appearance of a note, record or school related item. An implication of deceiving or being deceived or misled by deviation from that which is true or correct.

Step 1 2 Saturday Schools

Step 2 1 day suspension

Step 3 2 day suspension

*If in the judgment of the administrator, the incident warrants more severe consequences, steps can be omitted. Students with a prior offense in another category may cause steps to be omitted.

Level "C" Offenses

1. Vandalism. No person shall cause or attempt to cause damage to school or personal property at any time. Persons who commit acts of vandalism (which includes writing on or defacing property) shall be held accountable for these acts. Restitution for the complete restoration of damage will be required. In some cases, court referral may be made.

Lockers, desks, music stands, chairs, etc.. White-out, felt markers, paint, decals, pencil marks, tape, or any attempt to deface school property or damage the locker, the student will be held accountable for these acts. Restitution will be required to restore the locker to the satisfaction of the school administration. In cases of serious vandalism, Step 1 shall be waived and the student will be assigned the Step 2 consequence.

- Step 1 1 Saturday School, restitution.
- Step 2 3 day suspension, restitution.
- Step 3 5 day suspension, restitution
- Step 4 10 day suspension with recommendation for expulsion, restitution.

*If in the judgment of the administrator, the incident warrants more severe consequences, steps can be omitted. Students with a prior offense in another category may cause steps to be omitted.

2. Alcohol and Controlled Substances: Under the influence or any evidence of use or possession of alcohol, controlled substances, counterfeit controlled substances, illegal drugs or narcotics, or any other behavior altering chemicals, or any drug paraphernalia on school property or at any school function. Marijuana, Narcotics, Anabolic Steroids, Alcohol, Drugs, including Counterfeit Controlled (Substances or Look-Alike), and Paraphernalia: A student shall not possess, buy or sell, attempt to buy or sell, use on the same calendar day, transmit, or conceal alcohol, drug, hallucinogen, barbiturate, amphetamine, or paraphernalia while under the jurisdiction of the school. Civil authorities may be notified in cases involving possession. Over the counter (OTC) medication such as Tylenol or Advil is included in the definition of a controlled substance. Counterfeit Controlled Substances of Look-Alike Amended Section 2925.01 (p) of the ORC to mean any of the following:

- (1) Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name, or identifying mark;
- (2) Any marked or unlabeled substance that if represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed, or distributed it;
- (3) Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;
- (4) Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color or its marking, labeling, packing, distribution, or the price for which it is sold or offered for sale.

For example, if a student possesses or sells oregano, which he claims to be marijuana, a tablet which he untruthfully claims contains LSD, or a harmless pill which bears fake manufacturer's marking so as to falsely indicate that is a controlled substance, the new look-alike statutes makes this activity a violation of criminal, drug laws. Even the sale of

crude tobacco cigarette, while claiming it contains marijuana, is now criminal.

Section 2925.37 of the Revised Code:

- (1) No person shall possess any counterfeit controlled substance.
- (2) No person shall make, sell, offer to sell, or deliver any substance that he knows is a counterfeit controlled substance.
- (3) No person shall make, possess, sell, offer to sell, or deliver any punch, die, plate, stone, or other device that will be used to print or reproduce a trademark, trade names, or other identifying mark upon a counterfeit controlled substance.
- (4) No person shall sell, offer to sell, give, or deliver any counterfeit controlled substance to a person.
- (5) No person shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing its effects as the physical or psychological effects associated with use of a controlled substance.
- (6) No person shall directly or indirectly falsely represent or advertise a counterfeit controlled substance as a controlled substance.

Possession shall include but not limited to:

- (1) Carried or concealed on one's person.
- (2) Contained in one's locker or any other setting selected to conceal such item(s) or materials.
- (3) Contained in a vehicle owned or driven by such person.

Step 1 10 day suspension (reduced to 6 day suspension with documentation of individual counseling).

Step 2 10 day suspension with recommendation for expulsion.

*If in the judgment of the administrator, the incident warrants more severe consequences, steps can be omitted. Students with a prior offense in another category may cause steps to be omitted.

3. Sale of unlawful drugs, alcohol, counterfeit controlled substance or narcotics, or any other behavior altering chemicals of any drug paraphernalia on school property or at any school function.

Step 1 10 day suspension with recommendation for expulsion.

Notification of offense to civil authorities.

*If in the judgment of the administrator, the incident warrants more severe consequences, steps can be omitted. Students with a prior offense in another category may cause steps to be omitted.

4. Violating a village ordinance or a state or federal law while on school property, or at a school sponsored activity.

Step 1 Possible suspension with possible recommendation for expulsion.

*If in the judgment of the administrator, the incident warrants more severe consequences, steps can be omitted. Students with a prior offense in another category may cause steps to be omitted.

5. Any harassment, vandalism, physical abuse or other disruptive behavior toward school personnel during non-school time or away from school grounds.

Step 1 Possible suspension with possible recommendation for expulsion. Charges may be filed in Preble County Juvenile Court depending on the situation.

*If in the judgment of the administrator, the incident warrants more severe consequences, steps can be omitted. Students with a prior offense in another category may cause steps to be omitted.

6. Physical assault on a school employee: No student shall intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to a school employee at any time.

Step 1 10 day suspension with recommendation for expulsion. Charges may be filed in Preble County Juvenile Court depending on the situation.

*If in the judgment of the administrator, the incident warrants more severe consequences, steps can be omitted. Students with a prior offense in another category may cause steps to be omitted.

7. Gangs: No student shall display insignia, colors, symbols, signs, and etc. on school property. Gang activity is prohibited on school property or at any school sponsored function.

Step 1 1 Saturday School

Step 2 2 Saturday Schools

Step 3 3 Day suspension

Step 4 5 Day suspension

Step 5 10 Day suspension with recommendation for expulsion

*If in the judgment of the administrator, the incident warrants more severe consequences, steps can be omitted. Students with a prior offense in another category may cause steps to be omitted.

Student Conduct on School Buses

It is a privilege for students to ride busses, as long as they are willing to abide by the following regulations set forth by Ohio Pupil Transportation Laws. Students who violate bus rules are subject to the discipline

procedures listed in the code of conduct. Students must obey the bus rules.

Bus Rules:

1. Absolute silence at railroad crossings until the bus is completely across the tracks.
2. Be courteous to others: no swearing, teasing, or other forms of harassment.
3. Do not drink, eat food or candy, or chew gum on buses.
4. Keep the bus clean; do not throw paper or other objects on the bus.
5. Stay in assigned seats; remain seated while the bus is in motion.
6. Keep head, hands, feet, and articles inside school bus. Pupils may carry on the bus only items they can hold in their lap.
7. No alcohol, tobacco, drugs, weapons, or smoking paraphernalia on the bus.
8. Student may not damage the bus in any way, including the seats, windows, and doors.
9. No horseplay or fighting.
10. No animals may be transported on the bus.
11. No radios or other transmitting devices may be used without headphones.
12. Do not engage in loud talking, laughing, or other forms of unnecessary noise.
13. Students must load and unload the bus at locations to which they have been assigned, unless they have parental and administrative authorization to do otherwise. Permission will not be granted to ride home with friends, except in emergencies.

Violation of Bus Rules:

The appropriate discipline from the schools Code of Conduct will be issued. A written referral to the school administrator from the bus driver will be made. Bus rule violations may result in loss of bus privileges for one to ten day suspension from riding the school bus. Further violations may result in a longer period of bus privilege denied the student.

Saturday School Information

Saturday School is an alternative for students who would have otherwise been suspended to have an opportunity to remain in classes. It is important to understand that students will not receive credit for work missed during an out of school suspension.

The following rules and regulations will apply to Saturday School.

1. Saturday School will meet from 8:15 until 12:00 noon at TVS School. Students ENTER and LEAVE via the Student Activities doors

(North side of the building at the large parking lot area). Students must be in their seats, ready for work, by 8:15 A.M. Students may enter the building no earlier than 8:10 A.M.

2. A phone call must be made by a parent on Saturday morning between 8:00 A.M. and 8:10 A.M. to TVS School if their child cannot attend Saturday School. Any absence due to illness must be verified by a doctor's note. Any other absences must be of an emergency basis and the assigned principal will determine if the absence is excused or unexcused.
3. Students will not be permitted to use the telephone, except in case of emergency, or to go to their locker, or roam the hallways.
4. Students must have library books, school books, and/or teacher assignments to enter the room and receive credit for the day. Radios, cards, telephones, magazines, or other recreational items will not be permitted in the Saturday School room.
5. No food, beverages, or candy will be permitted in the room.
6. Students will not be permitted to sleep, talk, or put their heads down.
7. There will be no early dismissal.
8. Transportation is the responsibility of the student and/or parent.
9. There will be a 10 minute break at 10:00 A.M. Students are to remain in the building under the supervision of the Saturday School teacher.
10. Any violation of school rules, the student Code of Conduct, or any of the above regulations will result in the removal of the student from the building and the negation of the time served that day.

Removal will result in:

- Step 1 Assignment of one Saturday School
- Step 2 Two day suspension from school

11. An unexcused absence will result in a 2 day suspension from school. No credit will be given for work missed during an out of school suspension.

12. All work issued by teachers for Saturday School will be turned in to the Saturday School teacher who will distribute it to teachers who assigned the work. Credit will be awarded for work that is completed. All work not completed in the assigned Saturday School session has to be turned into the assigning teacher on the following Monday, completed. Failure to complete work will result in grade loss.

*If in the judgment of the administrator, the incident warrants more severe consequences, steps can be omitted. Students with a prior offense in another category may cause steps to be omitted.

**Twin Valley Community Local School District
GENERAL SCHOOL RULES AND POLICIES**

Entering and Exiting the School Building

Bus riders: All students who ride a bus to or from school must enter and exit the school through the west doors which are located to the south side of the media center.

Drivers: All students who drive to school, or are dropped off, must use the North Activities Center doors when entering or leaving the school.

Walkers: May use the Third Street doors located between the high school art room and the auditorium.

Bicyclists: Bicyclists must park their bicycles in the bike racks by the north Activity Center's door and enter the building through the Activity Center door's.

During the school day: All visitors are asked to park on the west side of the school in the visitors parking lot, and enter through the front doors to one of the school offices. Student drivers who arrive late at school must walk around the main office.

Students may not use any other doors other than those specified above, as these are the locations which will be supervised.

Trespassing and Loitering

No person shall trespass or loiter in or on the property of the Twin Valley South School, or within the school zone. The school zone includes all property within two blocks of school property. All school visitors MUST report immediately to the office and request a visitor pass. No person should remain in the building or on the school grounds after being requested to leave school premises by the principal, faculty member, custodian, or any other staff member. When entering or leaving the school grounds all students are considered under the jurisdiction of the school. No litter or debris of any kind shall be discarded, except in containers appropriate for such litter or debris. Any student who is a public nuisance, smoking, drinking, loitering, discarding litter of any kind, or violating any section of the Student Code of Conduct concerning behavior while in the school zone shall be considered in violation of the Student Code of Conduct and will be dealt with accordingly. **NO SKATEBOARDS AT SCHOOL OR ON THE BENCHES OUTSIDE THE SCHOOL!**

Visitors

All visitors are required by law to report to the principal's office for a visitor pass. Offenders will be treated as trespassers. Student visitors from other school districts are not permitted. A person who wishes to observe classrooms must be approved by the principal at least one day in advance of the intended visit.

Child Abuse Statement

A mandatory obligation is imposed on all school officials and employees to report cases of suspected child abuse or neglect. The statute also creates immunity from civil and criminal liability for child abuse reports made by school authorities. If any Twin Valley Community Local School District employee has reason to believe that a child, less than eighteen years of age or any physically or mentally disabled child under twenty-one years of age, has suffered any wound, injury, disability, or condition, as a result of abuse, the employee MUST report this information to the Principal/Assistant Principal and Children's Services.

Announcements

The public address (p.a.) system is used for announcements of interest to students and staff. Students should remain quiet and attentive during announcements.

Commencement

Seniors who wish to be eligible for Commencement exercises must meet all State and Local requirements, must have no outstanding financial obligations, and must attend and participate in the two Commencement practices.

Computer On-Line Policy

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks. Computers and use of the District network or on-line services support learning and enhance instruction, as well as assist in the administration. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks. All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. Violating the conditions of the Ohio Revised Code dealing with students' and employees' rights to privacy;
2. using profanity, obscenity or other language which may be offensive to another user;
3. reposting (forwarding) personal communications without the author's prior consent;
4. copying commercial software in violation of copyright law;
5. using the network for financial gain, for commercial activity or for any

illegal activity;

6. accessing inappropriate material and

7. downloading or installing of programs by students.

8. Students may not permit anyone other than themselves to use their account or password.

9. All staff and students are also accountable to **school board policy file EDE, and EDE-R** (Acceptable Use and Internet Safety)

The Superintendent/designee shall develop a plan to address the short-and long-term technology needs and provide for compatibility of resources among schools sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to on-line services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive. The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access on-line services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/on-line services use.

Step 1 Warning

Step 2 Suspended Computer Usage

Step 3 Permanent Loss of Computer Privileges

*If in the judgment of the administrator, the incident warrants more severe consequences, steps can be omitted. Students with a prior offense in another category may cause steps to be omitted.

Student Photo Policy

*To protect the privacy and safety of Twin Valley Community School District students, personal information about students (such as student birthdays, email addresses, schedules, home addresses or phone numbers) **will not be published** on any school webpage under any circumstance. Student photos, and audio or video recordings of students and student work may be published only on official Twin Valley Community Local School District web pages or school approved web pages. Please note that **no permission is required** for group photos in which students are not individually identified.*

Disclaimer

Still photos and video of Twin Valley Community Local School District may be taken on the premises of any TVSLSD campus as well as during any off-site campus sanctioned extracurricular activity.

Photos and/or video may be posted to a website and/or be used in a variety of collateral printed pieces (i.e. brochures, newsletters, flyers, print ads).

The pictures/video will be used for the purpose of illustrating, advertising and promoting the activities associated with TVCLSD.

Photos and/or video posted to the TVCLSD web sites are considered the property of TVCLSD and may not be sold or reused without the express consent of the school officials and/or administration.

Parents who have special concerns or requirements regarding photography or video recording of their child/children agree to contact the TVCLSD administration in advance of the planned activities to resolve any issues regarding the use of their child's image.

Dance Policy

Dances are normally held after school hours. They are for Twin Valley South High School students only. For after game or evening High School dances a guest/date is permitted provided that the date has been signed up in the school office no later than the day of the dance. Only one guest per student. The guest/ date is the responsibility of the student. All school rules apply during dances.

Middle School: Students are not permitted to leave during the scheduled dance time unless a Custodial Parent picks them up at the dance. Written permission from the Custodial Parent is to be in the school office no later than the day of the dance, for a student to be released to anyone other than the Custodial Parent, and/or leave during the scheduled dance time.

Middle School dances are for Twin Valley South Middle School students only. If absent from school the day of a dance—no admittance to the dance.

NO RE-ADMISSION after leaving after any dance. If a student leaves he/she must clear the school property and cannot return.

All disc jockeys and/or bands must receive prior approval by the school administration. Adequate staff and parent chaperones will be provided.

Driving Regulations

1. All students who drive to school must purchase a parking permit from the school office. The parking permit must be prominently displayed in the automobile.
2. All students must park in the north parking lot, in their assigned spaces. Any exceptions to this policy must be expressly granted by the administration. Students may not park off school property.

3. Students must complete an application for a parking permit, and must provide proof of a valid driver's license and automobile insurance.
4. Students must observe a 10 m.p.h. speed limit on school property, a 20 m.p.h. speed limit in school zones, and must drive the legal speed limit to and from school. Students who violate speed limits, or otherwise carelessly operate their automobile to or from school may lose their privilege of driving to school.
5. Students may not return to their automobiles during the school day without the expressed permission of the administration. Students must enter the building immediately upon arrival to school.
6. Violations of driving privileges may result in the following, but are not limited to those listed: Loss of Driving Privilege/Detention/Saturday School/Suspension/Towing of Vehicle at the owner's expense/Expulsion from school.

Early Dismissal

If a student has a valid and acceptable reason for leaving school early, he/she should bring a signed note from parents or guardian stating the reason for the early dismissal. This note should be presented to the secretary before the beginning of school on the day of the early dismissal. The note must include the time and date. It is imperative the student check out/in through the office before leaving the building and upon returning.

Emergency Procedures

- Tornado and Disaster Alert Drills: Students and staff will be alerted by air horns, verbal directive, or the p.a. if it is functional. Students are required to remain quiet and orderly during drills and practices, allowing them to hear instructions, and to promote the safety of all involved. Evacuation procedures are posted in each classroom, and must be followed at all times.
- Fire Drills: Fire drills will be held to acquaint students and staff with correct procedures to be used in such an emergency. Students are responsible for knowing the exact route from each of their classrooms. Thus, fire evacuation procedures will be posted in each classroom. Students must remain quiet and orderly during all emergency evacuations.

Gangs - Zero Tolerance Level

Any activities related, or interpreted as being related to gangs or gang membership are banned from the Twin Valley Community Local School District. This includes, but is not limited to weapons, violence, harassment through the intimidation/force of gang affiliation, any illegal activity, use of gang identified clothing, gang colors, insignias, graffiti, use/possession of gang related literature or identifiers, and the use of hand

gestures. The use of hand gestures in “flashing” signs and gang related alphabets will be considered as profanity directed at another student. If flashed to a staff member it may be considered as profanity directed towards a staff member and consequences would fall under the level “A” category.

Guidance Services

The Guidance Department is an integral part of our school. Each student, teacher and parent has the opportunity, as well as the responsibility, of using the meaningful services provided by this department. Students may be referred to the guidance department by the following methods:

1. Self Referral : Students may accomplish this by simply contacting the guidance department and setting up a convenient time for an appointment.
2. Staff Referral : When a teacher feels a student or group of students is in need of counseling, contact is made with the counselor and an appointment is made. Referrals are made for the following reasons: personal, emotional, or social problems; classroom performance, attitude and other related problems.
3. Parent Referral: A parent may accomplish this by simply contacting the high school counselor at 839-4693.

Gum, Food, and Candy

Students may not chew gum in any portion of the Twin Valley School. Food and drink may be consumed only in the Commons area, and for special events under the supervision of teachers. Students who violate this policy are subject to discipline.

Hall Passes

The Twin Valley School was designed to maintain physical separation of elementary, middle school, and high school students. High school/middle school students are permitted only in those areas designated for their usage; namely the academic building, high school/middle school Commons, high school/middle school gym, and the wing which houses the music complex, industrial arts, and vocational agriculture classrooms. Students who are out of class for any reason must carry an official school hall-pass.

Intervention Assistance Teams

Solutions for student problems are often discussed by groups known as Intervention Assistance Teams. These teams are composed of the principal, classroom teacher(s), and others who might be able to offer suggestions, such as special education teachers, school nurse, school psychologist, guidance counselor, and others. Parents are often asked to

participate in team meetings to help devise plans to meet the student's individual needs.

Library Regulations

The Twin Valley South School provides students and staff with a modern media center, for scholarly and leisurely pursuits. Due to a new electronic connection with the Preble County Library System, policies regarding the use of the library are evolving. Students are required to remain quiet and orderly in the media center, and to follow the directives of school personnel. Materials may only be removed from the media center by following the established policies and procedures of the media specialists. Unacceptable student conduct may result in the loss of media center privileges. Fines will be assessed for all over-due materials, and may be cause for withholding student's report cards. In addition, students may be required to sign a user agreement for access to the Internet, or other electronic resources.

Lockers

Each student at Twin Valley South High School is assigned a locker with a built-in combination lock. The locker remains the property of the school, but is loaned to the student for the storage of books, school supplies, wearing apparel, and other personal property. If damage to a locker occurs, the student may be liable for restitution. Lockers may not be shared. Students are responsible for all items contained in the locker.

LOCKERS, STUDENT DESKS, PERSONS, PERSONAL BELONGINGS, AND AUTOMOBILES ARE SUBJECT TO RANDOM SEARCHES.

Personal Dress and Appearance

Students at Twin Valley South School are reminded that good grooming and appropriate dress are a part of the educational program of the school. This dress code is not intended to create hardship, but to enhance the learning environment. Good grooming demands frequent bathing, use of deodorant, and frequent changes of clothing. Hair should be clean and manageable and good dental hygiene should be practiced. Therefore the expectation is that the student will dress in a manner which is neat, clean, does not detract from the educational process, and is safe and will bring respect to the individual and collectively to each of us and our school. These regulations are in effect for all school functions. The administration reserves the right to allow certain exceptions to the above mentioned guidelines. An example might be allowing students to dress unusually on special days during Spirit Week.

The following are guidelines with regard to proper dress.

1. Student's outer garments must be of responsible length. Biker, gym shorts, or tight fitting exercise pants will not be permitted to be worn.
 2. Clothing/accessories may not contain any offensive, obscene or suggestive printing or slogans. Clothing must not be see-through. Clothing displaying chemical advertisements (alcohol, drugs, tobacco, drug paraphernalia, etc.) are not permitted, nor gang related signs/print.
 3. A student may not use/possess gang related literature or any identifiers/insignia on person, clothing, or property. This includes, but is not limited to bandannas, scarves, handkerchiefs, or other materials being displayed on persons, clothing, materials, and in/or on student lockers.
 4. Clothing/ accessories shall be worn as the manufacturer intended; (inappropriate alterations, holes, tears, cut-off sleeves, etc.) are not permitted. "Sagging" is an example of clothing not being worn as the manufacture intended... the waist of the garment should be worn by the person on their waist. Undergarments shall not be worn as outer garments.
 5. Hats, headbands, hoodies, and other garments worn around the head are not permitted except when entering or exiting the building, or on designated days, and must be kept in the student's locker during school hours.
 6. Shirts, blouses, sweaters, etc. must be tight fitting around the arms and shoulders. No sleeveless tops. halters, fishnet tops and/or loose fitting tank tops may be worn; bare midriffs are not permitted. Shoulders must be covered.
 7. Appropriate footwear must be worn. Exceptions would be in the gym where the teacher gives permission to wear socks without gym shoes. Heel plates or taps are not permitted.
 8. Body piercings must not detract from the educational process or become a safety concern.
 9. Slippers/house shoes are not permitted.
- Any clothing or lack of clothing that is determined as being disruptive to the educational process or unsafe/unhealthy will not be permitted. Students who are unreasonably dressed as determined by the administration, are subject to receiving 0's in classes they miss, they will be required to immediately resolve the violation, and they may receive Saturday School assignments.

MP3 Players & Headsets/Cell Phones/Electronic Devices

MP3 players and headsets, electronic games and devices, cell phones, etc. are sometimes used for long car/bus/bike rides or walks to school. We also understand that cell phones are a necessary means of communication with your family before or after school. That is why we are allowing you to keep these devices secure in your locker until usage before or after

school. These devices may not be used during school without express permission of school personnel.

Step 1 Teacher confiscation

Step 2 Confiscation-parent must retrieve

Step 3 Confiscation-parent must retrieve-Disciplinary action

School Book Bags and Coats

Students are to leave all book bags and coats in their lockers. Book bags must be of the size that will fit easily into the locker. Students may not carry book bags, sport bags, or wear coats to class or cafeteria.

School Lunch/Lunch Time Conduct

Twin Valley South operates a closed lunch period for all students, meaning that students must remain in school during their lunch time, and eat in the Commons. No guests are allowed unless approved by the principal. No fast food may be brought in from the outside.

Lunch Time Rules and Procedures:

1. Upon arriving in the Commons, students should form an orderly line. Students are not permitted to cut in line. Students should proceed quietly and mannerly through the line, pay the cashier, and move to their desired table in the Commons. Those students who bring their lunch may go directly to a table. At no time is food to be taken and/or eaten outside the Commons.
2. Students are to use the restrooms located in the Commons.
3. Students are not permitted in any other area of the building unless they have permission of the noon supervisor(s), and have an appropriate hall pass.
4. The vending machines in the cafeteria are to be used only during lunch and after school. The vending machines are not to be used at any other time. Items purchased from the machines are not to be taken to other areas in the building.
5. Students may not go to any classroom unless that teacher escorts them
6. Each table seats a maximum of eight students. Students are expected to take care of their own trash, and they may be restricted to assigned tables or areas if problems arise.
7. Students are expected to place their trash in the proper receptacles provided for their usage. The table and surrounding area should be free of debris before students are dismissed to the next class.
8. All students at an uncleared table have the responsibility to clear it.
9. No visitors are permitted at lunch in the cafeteria/commons unless they have special permission from a school administrator.

Study Hall

The purpose of study hall is to provide the student with an opportunity for quiet, uninterrupted study. The following guidelines will apply:

1. Be in your seat when the bell rings or you will be counted tardy. Three tardies will equal one (1) Saturday School.
2. No talking after the bell rings.
3. Do not get out of your seat without permission. You must raise your hand to get permission if you have a question.
4. Do not turn around in your seat and bother other students. Keep your feet and chair on the floor.
5. The study hall monitor will assign seats. Be in your right seat when the bell rings or you will be counted absent.
6. You must come to study hall prepared to work. You must bring a pencil and paper. These items will not be available to you. You must bring a book to read to every study hall class. If you finished your assigned work then you are to read. If you are not prepared to work or read and stay busy, you will receive a warning. The second warning will result in one detention. If the occurrence continues to happen your parents will be notified.
7. You cannot bring magazines to study hall unless it is assigned to you by one of your teachers. Written notification from the teacher must be presented to the study hall monitor.
8. Baseball, football, basketball, etc. cards or albums will not be permitted in study hall. Students caught with these items, or other items that do not pertain to school work, will have those items confiscated and turned into the building administrators. The return of those items can only be done by the parent of the students.
9. Be sure to bring everything you need to study hall because you will not be allowed to return to your locker.
10. Use the restroom in-between classes and before the bell rings.
11. There is no gum, no candy, no drink policy in the middle school/high school building. Do not have any of these items with you in study hall.
12. If you or your parents have any questions concerning the study hall procedures as presented above please contact the principal in the middle school/high school building.
13. Policies concerning study hall may be amended at anytime to fit changes that occur for the smooth operation and success of the student.
14. Discipline concerning infringements of the above policies will be handled in accordance with the adopted board policy of the Twin Valley Community Local School. Please refer to the student handbook for specifics.

Telephone

The telephone in the office is for official school business only. Students must make any needed arrangements with their parents before coming to school. **STUDENTS WHO USE ANY TELEPHONE FOR THE PURPOSE OF FALSE 911 CALLS WILL BE SUSPENDED FOR THREE DAYS, AND ARE SUBJECT TO PROSECUTION.**

Theft

Theft can be and is a major problem in any school. There are, however, several things students can do to help prevent this problem. It is suggested that students practice the following procedures:

1. **LOCK YOUR LOCKER!**
2. Be careful with your belongings. Do not leave in classroom or on top of your locker.
3. Don't bring more money or valuables to school than you can afford to lose.
4. If you must bring valuables to school, bring them to the office or give them to the teacher in charge of your activity.
5. Whenever possible, put identification on your belongings.
6. Turn lost & found articles over to the supervising teacher as soon as possible.
7. Report any suspicious activity of others immediately. This is for your own protection.
8. Report your loss immediately to the teacher in charge. Check lost and found articles in the office.
9. Be sure to report your loss immediately to your parents. It is possible that they have insurance to cover your loss.
10. The school cannot and will not assume responsibility for replacing lost or stolen items. We will take every possible precaution to prevent such thefts.
11. No one is share lockers with another student
12. No one is to rig their locker combination

Work Permits

Students under the age of 18 holding a part or full time job are required to have a work permit during the school term. The forms for this permit may be picked up in the office. Please note that a work permit is issued for a specific job and that each time a work permit is issued, it is for a specific job and that each time a student changes jobs he must apply for a new work permit.

Students 16 or 17 years of age, who are to work in non-agriculture, non-hazardous employment during summer vacation, do not have to have a work permit even during vacation time.

Academic Dishonesty Policy

Among the aims of education are the acquisition of knowledge and the development of the skills necessary for success as a student or for any profession. Activities inconsistent with these aims will not be permitted. Students are responsible for knowing what constitutes academic dishonesty: if students are uncertain, for example, about what constitute plagiarism or cheating they should seek the teacher's or guidance counselor's advice. It is expected that Twin Valley South students will understand and subscribe to the idea of academic integrity and that they will be willing to bear individual responsibility for their work. Materials (written or otherwise) submitted to fulfill academic requirements must represent the student's own efforts. The fundamental purpose of this page is to emphasize that any act of academic dishonesty attempted by any Twin Valley South student is unacceptable and will not be tolerated.

Cheating

Cheating is the unauthorized use of information or study guides in any academic exercise. The methods of cheating are varied and well-known. Cheating includes:

1. Copying from others during a quiz, test, examination or homework.
2. Communicating answers with another student during a quiz, test or examination. This includes either written or auditory communication during any type testing situation.
3. Sharing answers for a take-home test/examination unless specifically authorized by the instructor/teacher.
4. Using unauthorized materials; prepared answers; written notes or information during a testing situation (quiz, test or examination).
5. Taking an examination for another student.
6. Offering another person's work as one's own. (This includes work from parents.)
7. Tampering with an examination after it has been corrected/graded, then returning it for more credit.
8. Allowing others to do the research and writing of an assigned paper.
9. Stealing or attempting to steal a quiz, test or examination or answer key from the teacher/instructor.
10. Changing or attempting to change official academic records with out proper sanction.
11. Forging signatures on enrollment documents, or altering such documents after signatures have been obtained.

Plagiarism

Plagiarism is intellectual theft. It means use of intellectual creations of another without proper credit. Plagiarism may take two forms, which are clearly related:

1. To steal or pass off as one's own ideas or words of another.
2. To use a creative production without crediting the source.

Credit must be given for every direct quotation, for paraphrasing or summarizing a work (in whole, in part, in one's own words), and for information which is not common knowledge.

Collusion

Any student who knowingly or intentionally helps another student to perform any of the above acts of cheating or plagiarism is subject to discipline for academic dishonesty. There is no distinction between those who cheat and those who willingly allow it to occur.

Procedures for Dealing with Academic Dishonesty

Upon detection of a violation of this policy the teacher will provide to the administration a written report of the incident. It is important that a written report of the incident be filed in order to ensure that penalties assessed are commensurate with the offense and that repeated infractions be detected and dealt with appropriately. Repeat offenses, which call for stronger disciplinary action, will involve the administration in addition to the teacher and accused student(s). In such cases administrative disciplinary action will be implemented in addition to the academic penalties assessed by the teacher. Finally, whenever an accusation of academic dishonesty or a penalty imposed by a faculty member is contested by an accused student, the student must have recourse to an appeal for resolution of the dispute to the principal or his designee. The procedures outlined here are designed to institute a system that recognizes that many cases of academic misconduct are best resolved solely between the student and faculty member involved, while providing for appropriate handling of policy violation and guaranteeing a fair hearing to an accused student. Discipline for academically dishonest behavior is then excised on two levels:

1. The teacher/staff member of the course has the authority to handle any incident of academic misconduct/dishonesty by any of the following means:
 - a. reprimand-verbal or written
 - b. assignment of additional work
 - c. retake or re-issuance of quiz/test/homework or examination
 - d. lowering of the grade for test situation or course
 - e. mandatory notification of violation to principal by written report

2. Teachers are required to report incidents of academic dishonesty. Allegations referred to the principal or their designee will be investigated. The principal will interview the reporting party, all viable witnesses, and any person(s) alleged to have violated the policy. Students will receive verbal or written notification from the principal as to the results of this procedure.

In all cases of academic dishonesty a letter will be sent home to the parents indicating the violation and any consequences that are determined.

Disciplinary Consequences for Academic Dishonesty

Students found to be in violation of academic dishonesty/misconduct may receive the consequences listed below commensurate with the recommendations of the teacher and the principal. Specific exclusions or loss of privileges will be at the Principal's discretion and will be for a specified term or terms. This may include loss of athletic team/extracurricular participation or competition/attendance at school events for a period of up to 3 days at the discretion of the principal, exclusion from any Honor Roll listings in the current term or the next term, and/or anything deemed pertinent by the principal or his designee. Violation of this policy may also result in permanent dismissal for any member of the National Honor Society.

Step 1: 2 Saturday schools

Step 2: 3 day suspension from School. Suspension includes Loss of Privileges and Exclusion from Activities.

Step 3: 5 day suspension from School. Suspension includes Loss of Privileges and Exclusion from Activities.

Step 4: 10 day suspension from School and recommendation for expulsion. Expulsion includes Loss of Privileges and Exclusion from Activities.

*If in the judgment of the administrator, the incident warrants more severe consequences, steps can be omitted. Students with a prior offense in another category may cause steps to be omitted.

Consequences are assigned with the intent of maintaining consistency and fairness, and the degree of consequence is primarily correlated with the extent and severity of the violation. As with any suspension or expulsion the student and parents have a right to appeal the decision as per the Student Handbook Code of Conduct.

Responsibilities of Staff and Administration

All citizens of the academic community have a responsibility to insure that scholastic honesty and integrity are safeguarded and maintained. Cheating and plagiarism are unfair, demoralizing, and demeaning to all of us.

Students are expected to:

1. Refrain from cheating and plagiarism.

2. Refuse to aid or abet any from academic dishonesty.

3. Notify teachers/staff during a testing situation, or immediately after, about any observed incident of cheating.

The faculty must assume the responsibility equally with the students for reducing academic dishonesty. Preventing and curtailing the opportunities for academic misconduct are necessary first steps in tackling the problem.

1. Report all incidents of academic misconduct to the Principal's office.

2. Announce openly and specifically the school policies and procedures concerning cheating and plagiarism.

3. Protect the security of all testing material by destroying all waste copies and dittos.

4. Insure that test situations are diligently and sufficiently proctored.

5. If possible arrange at least one empty seat between students taking a test.

6. Revise test questions and format regularly.

7. Make at least two versions of tests, if possible, varying the order of questions and precise answers to specific questions. Some care is needed to insure that answers to different questions will not accidentally be identical.

8. Restrict the use of take-home tests situations.

9. Individually return homework and assignments rather than placing in a public place and unattended location.

10. Possibly collect notes, outlines, and rough drafts, as well as the final draft of a paper, to reduce the likelihood of plagiarism.

11. Maintain a file of previous student papers.

12. Students who are required to take make-up tests should not be placed in the hallways. Those students need to be sent to the office to be monitored or have a colleague take the responsibility to monitor them during the testing procedure. Do not leave students unattended during these tests.

13. All pre-testing situations should include a review of the Cheating/Plagiarism Policy. Posting the policy in your room would be in order. Inform students that when the testing situation begins that the policy is in force. Any violation of the policy will have stated consequences.

Junior / Senior Prom

The site for the prom will be selected by class committee working with the principal and class sponsors. Only juniors, seniors, high school faculty and invited guests may attend the banquet. No Junior High students are permitted to attend. Names of persons other than Twin Valley South

students must be submitted to the office for approval prior to the date of the Prom.

Clubs and Organizations (High School)

Students are encouraged to join and become involved with clubs and organizations at Twin Valley South. Students are responsible for contacting advisors if interested in a particular activity. The advisor of each activity will share goals, objectives, expectations, etc., of that respective activity. A list of the various activities and a statement of purpose for some include:

National Honor Society - to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and develop character among TVS students.

F. F. A. - to promote leadership, citizenship, and cooperation.

Science Olympiad - to promote an interest and appreciation for science, and to participate in competitions.

Family, Career, Community Leaders of America (F.C.C.L.A.) - to provide opportunities for self-development and encourage cooperative action in home and community.

Yearbook- to prepare a record of the school year in written and pictorial form to serve the students for years to come.

Newspaper Staff - to produce an instrument of past happenings, coming events, and disseminate same; to serve as a unifying force among students.

Foreign Language Club - to increase awareness, appreciation, and enjoyment of other cultures and of music and art.

Drama Club - to provide students the opportunity to produce a school play.

Student Assistance Program Policy- the Twin Valley Board of Education recognizes that a variety of problems may affect a student's progress and performance in the school setting. Furthermore, the Board recognizes that many of these problems may require professional treatment or care. These problems include: the use and/or abuse and/or dependency of alcohol or other drugs, home and family problems, including divorce, both parents working, remarriage and blended families, child abuse and neglect, emotional and mental health problems including depression, suicide and others. These problems of youth are primarily the responsibility of the home and community. However, schools share in that responsibility since the community's youth spend a significant portion of their time herein, and these problems often interfere with school behavior, student learning, and the fullest possible development of the individual. The schools should play a major role in early detection of these problems and the establishment of a partnership role with the family and other

institutions in seeking treatment for the troubled student. Toward this goal, we are committed to achievement of a supportive environment for the students and families to seek help for such problems when they occur. This goal, however, cannot be achieved by the schools alone regardless of funding, staffing ability, or program development. The family, church, police, community health services, mental health and treatment centers, and concerned citizens must also play a role if our goal is to be accomplished. The schools do have and will perform specific functions such as notifying parents of behavioral signals that may indicate a student is experiencing significant problems which may involve enforcement of approved disciplinary procedures, where appropriate. In the case of recognized behavioral symptoms, a school representative trained in student assistance, will meet with the student and/or guardian(s) to discuss the nature and extent of the observable problem, and recommend remedial action. In a case where the student has violated school rules and regulation during school, or school related activity, the student may be suspended, expelled, counseled in school, referred to an outside agency, and/or reported to the proper law enforcement authorities. The specific course of action will depend upon the attitude of the student, the cooperation of the parent(s) or guardian(s), the seriousness of the offense, and the frequency of such offenses (refer to the Code of Conduct.) The schools of the Twin Valley District will also service the community as an information resource with regard to problems affecting students' school performance and behavior. This will be done in a variety of methods such as providing parent programs regarding these problems, producing a handbook to be distributed district -wide describing the program, and making staff members trained in student assistance available through a speaker's bureau.

ALL STUDENTS MUST BE UNDER THE SUPERVISION OF AN ADULT IF THEY ARE IN THE SCHOOL AFTER 3:00 P.M.!