

Twin Valley South
Elementary
Student/Parent Handbook



2020-2021

TWIN VALLEY SOUTH ELEMENTARY
STUDENT/PARENT HANDBOOK 2020/2021
TWIN VALLEY LOCAL SCHOOL DISTRICT



100 Education Drive, West Alexandria, Ohio 45381

Elementary Telephone Number: (937) 839-4315

FAX: (937) 839-5541

Ms. Patti Holly, Principal

Mrs. JoEllen Hickey, Office Secretary

Mrs. Jennifer Denlinger, Attendance

Mrs. Susan Bowman, Counselor

Mrs. Vicki Unger, Nurse

STUDENT/PARENT HANDBOOK

Contact Information

TWIN VALLEY LOCAL SCHOOL DISTRICT OFFICE

Telephone: (937) 839-4688 FAX: (937) 839-4898

Mr. Scott Cottingim: Superintendent

Mrs. Tearalee Riddlebarger: Treasurer

Mrs. Angie Morgan: Assistant Treasurer

Mrs. Tina Cook: Executive Secretary

Miss Destinae Tatum: Assistant Treasurer

Mr. Josh Senters: Pupil Service Director

Mrs. Diane Reed: EMIS Coordinator

BOARD OF EDUCATION

Mr. Tim Beneke: President

Mrs. Christine Bitner: Vice President

Mr. Jim Pemberton: Legislative Liaison

Mr. Matt Lunsford: Student Achievement

Mr. Jason Delong: Athletic Counsel Liaison

DISTRICT WEBSITE: <http://www.tvs.k12.oh.us>

**ALL POLICIES AND PROCEDURES ARE SUBJECT TO CHANGE BY THE
ADMINISTRATION.**

STUDENT/PARENT HANDBOOK

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.

WELCOME

The staff at Twin Valley South Elementary welcomes you and your family to the 2018-2019 school year. We are committed to doing all we can to make this school year as successful experience for every student. We firmly believe that a home/school partnership is essential for the success of all our students. Learning involves teamwork by everyone, the school staff, the parents, the principal, but most importantly the student.

Research and experience show us that a parent's/guardian's involvement in a child's education is directly related to his/her success in school. To maximize your child's success, we ask that at home you emphasize the importance of education through the following:

- Ensure that your child is at school on time each day.
- Attend parent/teacher conferences and school events.
- Monitor your child's homework daily.
- Expect and support positive behavior at school.
- Read with your child or encourage your child to read.

If you have question or concerns, please do not hesitate to contact your child's teacher.

TVS FIGHT SONG

**Panthers, Panthers Hats off to Thee,
To Our Colors, True We Will Ever Be,
Firm and Strong, United are We,
Give a Cheer for Red and Grey,**

We are with You All the Way,
All for Twin Valley South

TWIN VALLEY LOCAL SCHOOLS ATTENDANCE POLICY

Attendance is an important factor in school performance and success. 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 5 and 18 during each school day.

Rights

Students have a right to know how the school defines and handles excused absences, unexcused absences and tardiness.

Students have a right to ask that a penalty for an unexcused absence be reviewed.

Students have a right to make up work they missed during an excused absence

Students have a right to attend field trips or school-sponsored activities without being penalized.

Responsibilities

Students have a responsibility to attend all classes.

Students have a responsibility to be on time for school and all classes.

Students have a responsibility to ask their parents to notify the school when they are absent.

Students have a responsibility to ask teachers for and to complete make-up assignments.

Students have a responsibility to turn in assigned work on time while on field trips or school-sponsored activities

ATTENDANCE DEFINITIONS

1. A **tardy** is charged to students when they come to school late up until 75 minutes after the start of the school day.
2. A **one-half day** absence is charged when they arrive more than 75 minutes late or leave more than 45 minutes early.
3. A **whole day** absence is charged to students when they are not in attendance for at least 180 minutes.

TRUANCY INTERVENTION MEETING

Parents and students may be asked to attend a monthly truancy intervention meeting with Twin Valley Local Schools and representatives from the Preble County Truancy Office to discuss their student's absences from school.

PREBLE COUNTY ATTENDANCE POLICY

DEFINITION

As part of HB 410, effective at the start of the 2017-2018 school year, *chronic truant* will no longer be used. *Habitual truant* refers to a child of compulsory school age (6-18) who is absent from school without legitimate excuse for the following number of hours (RC 2151.011):

- 30 or more consecutive hours or
- 42 or more hours in one school month or
- 72 or more hours in a school year

EXCUSED ABSENCES

Students must be in school unless the absence has been excused for one of the reasons listed below. Parents are to notify the school before school begins on the day of the absence, to explain the nature of their child's absence from school. **You can report your child's absence by calling the attendance secretary at (937)839-4315 to record the information. Each absence MUST be followed with a note upon the child's return to school. The note needs to be given to the appropriate building secretary stationed in the office. If a note has not been received within two days of returning from absence, the absence will stand as unexcused.** If you must leave school during the day, you must have permission from the principal's office to sign out. All students are expected to make up class work missed during an absence.

LEGAL REASON FOR ABSENCES

1. Illness – The principal or designee may require the verification of the illness from a physician if deemed necessary.
2. Illness of an immediate family member.
3. Death in the family.
4. Religious holidays of the student's faith.
5. Required court appearance or subpoena by law enforcement agency.
6. Scheduled doctor or dentist appointments.
7. Vacation – A note must be sent per district policy for approval at least one week prior to the vacation.

ATTENDANCE NOTIFICATION

Requires the District to notify the County Attendance Officer in the event the student is absent *with or without* legitimate excuse for 38 or more hours in one school month or 65 hours in a school year. The County Attendance Officer will also notify a student's parent, guardian, or custodian regarding the absences.

Requires a school district or school to (1) make at least three meaningful, good faith attempts to secure participation of the student's parent within a specified time period and (2) investigate whether failure to respond to those attempts triggers mandatory reporting to child protective services.

With specified exceptions, requires a complaint to be filed in juvenile court against a student (and against any person who fails to cause the child's attendance at school) on the 61st day after the implementation of an absence intervention plan, provided that the school district made meaningful attempts to reengage the student and the student refused to participate or failed to make satisfactory progress.

Triggering Instances	Steps to be taken
Student is absent (excused or unexcused) for 38 or more hours in one school month or 65 or more hours in one school year.	<ul style="list-style-type: none"> • District or school's new policy must include developing a truancy intervention plan for any student who meets this absence trigger. • District or school must provide written notice to the parent, within seven days of the triggering absence. • District or school may utilize any other intervention strategies contained in the new policy.
Student is absent (unexcused) for 30 or more consecutive hours, 42 or more hours in one school month, or 72 hours in one school year.	<ul style="list-style-type: none"> • District or school must assign the student to an absence intervention team within seven days of the triggering absence. • District or school must make three meaningful, good faith attempts to secure participation of the parent and investigate whether a failure to participate warrants a report to child protective services. • Within 14 days of assignment of a team, the team must develop an absence intervention plan. • Within seven days of the plan's development, the district or school must provide written notice of that plan to the parent. • District or school may contact the court about informal enrollment of the child in an alternative to adjudication.
Student refuses to participate or fails to make satisfactory progress on absence intervention plan.	<ul style="list-style-type: none"> • Attendance officer must file a complaint in the juvenile court not later than 61 days after plan implementation.

Absence intervention team

Within ten days after the absences of a student surpass the threshold for a habitual truant, the act requires a school principal or chief administrator or the district superintendent to assign the student to an absence intervention team. Within 14 school days after the assignment, the team must develop an intervention plan for that student in an effort to reduce or eliminate further

absences.

Members of the Absence Intervention Team

Membership of each team may vary based on the needs of each individual student, but must include:

- A representative from the child's school district or school
- Another representative from the child's school district or school who knows the child, and
- The child's parent (or parent's designee), or the child's guardian, custodian, guardian ad litem, or temporary custodian.
- The team also may include a school psychologist, counselor, or social worker, or a representative of a public or nonprofit agency designed to assist students and families in reducing absences.

TARDY TO SCHOOL OR CLASS

- If a student is not in his assigned room when school begins at 8:35, or the tardy bell rings before each class, he/she will be considered tardy. If a student is tardy to school, he/she must report to the office for a pass to class. Students may have two unexcused tardies to school/class before a consequence is assigned.
- After a student has accumulated 30 minutes of tardiness to school, additional time above that 30 minutes will count towards that student's truancy.

TWIN VALLEY COMMUNITY LOCAL SCHOOLS CODE OF CONDUCT

Rights

Students have the right to be treated with respect.

Students have the right to a safe and orderly school.

Responsibilities

Students have the responsibility to treat others with respect

Students have the responsibility to respect the rights of others.

Students have the responsibility to treat school property and others with respect and to act in a way that does

not interfere with the rights of others
and is not harmful to the health and
safety of others.

The faculty and staff of the Twin Valley Community Local Schools are committed to providing each student with a quality educational opportunity. In order to successfully provide a positive learning atmosphere, student discipline must be established and maintained.

This Code of Conduct has been established to ensure that an environment conducive to learning can take place. These policies pertain to conduct on school grounds, which occur during, before, or after school hours. It shall also apply to any conduct occurring on buses, which are in route to or from school or to/from any other school sponsored event. The student must also comply with the code of conduct while off district school grounds at any school-sanctioned activities, functions or events (ex: away contests or school events).

Any misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of a district official or employee is a violation of the code of conduct.

We expect that all students be well behaved and represent Twin Valley Community Local Schools both on and off of campus. The following discipline code is in place to teach or train students to be accountable for their own conduct and to provide an appropriate learning atmosphere.

We have developed this code with the help of students, parents, teachers, administrators, and members of the Board of Education as well as law enforcement authorities. If you have questions about this code or the way it applies to any situation, please contact one of your child's teachers or the principal.

DISCIPLINARY ACTIONS

Violations of any one or more of the rules while a student is on school grounds, at school activities and events, or on school-provided transportation, may result in disciplinary action. Disciplinary actions are discretionary to the building administrators.

Some of the disciplinary actions that may be used are:

Teacher-student conference	Short Term Day Time Alternative
Counselor-student conference	Restitution
Teacher-parent conference	Court referral
Principal-student/parent conference	Loss of extra-curricular activities
Detention (after school)	Extended Detention

Referral to the office

In-School Detention

Emergency removal from class or school

Expulsion from school

Suspension from school (up to 10 days)

Alternatives deemed appropriate to the situation

The following is a list of major areas that could result in disciplinary action. This list is to be used as a guideline only and is not exhaustive of all misbehavior that could be addressed by the administration.

SEVERE CLAUSE

School administrators have full authority to depart from Disciplinary Actions in a reasonably prudent manner and may impose more severe or less severe sanctions than listed above.

Rule 1 - TRUANCY

Students shall comply with the compulsory school attendance laws. When a student is absent from school or any portion of the school day without a legal excuse or leaves without school authorization, it constitutes truancy. (More information can be found in the Twin Valley Community Local Schools Attendance Policy.) Procedures established in the attendance policy will be followed if violations of this rule occur. **This also includes skipping class or being in an unauthorized location during the school day without permission.**

Rule 2 - DISRUPTION OF SCHOOL OR BUS

A student shall not, by use of violence, force, coercion, threat, harassments, insubordination, or repeated acts of misbehavior cause a disruption, interference, or obstruction of any curricular or co-curricular school activity. Examples may include unusual or offensive attires, horseplay, demonstrations that disrupt the school or school activities, talking in class, running in the building, and throwing objects. Students shall obey all directives or requests given by employees of the Twin Valley Community Local School District.

Rule 3 - VANDALISM/DAMAGE TO PROPERTY

A student shall not cause or attempt to cause willful damage or destruction to school property or private property. The destruction, defacing or damage of property will not be tolerated. Examples could include trees, landscaping, buildings, lockers, furniture, windows, walls, computers or school owned electronic devices and instructional materials. Examples of private property include clothing, motor vehicles, and student-owned school materials.

Rule 4 - FIGHTING, VIOLENCE, PHYSICAL ATTACK ON A STUDENT OR EMPLOYEE

A student shall not act or behave in a way that could threaten or cause physical injury to another student or school employee or visitor. Students are prohibited from contributing, instigating, pushing, fighting, hitting, or any other unauthorized touching.

Rule 5 - TOBACCO PRODUCTS

State laws in Ohio prohibit tobacco use by persons under the age of 18. Students in Ohio public schools are not permitted to smoke, use tobacco products or possess tobacco products during any school supervised activity. This rule includes all tobacco products including cigarettes, cigars, chewing tobacco, electronic cigarettes or similar devices and smokeless tobacco. The possession of matches, lighters, or similar devices is also prohibited.

Rule 6 - PROFANITY, OBSCENE/VULGAR/OFFENSIVE LANGUAGE OR GESTURES

A student shall not use profanity, obscene, vulgar, or offensive language in written or verbal form or use obscene gestures. Included in this prohibition is the possession of pictures, publications, and other printed or inappropriate digital/electronic material. Any offensive language directed at a staff member will result in more severe penalties as determined by the school administrator.

Rule 7 - INSUBORDINATION/FAILURE TO FOLLOW DIRECTIONS

A student shall not fail to comply with reasonable directions or rules established by the teachers, substitute teachers, bus drivers, secretaries, aides, principals and other school personnel during any period of time when the student is under the authority of such school personnel. This rule includes, but is not limited to, disrespectful behavior toward school personnel, interference with a teacher's ability to conduct class, failure to obey a reasonable request, failure to identify oneself to school personnel when requested, or abusive language or insults directed toward a member of the school staff.

Rule 8 - APPROPRIATE DRESS

A student shall dress for school as defined in the Student Dress Code.

Rule 9 - THEFT

A student shall not take or participate in an attempt to take school property or another person's property while under the school's jurisdiction.

Rule 10 - EXTORTION

A student shall not attempt or use force, intimidation, or illegal power to obtain money, services or personal property from another.

Rule 11 - FORGERY/FRAUD Students shall not be involved in any form of forgery. Students are not permitted to falsify in writing the name of another person or times, dates, grades, addresses, or other data on school forms or correspondence directed to the school or to the student's parent or guardian.

Rule 12 - CHEATING/PLAGIARISM

Any of the following actions will be considered cheating:

- Plagiarism or use of someone else's work as your own.

- Copying or allowing someone to copy homework, quiz or test answers from someone else's paper.
- Theft of an answer key for a test, quiz or assignment.
- Use of cheat sheets.
- Communicating to students the questions on a test, quiz or assignment that you have taken but they have not.
- Allowing someone else to use your disk or password to access your work.
- A student shall not copy any published works. This prohibition includes any information not properly cited which is taken from any computer or internet site.

Plagiarism and cheating may result in a failing grade on that assignment or test as well as potential school consequences.

Rule 13 - TRESPASSING OR LOITERING

A student shall not trespass or loiter on school property at unauthorized times or in unauthorized locations. Students under suspension are not permitted to be on school property unless permitted by a school administrator. **Students are not permitted to stay after school without direct, school sponsored supervision.**

Rule 14 - GAMBLING

A student shall not participate in games of chance or gambling. Any materials will be confiscated and returned to a parent at the end of the school year. Students are also not permitted to gamble or possess gambling devices on school property.

Rule 15 - DISRESPECT, INTIMIDATING, THREATENING, OR DISGRACEFUL ACTS (INCLUDING SEXUAL HARRASSMENT)

A student shall not use, direct, or display words, phrases, gestures or actions which are considered to be disrespectful, threatening, intimidating, degrading, harassing, slanderous, obscene, profane, or inappropriate as determined by the school administration towards any other person. A student shall also not act or threaten to act in a way that could cause another person to fear for their personal safety or the safety of their property or their reputation. Included in this prohibition is any form of hazing. Included in this prohibition is electronic bullying (includes any electronic or social media forums) or gossiping that disrupts the school day.

Rule 16 - VIOLATIONS OF LAW

A student must comply with state and federal laws while at school. Alleged violations of law will be referred to law enforcement officials.

Rule 17 - USE OF ELECTRONICS

A student will not be permitted to use personal electronics on school property during the school day unless administrative or teacher permission is granted. iPod/MP3 players may be used on the bus at the driver's discretion. Contents of personal or school owned electronic devices may be

searched if there is a reasonable suspicion of violation of the Twin Valley Student Code of Conduct. Cameras, laser lights and other recording devices are prohibited also unless approved by an administrator or teacher. Any image or text from a personal or school device that describes or represents nudity or sexual conduct appearing on a computer monitor, television screen, electronic device or data storage device is a violation of school rules and also will be reported to local law enforcement authorities. Electronic Devices are to be turned off from 7:30 to 2:30 (MS/HS) or 8:30-3:30 (ES) and may only be turned on and used during approved time frames. All students wishing to use a personal computer/tablet must sign off on the school's "Personal Computer Acceptable Use Form".

Rule 18 - PUBLIC DISPLAY OF AFFECTION

Students may not show public displays of affection on school grounds, on a school bus, while on a school field trip, or during an extracurricular event.

Rule 19 - TRANSPORTATION

Students are afforded transportation to and from school as set forth in the Ohio Code. Students who drive to school are not permitted to operate a vehicle in a reckless manner on school grounds. Speeding and/or peeling tires are not acceptable and will result in the required parking pass being suspended. Further disciplinary action could occur at the discretion of the administration. Also, students are required to enter the building upon their arrival to school and are not permitted to sit in their vehicles in the parking lot upon arrival or after dismissal. Students are to park in designated areas only.

Rule 20 - VIOLATION OF SCHOOL RULES

A student shall not violate the Student Code of Conduct or other rules that are established for the efficient operation of the school. A student who violates a combination of rules above may be subject to more severe consequences.

Violation of any of the following will result in an out of school suspension with a possible recommendation for expulsion:

Rule 21 - DANGEROUS WEAPONS AND INSTRUMENTS

Any student who possesses, handles, conceals, transmits, transports, or uses any item, weapon or instrument capable of harming another person on school property (includes but is not limited to: brass knuckles, knives, fireworks, smoke bombs, explosive devices, incendiary, or poisonous product, or firearms) will be referred to law enforcement officials. This prohibition includes any look-alike items, toy guns etc.

Rule 22 - DRUGS, ALCOHOLIC BEVERAGES, AND NARCOTICS

A student shall not possess, handle, transmit, conceal, or use drugs, alcoholic beverages, narcotics, or any other substance prescribed or non-prescribed that may cause physical, mental, or emotional change. Included in this prohibition is the use of any counterfeit or "look-alike" drug/controlled substance as defined by Section 2925.01 of the Ohio Revised Code. A student shall not possess

any drug paraphernalia.

Rule 23 - UNAUTHORIZED FIRE

A student shall not ignite an unauthorized flame in any part of any building or on any property of the Twin Valley Community Local School District.

Rule 24 - FALSE ALARMS

A student shall not initiate an alarm for fire, an impending bomb explosion, or other catastrophe that induces panic and disrupts the school day. Threats of severe school violence can be included in this restriction. The school will refer these cases to law enforcement authorities. Students and/or their families may face criminal prosecution and be liable for possible fines.

SEARCH OF STUDENTS AND STUDENT'S POSSESSIONS

When a school administrator has a reasonable suspicion to believe that a student is in possession of, or has within easy access, any form of drugs, drug paraphernalia, weapons, fireworks, alcoholic beverages, tobacco products, or any alleged stolen property, contraband or items which could cause a disturbance or which may endanger the safety of the student or any other person, a search of the student, her/his locker, desk, gym bag, car, etc. may be conducted.

A student shall not refuse a search or impede a search of her/his person, including without limitation, his or her backpack, electronic devices, purse, locker, gym bag, car, or desk. Refusal to be searched or impeding a search will result in the behavior being classified as insubordination. Local law enforcement authorities may be called upon to assist in a search. Upon completion of any search, parents will be notified of the search and the results thereof.

DETENTION GUIDELINES

Detentions may be assigned to students as a consequence for misbehavior. Any school employee who is responsible for the supervision of students may recommend an after school detention. After school detentions assigned for misbehavior are served in the assigned room on the assigned date from 3:45 to 5:30 pm. Detention is held on Mondays.

If a student skips a detention, they will receive the following consequences:

First Offense: Student will be reassigned the original detention and will be assigned one (1) additional detention.

Additional Offenses: Student will be reassigned the original detention and one (1) day of In School Detention (ISD). Additional consequences may be added as well.

Students are required to bring schoolwork with them to work on during detention. At no time are students permitted to put their heads down or sleep during this obligation. A silent study atmosphere will be maintained at all times. Students are not permitted to eat or drink during detention and will not be permitted to use the restroom during this time. No one will be excused from the detention room during the detention period.

If a student is late to detention, does not bring appropriate materials or misbehaves, he/she will be

assigned an additional consequence. It is the student's and the parent's responsibility to arrange transportation home immediately after detention. **NO BUS PASSES WILL BE ISSUED FOR DETENTION STUDENTS.**

Detentions may only be reassigned in cases of family emergency and should be arranged in advance with the principal. **Lack of transportation, job responsibilities and extra-curricular activities are not satisfactory excuses for absence.**

students who do not attend their originally assigned after school punishment (unless absent from school) will not be permitted to participate in extra-curricular activities until the punishment has been served.

EXTENDED DETENTION GUIDELINES

An extended detention may be assigned to students as a consequence for misbehavior. The building principal will assign extended detentions. Extended detentions will be served from 2:35 to 5:00pm. Students are required to bring schoolwork with them to work on during extended detention. A silent atmosphere will be maintained at all times. Students are not permitted to eat or drink and will be permitted to use the restroom once during this time.

If a student is late to extended detention, does not bring appropriate materials, or misbehaves, he/she will be assigned an additional consequence. It is the student's and the parent's responsibility to arrange transportation home after detention.

EMERGENCY REMOVAL

The Ohio General Assembly provided that the notice and hearing requirements can be temporarily waived in an emergency when the student's presence "poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process."

1. Any building administrator may remove the student from curricular or extracurricular activities or from the school premises.
2. A school employee may remove the pupil from curricular or extra-curricular activities under his/her supervision.
3. When a student is removed under an "emergency removal", an informal hearing, following the procedures for suspension, must be held within seventy-two (72) hours after the initial removal occurs.
 - a. Written notice of the hearing must be given to the pupil.
 - b. The hearing must be held in accordance with the suspension or expulsion procedures depending on the probable action to be taken.
 - c. The person who ordered, caused, or requested the hearing must be present at the hearing.

SUSPENSION AND EXPULSION

According to provisions of the law, school administrators may suspend, and superintendents may expel a student from school for serious misconduct, which affects the welfare of the school, or for flagrant violation of school rules, or repeated offenses of misconduct.

Suspensions may be for up to ten (10) days. The administrator may also recommend expulsion (for a period of time exceeding ten (10) days) to the superintendent at the time a student is suspended. Major offenses, which may be reasons for suspensions or expulsions are listed in the Student Code of Conduct.

1. Students must be informed in writing of the intention to suspend with the specific charges listed.
2. The student must have the opportunity for an informal hearing:
 - a. Student is afforded an opportunity to provide her/his version of the incident
 - b. Must be permitted to review the allegations
3. The parent/guardian, the superintendent and the treasurer of the Board of Education shall be notified in writing within twenty-four (24) hours of the suspension (ORC 3313.66) of the specific charges of the suspension.
4. Parent/guardian must be notified in writing of his/her right to appeal to the superintendent (the Board of Education designee).
5. Parent/guardian must be notified of the student's leaving school if the suspension starts before the end of the school day.
6. Students are encouraged to obtain their assignments and complete their work during suspensions. **Parents/students are encouraged to contact the teacher in order to obtain assignments from their child's teachers when suspension occurs.**

APPEAL OF DECISION TO SUSPEND AND/OR EXPEL

If a student does not agree with the Principal's decision to suspend, the student and/or the student's parents may appeal the decision to the Superintendent. If a student and/or the student's parents do not agree with a Superintendent's decision to expel, the student and/or the student's parents may appeal the decision to the Board of Education.

HAZING POLICY

Hazing is defined as doing any act or coercing another, including the victim, to do any act of intimidation unto any student or organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Hazing activities of any type are inconsistent with the educational process and are prohibited at all times. No administrator, faculty member, or other employee of the District shall encourage, permit, or tolerate any hazing activities. No student may plan, encourage, or engage in any hazing.

Administrators, faculty members, and all other District employees are particularly alert to possible conditions, circumstances, or events, which might include hazing. If hazing or planned hazing is discovered, involved students are informed by the discovering school employee of the violation of this policy and are required to end all hazing activities immediately. All hazing incidents are reported immediately to the administration.

Administrators, faculty members, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with Ohio law.

HARASSMENT, INTIMIDATION, OR BULLYING

Harassment, intimidation, or bullying behavior by any student/school personnel in the Twin Valley Local Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Harassment, intimidation, or bullying, in accordance with House Bill 276, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited from originating from any location if the effects of such acts occur on school property. Such effects are including but not limited to: causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students’/personal property; and, is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Formal Complaints: Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action.

Informal Complaints: Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action.

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

HARASSMENT, INTIMIDATION, OR BULLYING (Board Policy JFCF)

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment, and intimidation is an intentional written, verbal, or physical act that a student has exhibited toward another student more than once. The intentional act also includes violence within a dating relationship. The behavior causes either mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity.

Permission, consent, or assumption of risk by an individual subjected to hazing, bullying, and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage, or engage in any hazing and/or bullying.

Administrators, teachers, and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying, and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying, and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's website.

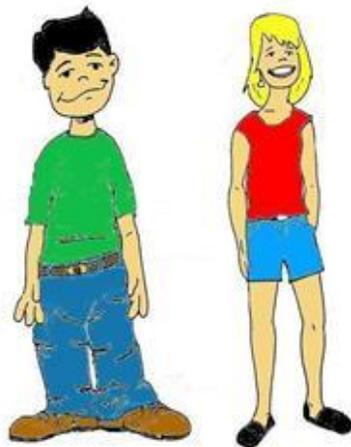
The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees, and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

Twin Valley South Elementary Dress Code

Dress Code Examples
All examples apply to both male and female students



Dress Code Do NOTs:
All examples apply to both male and female students



General Clothing Guidelines:

- Articles of clothing which display gang symbols, profanity or products or slogans that promote tobacco, alcohol, drugs or sex are prohibited.
- Shorts are to be worn no shorter than seven inches (6") above the top of the kneecap, but no shorter than mid-thigh.
- MALE GUIDELINES:**
- Tank tops and shirts with the arms cut off are not appropriate or acceptable.

FEMALE GUIDELINES:

- Shoulder straps on tops and dresses worn by females must **not be less than two inches in width**.
- Any apparel determined to be too revealing or draw undue attention to itself in style, fabric, or length is not acceptable. See-through clothing is not acceptable.
- Dresses with straps less than two inches in width will not be allowed. Dresses should be no shorter than seven inches above the kneecap.
- Bra straps should not be visible at any time.

- Beach wear, halter-tops, bare midriffs or chests, see-through outfits, or off the shoulder (or one shoulder) blouses are not appropriate or acceptable.

DRESS CODE DISCIPLINE POLICY:

- Student who are considered out of dress code are referred to the principal. If a student is determined to be out of dress code by the principal, the student will remain in the office until dress code regulations are met. Repeat offenders will face disciplinary action

General School Rules and Regulations

Arrival and Departure Procedures

If you need to make a change of plans during the school day, please call the office by 2:45 PM to ensure your student receives the new pick up information. For safety reasons NO end of day changes will be made after 2:45PM. When calling the office please be prepared to provide the following information:

- Child's full name
- Teacher's Name
- Name of who will be picking up your child
- Bus Number & address where your child will be getting off

Drop Off-Pick Up Procedures for Car Riders

The designated place to drop-off and pick-up students is the elementary entrance parking lot. Parents are to pull up between the yellow lines and drop off/pick-up in an orderly manner. **PLEASE PULL UP TO THE CAR IN FRONT OF YOU. DO NOT PULL OUT AND DRIVE AROUND THE CAR IN FRONT OF YOU AFTER DROPPING OFF OR PICKING UP YOUR CHILD.** If you wish to walk your child into the building, please park in a designated parking space. **Student drop off is between 8:20-8:30.**

Those parents needing to pick-up their child before dismissal at 3:30 park in the lower lot and enter through door #26. Please DO NOT pick your child up early unless absolutely necessary. Students leaving early are missing important academic time.

Bus Regulations

Transportation should be regarded as a privilege by students and parents. All school rules apply when students are being transported by a TVS bus. It is expected that those who ride the school buses will observe classroom conduct at all times. **All passengers must exercise these responsibilities.** Any misbehavior which distracts the driver is a very serious hazard to the safe operation of the vehicle, and, jeopardizes the safety of all passengers.

Students are expected to comply with the following:

1. Students are to load and unload only at their assigned bus stop.
2. Arrive at the scheduled bus stop at least 5 minutes before the bus is scheduled to arrive.
3. Wait in the assigned, designated place of safety, clear of traffic and away from the bus stop.
4. Not engage in any activity at school bus stops that threaten life, limb, or property of any individual. School rules apply at all bus stops.

5. Follow directions.
6. Stay in your seat AT ALL TIMES.
7. No profanity or loud talking.
8. No tobacco/alcohol products.
9. No eating or drinking on the bus except as required for medical reasons.
10. All objects carried on the bus must remain on your lap, keeping the aisles and exits clear at all times.
11. No damage to the bus in any way.
12. No fighting, pushing, tripping or horseplay.

Consequences can include but not be limited to the following: Student warning issued by driver; parent notification by driver and/or school staff, assigned designated seat, and/or discipline report to principal which may result in bus and/or school suspension. Students will be assigned seats at the driver's or administration's discretion.

Students are only permitted to ride their assigned bus to and from school. Exceptions to this rule will only be made by the building administrator and/or director of transportation.

Technology Acceptable Use 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 systems. Use of the District network and online services support learning and enhance instruction, as well as assist in administration. The Internet allows interaction with millions of people worldwide. All electronic devices 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 appropriate disciplinary action. Unacceptable uses of such devices 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;
7. downloading or installing of unauthorized programs;
8. permitting anyone to use private accounts or passwords;
9. deliberately causing harm to school property or bypassing security protocols.
10. use of any device to record or transmit audio, video or still photos of other students or staff without explicit permission given by the subject of the audio, photo, or video recording.

**All staff and students are also accountable to school board policy
file [EDE](#), and [EDE-R](#) (Acceptable Use and Internet Safety)
<http://policy.ctspublish.com/twinvalley-osba/>**

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 online services provides connections to other 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. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for technology use.

Cafeteria

Students are allowed to charge their lunch for one day only. Students will be expected to repay the charge the next day and will not be permitted to charge again if they owe a previous charge. Students who qualify for free or reduced lunch must have all the proper forms signed and returned to school.

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 create immunity from civil and criminal liability for child abuse reports made by school authorities. If and Twin Valley Community Local School District employee has reason to believe that a child, less than eighteen years of age or any physical 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.

E-Days/Blizzard Bags

E-days/Blizzard Bags are a way to make up calamity day once days, 6, 7, and 8 have been called due to inclement weather. Teachers will post lesson to their Google Classroom or send home Blizzard Bags for students to complete lessons. Students will have 14 calendar days from the date of return to submit assigned work to teacher. The assignment will be evaluated by your child's teacher. Failure to complete ALL e-days/Blizzard Bags work will result in the student being given an unexcused absence from school for that day.

Field Trips

Field trips are academic activities that are held off school grounds. No minor student may participate in any school sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trip. The Student Code of Conduct applies to all field trips. Parent chaperones attending field trips in the elementary school must have a current background check on file in the district office two weeks prior to the scheduled field trip.

Food Allergies

Food Allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

- Notify the school of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, and on the school bus, as well as a Food /Allergy Action Plan.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on written form.
- Provide properly labeled medications and replace medications after use or upon expiration.

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 Common area, and for special events under the supervision of teachers. Students who violate this policy are subject to discipline.

Health Screenings

Vision and hearing screenings will be done in grades K/1/3/5/7/9, special classes, and on referral from teachers, staff, or parents.

Illness/Rashes

Please do not send your child to school if he/she shows symptoms of illness. The symptoms of a common cold may precede other communicable diseases. We suggest any child with a sore throat, watery discharge from the nose and eyes, sneezing, chills, nausea, diarrhea, or other body discomforts be kept home at least twenty-four hours and observed. Students with skin rashes or eruptions will be excluded from school until a physician certifies that the condition is non-contagious. Parents will be called to come for their child who shows signs of illness. Due to unexpected illnesses or injuries, it is essential that the Emergency Medical Form is on file in

the office. This information includes home, work, and emergency phone numbers. PLEASE KEEP THIS INFORMATION UP TO DATE AT ALL TIMES.

Immunizations

Based on the State of Ohio, to be enrolled in school, all students must be immunized against the following diseases: five doses for DPT, four doses for Polio, two doses for Measles, Mumps and Rubella, and three doses for Hepatitis. Any immunization may be waived if a physician certifies in writing that such immunizations are medically unsafe due to a child's health condition or a written statement from parents/guardians stating religious objections.

Library Regulations

The Twin Valley South School provides students and staff with a modern media center, for scholarly and leisurely pursuits. Students are required to remain quiet and orderly in the media center, and to follow directives of school personnel. Material 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.

Medications

If it is necessary for a student to take any medication, an Administration of Medication by School Personnel Form must accompany the medication. The form must be signed by the parents and the doctor. The drug must be in the container in which it was dispensed by the prescribing physician or licensed pharmacist. The medication must be kept in the office. No student is to have any medication on their person.

Outdoor Recess

Participation in recess is considered a vital part of the school program. If the temperature is above 20 degrees, including wind chill, students will be going outside. Students are expected to participate unless there is a note sent giving legitimate health reason why the student should be excused from recess. A doctor's statement is required if the student must be excused for more than three days. Please dress your child appropriately for outdoor conditions. Keep in mind weather conditions often change during the school day. All playground equipment/balls to be used at recess will be provided by the school. Students are not to bring those items to school.

Physical Education

Participation in physical education classes is considered a vital part of the school program. Students must bring gym shoes. Students are expected to participate unless there is a note sent giving legitimate health reasons why the student should be excused from gym. A doctor's statement is required if the student must be excused for more than three days.

Report Cards/Progress Reports

In an effort to communicate as effectively as possible about our students, the following reporting system is in place:

- At the midpoint of each nine-week grading period, a progress report will be sent home with each student.
- At the completion of each nine-week grading period, report cards will be sent home with each student.

School Cancellation/Delay, Dismissal

Notification will be made on the following television stations: Channel 2, 7, and 22. In the event of any early dismissal due to weather or other emergency a ninety-minute notice will be given via the listed television stations. One call will also be used to notify parents of emergencies. Parents need to advise their child of what to do in the event of an early dismissal. The school office must have a signed note on file indicating any change from the child's normal dismissal procedures. Students will not be released to anyone other than a parent or guardian without prior written permission or verifies phone contact. If school is cancelled or dismissed early due to weather all practices and after school activities are CANCELLED.

School Visitation

Although Twin Valley South Elementary appreciates and encourage your interest in your child's education, certain guidelines must be observed to maintain the safety of our students and professional atmosphere of the school. All visitors are asked to park on the west side of the school in the visitor's parking lot and enter through the front doors. (Door 26) All other doors to school facility will be locked during the school day. **The bus parking slots must be free from parked cars during school hours.**

- All visitors are required to report to the elementary office for a pass.
- 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 intended visit.

Withdrawing from School

If your family is moving out of the TVS School District, you are expected to stop in the office to formally withdraw your child and give the address to which school records are to be sent. All school materials (textbooks, library books, etc.) must be returned before leaving.

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.