

TWIN VALLEY SOUTH STUDENT HANDBOOK 2024-2025



100 Education Drive
West Alexandria, OH
(937) 839-4165

Mr. Doug Dunham
7-12 Principal
DDunham@tvs.k12.oh.us

Mr. Michael Randolph
7-12 Dean of Students
MRandolph@tvs.k12.oh.us

Mrs. Erin Utsinger Secretary
eutinger@tvs.k12.oh.us

Mrs. Amanda Byrd Secretary
abyrd@tvs.k12.oh.us

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

2016-2017 TABLE OF CONTENTS

THIS PAGE INTENTIONALLY LEFT BLANK

ILB

ACKNOWLEDGEMENT OF RECEIPT OF STUDENT HANDBOOK

We hereby acknowledge that _____ has received a copy of
Printed Student Name

the Twin Valley Community Local School District 2024-2025 Student Handbook.

By signing this form we indicate that we have read the student handbook.

This form **MUST** be returned to the school office or signed in Final Forms by August 25th. Students who do not have a signed form on file will not be permitted to participate in field trips or extra-curricular activities until such time as a form is on file in the school office.

Student Signature

Parent Signature

***THIS PAGE INTENTIONALLY LEFT BLANK AS
THE PRECEDING PAGE IS TO BE TORN OUT
AND FILED WITH THE SCHOOL OFFICE***

ILB

TABLE OF CONTENTS

CALENDAR FOR 2024-2025 SCHOOL YEAR	8
2024-2025 BELL SCHEDULES	9
WELCOME	10
MISSION STATEMENT	10
I. GENERAL INFORMATION	11
ADDRESS OR PHONE NUMBER CHANGE	11
ADDRESSING TEACHERS	11
ANNOUNCEMENTS	11
CUSTODY RECORDS	11
ENTERING AND EXITING THE SCHOOL BUILDING	11
OPEN ENROLLMENT	11
SCHOOL CLOSINGS	11
CALAMITY DAYS	11
SMOKING ON SCHOOL PREMISES	12
STUDENT PHOTO POLICY	12
TAKING CARE OF YOUR STUDENT HANDBOOK	12
FIELD TRIPS	12
VISITORS	12
WEAPON OR DANGEROUS ORDNANCE	13
WEBSITE	13
WITHDRAWING STUDENTS	13
WORK PERMITS	13
II. ATTENDANCE POLICY	13
ATTENDANCE DEFINITIONS	14
EXCUSED ABSENCES	14
LEGAL REASONS FOR ABSENCE	14
PARENTALLY EXCUSED ABSENCES PROCEDURES	14
ATTENDANCE NOTIFICATION	15
TRUANCY	16
ABSENCE INTERVENTION TEAM	16
TARDY TO SCHOOL	17
TARDY TO CLASS	17
ATTENDANCE AT AFTER SCHOOL AND EVENING ACTIVITIES	17
CLASS CUT	17
EARLY DISMISSAL	18
COLLEGE CREDIT PLUS AND CBI STUDENTS ENTERING AND EXITING THE BUILDING	18
HALL PASSES	18
VACATIONS	18
SUSPENSIONS	18

COLLEGE VISITS	19
CONDUCT/ATTENDANCE POLICY ON EIGHTEEN YEAR OLD	19
III. ACADEMICS	19
ACADEMIC EXPECTATIONS	19
TEXTBOOKS/WORKBOOKS, FEES AND FINES	19
CONFIDENTIALITY	19
ACADEMIC INTEGRITY/CHEATING	20
PROGRESSBOOK	20
GRADE STATUS	20
GRADING SCALE	20
HONOR ROLL	21
SCHEDULE REVISIONS	21
TWIN VALLEY SOUTH GRADUATION REQUIREMENTS	22
FINANCIAL LITERACY	22
END OF COURSE EXAMS	23
GENERAL CONSIDERATIONS	24
SPECIAL CONSIDERATIONS FOR MVCTC	26
CRITERIA FOR RECEIVING A REGULAR DIPLOMA	26
CRITERIA FOR RECEIVING AN HONORS DIPLOMA	27
CONSIDERATIONS FOR ATHLETES WHO APPLY TO A NCAA DIV.I/II SCHOOL	28
NAIA ATHLETIC ELIGIBILITY REGULATIONS	28
NCAA APPROVED CORE COURSES	28
VALEDICTORIANS AND SALUTATORIANS REQUIREMENTS	29
50's POLICY	29
8th PERIOD PROGRAM	29
GUIDANCE SERVICES	30
IV. STUDENT CODE OF CONDUCT	30
POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)	31
DISCIPLINARY ACTIONS	32
THE RULES	32
HAZING POLICY	38
GANGS/ZERO TOLERANCE	38
IN-SCHOOL SUSPENSION/DETENTION GUIDELINES	39
EXTENDED SCHOOL GUIDELINES	39
EMERGENCY REMOVAL	39
SUSPENSION AND EXPULSION	40
APPEAL OF DECISION TO SUSPEND AND/OR EXPEL	40
LIBRARY RULES	40
STUDY HALL RULES	41
PHONE USAGE POLICY	41
CHROMEBOOK POLICY	41
LOCKERS	44

VISITING LOCKERS/BOOK BAGS	44
SEARCH OF STUDENTS AND STUDENT’S POSSESSIONS	44
DANCE POLICY	44
V. HEALTH AND SAFETY	45
EMERGENCY MEDICAL FORMS	45
HEALTH SERVICES	45
DISPENSING MEDICATION (Prescription and over the counter)	45
CHILD ABUSE POLICY	46
EMERGENCY PROCEDURES	46
HARASSMENT, INTIMIDATION, OR BULLYING (Board Policy JFCF)	47
VI. ADDITIONAL SERVICES	47
LUNCHTIME RULES AND CONDUCT	47
FREE AND REDUCED PRICE MEALS PROGRAM:	48
DIGITAL/INTERACTIVE MENUS	48
SPECIAL DIETARY NEEDS	48
TRANSPORTATION	49
PERMISSION TO CHANGE BUSES	49
VII. PARKING	49
PARKING LOT/MOTOR VEHICLE POLICY	49
PARKING LOT POLICIES AND PROCEDURES	49
VIII. CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES	51
EXTRA-CURRICULAR/CO-CURRICULAR POLICIES	51
EXTRA/CO-CURRICULAR DUE PROCESS PROCEDURES	53
PARTICIPATION FORMS	54
ATHLETIC ELIGIBILITY	54
IX. CLUBS AND ORGANIZATIONS	54
CLASS ELECTIONS	54
NATIONAL HONOR SOCIETY	55
STUDENT COUNCIL	56
LIST OF CLUBS	57

CALENDAR FOR 2024-2025 SCHOOL YEAR

AUG 15,16	Teacher Workdays
AUG 19	Classes begin for students
SEPT 2	Labor Day (No School)
SEPT 23	Teacher PD (Teachers Only)
OCT 14	Columbus Day (No School)
OCT 18	End 1st Quarter
NOV 5	Teacher PD (Teachers Only)
NOV 25-27	No School Holiday Break
NOV 28	Thanksgiving Holiday (No School)
NOV 29	Thanksgiving Holiday (No School)
DEC 20	1 hr. Delay
DEC 20	End 2nd Quarter/1st Semester
DEC 23-JAN 3	Winter Break (No School)
JAN 6	Classes Resume
JAN 20	Martin Luther King Jr. Day (No School)
JAN 27	Teacher PD (Teachers Only)
FEB 14	No School (in-lieu of Teacher /Parent Conference)
FEB 17	President’s Day (No School)
MAR 21	End of 3rd Quarter
MAR 31-April 4	Spring Break
APR 7	Classes Resume
MAY 30	Last Day Student
MAY 30	End 4th Quarter
MAY 27	Graduation
JUNE 1	Teacher Workday

2024-2025 BELL SCHEDULES

Regular Bell Schedule

7:20	Students may enter building
7:26	Warning Bell
7:30-8:17	First Period
8:21-9:08	Second Period
9:12--9:59	Third Period
10:03-10:50	Fourth Period
10:54-11:24	Advisory
11:28-11:58	MS Lunch
11:28-12:15	HS 5th Period
12:02-12:49	MS 5th Period
12:19-12:49	HS Lunch
12:53-1:40	Sixth Period
1:43-2:30	Seventh Period

Two Hour Delay Schedule

9:20	Students may enter building
9:26	Warning Bell
9:30-10:00	First Period
10:04-10:34	Second Period
10:38-11:08	Third Period
11:12-11:41	Fourth Period
11:44-12:30	HS 5th Period
11:44-12:14	MS Lunch
12;17-1:03	MS 5th Period
12:33-1:03	HS Lunch
1:07-1:37	Sixth Period
1:41-2:10	Seventh Period
2:13--2:30	Advisory

WELCOME

to the Twin Valley Community Local School District

We are 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. Our core goals of helping each student grow in respectfulness, responsibility and safety will shine through in your everyday experiences.

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.

I. GENERAL INFORMATION

ADDRESS OR PHONE NUMBER CHANGE

Parents/guardians must notify the school immediately of address or phone number changes and update **Final Forms**. Unlisted phone numbers are kept confidential.

ADDRESSING TEACHERS

Students should address teachers as Mr., Mrs., or Miss on all occasions. Nicknames must never be used in addressing teachers. This is simply a matter of courtesy.

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.

CUSTODY RECORDS

When any court has ruled on child custody, Ohio law requires parents/guardians to provide copies of the most recent custody orders to the school. Changes in address, phone numbers, or emergency numbers should be reported to the school immediately.

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: All students who walk to school may enter through the Office Doors or North Activities Center Door. They may exit through the Third Street doors located between the high school art room and the auditorium, North Activities Center Doors, or the Office Doors.

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.

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

OPEN ENROLLMENT

Open enrollment is a program governed by state law and board policy which permits students from any district to request tuition free enrollment in the Twin Valley district. Applications are available at the District Office, HS/MS Office or online at www.tvs.k12.oh.us.

SCHOOL CLOSINGS

Closings/delays can be found on the Twin Valley Community Local Facebook page along automated One Call notification. In addition, closings/delays will be broadcast on local television stations. Many television stations offer School Closing alerts via text message and email such as WHIO Ch. 7, WDTN Ch. 2 and WKEF/WRGT Ch. 22/45. These alerts are options for family members or caregivers who do not receive direct communication from Twin Valley Community Local Schools.

CALAMITY DAYS

Calamity Days 1-5

Students will not make-up the first 5 calamity days.

Calamity Days 6-8: E-Days

An e-day is an electronic make up day as a means for making up calamity days once days 6, 7 and 8 have been canceled due to inclement weather. Teachers will post lessons to their Google Classroom and students will complete those lessons. Consideration will be given for students who do NOT have internet access from home. A paper copy, or comparable assignment, will be given upon the date of return to school if requested. Students will have 14 calendar days from the date of return to submit e-day lessons. This assignment will be evaluated by your student's teacher. Failure to complete ALL E-Day work will result in the student being given an unexcused absence from school for that day and a zero.

Calamity Day 9 And Beyond

Please note, all school closings may be made up by adding days to the school calendar.

SMOKING ON SCHOOL PREMISES

Recognizing the health issues/risks associated with smoking and secondhand smoke, the Board of Education prohibits the use of all tobacco products including e-cigarettes 24 hours a day in all district-owned, leased, or contracted buildings, grounds, and vehicles.

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.

TAKING CARE OF YOUR STUDENT HANDBOOK

This Student Handbook contains necessary and valuable information that each student may refer to on a daily basis. It is important that each student keep his/her handbook intact and in good condition. No pages (with the exception of signature page) should be removed from the handbook. Students may be required to replace altered, defaced, destroyed and/or lost handbooks at cost. Each student is responsible for his/her own handbook. The cost is determined each year and a supply will be available in the school office.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. 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 trips. The Student Code of Conduct applies to all field trips.

- While the District encourages students to participate in field trips, alternative assignments will be provided for students whose parent does not give permission to attend.
- Misbehavior on a previous trip during the current school year will result in no field trips for that student for the remainder of the school year.
- Students who are suspended during the semester may be ineligible for any field trip.
- Students are required to obtain any missed assignment IN ADVANCE from their teachers and have the work completed upon their return the next class period.

Any student with excessive absences from school or failing classes may be ineligible for any field trip.

VISITORS

Twin Valley South welcomes and encourages visits to the school by parents/guardians and other adult residents of the district. The administration also has an obligation to ensure that school visitations are not disruptive to the educational process and student achievement. It is necessary, then, to regulate school visits as follows:

Pursuant to Section 3313.20 of the Ohio Revised Code, all visitors to the building are required to report to the main office before contacting any student or staff members. Visitors are required to sign in and/or out as determined by the administrator. All visitors must obtain a visitor's pass in the office.

The administration has authority to prevent entry into the school or to remove any person where there is sufficient and good reason to believe the presence of that person is not conducive to the preservation of the peace or the orderly operation of the school. A person who wishes to observe classrooms must be approved by the principal at least one day in advance of the intended visit.

WEAPON OR DANGEROUS ORDINANCE

Unless otherwise authorized by law, pursuant to Ohio Revised Code Section 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordinance into a school safety zone.

WEBSITE

The Twin Valley Community Local School District has its own web page. The address is: www.tv.s.k12.oh.us

WITHDRAWING STUDENTS

Parents/guardians are responsible for notifying the school of student withdrawal. Advance notice is necessary to prepare adequate records needed to enroll your student at his/her new school. A withdrawal form must be completed in the office, bills paid, and textbooks returned along with the school issued Chromebook, before a student's record is clear.

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.

II. ATTENDANCE POLICY

Ohio law relating to school attendance reads as follows: "Every parent, guardian, or other person having charge of any child between the ages of six and eighteen years, must send each child to a public, private, or parochial school for the full time that the school is in session. Such attendance must begin with the first week of the school term unless the child is excused upon satisfactory evidence showing either that bodily or mental condition of the child does not permit its attendance at school." 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

- A tardy is applied to students when they come to school late up to 75 minutes after the start of the school day.
- A one-half day absence is charged when they arrive more than 75 minutes late or leave more than 45 minutes early.

A whole day of absence is charged to students when they are not in attendance for at least 180 minutes.

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 937-839-4693 or 937-839-4165 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 REASONS FOR ABSENCE

- Illness – The principal or designee may require the verification of the illness from a physician if deemed necessary.
- Illness of an immediate family member.
- Death in the family.
- Religious holidays of the student's faith.
- Required court appearance or subpoena by law enforcement agency.
- Scheduled doctor or dentist appointments.
- Vacation – A note must be sent per district policy for approval at least one week prior to the vacation.
- Emergency or set of circumstances which in the judgment of the principal constitutes a good and sufficient cause for absence.
- Quarantine of the home

PARENTALLY EXCUSED ABSENCES PROCEDURES

Step 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. This letter will stress the importance of good attendance and determine if there is any way that the school can be of assistance. The school will document this contact with the Preble County Attendance Officer.

The principal/designee will provide the following information to the Preble County Attendance Officer:

- Attendance Records records indicating dates of excused absences

- Dated copy of correspondence or other type of parental contact after the 5th day of absence.
- Biographical information

Step Two: When a student has accumulated 10 parentally excused days of absences during the course of the school year, the principal/designee will contact the parents/guardians via a letter. The letter will explain the school’s concern and that the threshold for parentally excused absences has been met.

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 re engage 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.

<p>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.</p>	<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.
<p>Student refuse to participate or fail to make satisfactory progress on absence intervention plan.</p>	<p>Attendance officer must file a complaint in the juvenile court no later than 61 days after plan implantation.</p>

TRUANCY

Students are considered “habitually truant” when the student is absent for at least:

- 30 or more consecutive hours without a legitimate excuse.
- 42 or more hours in one month without a legitimate excuse.
- 72 or more hours in one school year without a legitimate excuse.

When a student becomes “habitually truant” the parent will be required to attend a parent involvement program (Attendance Intervention Meeting) and help develop an Absence Intervention Plan. Failure of the student to make satisfactory progress per the plan will require further court involvement. After ten (10) excused absences the Twin Valley Board of Education may require a doctor’s statement for further absences due to personal illness. If the past history of poor attendance exists, a doctor’s note may be required before the 10 day threshold.

A student shall not be considered truant under this policy if:

- he/she is enrolled in and attending another public or non-public school;
- he/she is receiving an approved program of home instruction;
- he/she is fourteen years of age or older and performing necessary work directly and exclusively for his/her parents or guardian; or
- he/she has been suspended or expelled from school.

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 of 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

- If a student is not in his assigned room when school begins at 7:30, 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.
- After a student has accumulated 30 minutes of tardiness to school, additional time above those 30 minutes will count towards that students' truancy.
- Students may have (9) nine unexcused tardies to school before a consequence is assigned. The 9 tardies are for the entire school year. The following discipline will be assigned:
 - Tenth Tardy to School = In-School Detention
 - Fifteenth Tardy to School = In-School Detention
 - Twentieth Tardy to School = In-School Detention for each one

TARDY TO CLASS

- If a student is not in his assigned room when the bell rings to begin class, he/she will be considered tardy. If a student is tardy to class a teacher will report tardy to the office. Students may have a total of four unexcused tardies to class before a consequence is assigned.
- 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. The 5 tardies are for the entire school year for each class. The following discipline will be assigned:
 - Fifth Total Tardy to Classes = In-School Detention
 - Tenth Total Tardy to Classes = In-School Detention
 - Thirteenth Total Tardy to Classes = In-School Detention for each tardy after.

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.

ATTENDANCE AT AFTER SCHOOL AND EVENING ACTIVITIES

In order to attend or participate in after school or evening activities, a student must be in attendance a minimum of a half day. Any valid exceptions must be approved in advance by the administration.

CLASS CUT

A class cut is when a student misses a class or leaves early without permission. An Extended School may be assigned for each class cut and if the behavior persists, then a suspension may be issued.

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. A phone call from a parent/guardian regarding the early dismissal is also acceptable. It is imperative the student check out/in through the office before leaving the building and upon returning.

COLLEGE CREDIT PLUS AND CBI STUDENTS ENTERING AND EXITING THE BUILDING

Students whose schedules have them arriving after 1st period to TVS or leaving prior to seventh period from TVS must sign in/out each day. Failure to sign in/out: First offense/second offense-

Thursday Extended School. Multiple offenses may result in multiple Extended Schools, in-school disciplines, and/or suspensions from school. The resulting absence may be recorded as unexcused/truant.

All students with the exception of CBI and VoAg are to be assigned a seven (7) Period schedule. This comes with the change of one Carnegie Unit awarded at the end of a year long College Credit Plus Course. Exceptions will be made for students taking on-line CCP semester courses. CBI and VoAg students on work release may leave early and/or come in late to school.

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. HS/MS students will complete a Hall Pass through our SmartPass Computer Program to use the restroom, go to: teacher's room, office, library, or any other designation in the building.

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:

- the student's current attendance record; and
- 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.

COLLEGE VISITS

Junior and senior students may take 3 school days for college visits during high school. The appropriate paperwork must be approved at least one week before the college day is taken. Approved college days will not count as days absent. Any days taken over 3 days will count as days absent. Late admission may be granted by the building administration.

CONDUCT/ATTENDANCE POLICY ON EIGHTEEN YEAR OLD

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 guardians. It is the obligation of the student to establish that their absence complies with the above stated excuses.

III. ACADEMICS

ACADEMIC EXPECTATIONS

The following learning expectations have led to success for students who have followed them. Students who consistently violate them will be subject to disciplinary action for academic insubordination. Therefore all students are expected to:

- Attend school regularly and be on time for all classes.
- Attend each class with all required materials.
- Cooperate with the teacher and respond positively to directions, instructions, educational information, classroom rules and expectations, as well as other important material being presented.
- Be attentive, alert and maintain a posture conducive to learning.
- Complete all class work on time.
- Complete and turn in all homework assignments on time.
- Make productive use of study halls by using the time to complete homework assignments, prepare for tests, read ahead, skill improvement, or review the day's classroom assignments.
- Seek help from the teacher when the student does not understand the concepts being presented and/or the assignment(s).
- Do their part to make the school environment conducive to learning by:
 - Recognizing individual differences and demonstrating respect for self and others.
 - Avoiding "put downs or cutting remarks" towards others.
 - Responding to others in an appropriate manner.

TEXTBOOKS/WORKBOOKS, FEES AND FINES

Textbooks/workbooks will be issued by the classroom teacher, who shall record the book number and condition of the book. The student is responsible for the care of the textbooks/workbooks. Replacement cost will be assessed for lost or unreturned books and minimal fines will be levied for any damage beyond normal wear.

Fees for consumable materials are required for all students and are set by the Board of Education. Letters regarding the amount of fees will be sent home with students.

CONFIDENTIALITY

Ohio law strictly limits the disclosure of personally identifiable information about students in the public schools. An exception is made in the case of "directory information" which may be released without prior written consent unless the recipient is engaged in a profit-making activity or unless the parent/guardian has informed the school that any or all such directory information may be released only with prior written consent. Parents/guardians also have the option to make a request that the student's contact information not be released to military recruits without prior written parental consent. A form will be sent home with students at the beginning of the school year for parents/guardians to fill out and return regarding releasing directory information.

"Directory information" is defined to include the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of graduation, and awards received.

Also, records will be furnished upon request of any authorized institution for transfer students.

ACADEMIC INTEGRITY/CHEATING

Any of the following actions will be considered cheating:

- Plagiarism or use of someone else's work as your own.
- Copying/allowing someone to copy homework, quiz/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 Google Drive 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 for violation of Rule #12 in the Student Code of Conduct.

PROGRESSBOOK

All students and parents/guardians have online access to homework assignments and grades on the web via a web-based program called Progress Book. If for some reason the user name and/or password is lost or was not received, please notify the school office and request this information.

GRADE STATUS

CLASSIFICATION OF STUDENTS	2025, 2026, 2027 and 2028
Freshman Class standing	Successful Completion of 8th Grade
Sophomore Class standing	5 credit earned
Junior Class standing	10 credits earned
Senior Class standing	15 credits earned

GRADING SCALE

A student must meet all requirements of the school district and teacher before any course of study can be considered passed. The following system must be used in determining the student’s grade.

GRADING SCALE		
4.00	A	90-100
3.00	B	80-89
2.00	C	70-79
1.00	D	60-69
0.00	F	0-59

HONOR ROLL

HONOR ROLL	
High Honors	3.6-4.0
Honors	3.30-3.59

Each grading period, students who achieve certain academic levels will be recognized for their success.

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.

- 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.
- A student may request a schedule change if:
 - his/her original or alternate course requests were not scheduled correctly by the computer.
 - he/she took and passed the course in the past or through summer school or correspondence school
 - a different course is needed in order to meet state and/or local requirements for graduation or college/CTC requirements
 - 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.
- 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.
- The following general guidelines are in effect:
 - 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.
 - 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.
 - No student may carry two courses in the same required subject area without the permission of the Principal.
 - No student may have more than one study hall per day
 - Incompletes must be made up within 2 weeks of the grading period.
 - Schedule revisions based on medical conditions require a physician note.

- 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.

TWIN VALLEY SOUTH GRADUATION REQUIREMENTS

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:

Course	Credits	Additional Information
English	4	
Mathematics	4	Must include one unit of Algebra II
Science**	3	Must include one unit of a Physical science, one unit of a Life science, and one science elective
Social Studies**	3	Must include World History, American History, and American Government
Health	.5	
Physical Education	.5	
Electives	7	Must include one or any combination of world language, fine arts, business, family and consumer sciences, technology, or English language arts, mathematics, science or social students courses not otherwise required
Total	22	
Fine Arts		Must meet Ohio Core Curriculum requirement*
Financial Literacy		Must meet Ohio Core Curriculum requirement*

***Only three credits are required, but four credits are recommended for students who plan to enroll in any college program after high school*

FINANCIAL LITERACY

* Class of 2023, 2024 and 2025 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 Personal Finance Management,, Global Foods, Principles of Food, Personal Wellness and Development, Human Growth and Development, , Ag. Business Management, CBI Related

^Beginning with the class of 2026, students will be required to have .5 credits of Financial Literacy. This does not increase the total credits needed from 22. Twin Valley South High School has added an additional graduation requirement, and students will take and pass a standalone financial literacy course for a half credit that can meet a graduation requirement as an elective.

The financial literacy standards for high school reflect the financial knowledge and skills all students need as they pursue college, careers or enlist in the military.

END OF COURSE EXAMS

- Algebra I and Geometry or Integrated Math I and II
- Biology
- American History and American Government
- English II

Students studying Advanced Placement (AP) or International Baccalaureate (IB) courses in Biology, American History or American Government may take and substitute test scores for end-of-course state exams to earn graduation points. Students also may substitute grades from College Credit Plus courses in these science and social studies subjects for end-of-course state exams.

PATHWAYS TO GRADUATION

Ohio's State Tests	Students earn a passing score of 684 on the Algebra I and ELA II end of course exams. You will retake these at least once if you are not competent.
---------------------------	---

OR

Show Competency	<p>Option 1: Student demonstrates two career-focused activities, at least one of which is Foundational</p> <p>Foundational – proficient scores on WebXams (https://www.webxam.org/); 12-point industry credential; pre-apprenticeship or acceptance into an approved apprenticeship program</p> <p>Supporting – work-based learning; earn required score on WorkKeys; earn the OhioMeansJobs readiness seal</p> <p>Option 2: Student enlists in the military-show evidence that you have signed a contract to enter a branch of the U.S. Armed Services upon graduation.</p> <p>Option 3: Student completes college coursework-earn credit for one college-level math and/or college-level English course through Ohio's free College Credit Plus program.</p>
------------------------	---

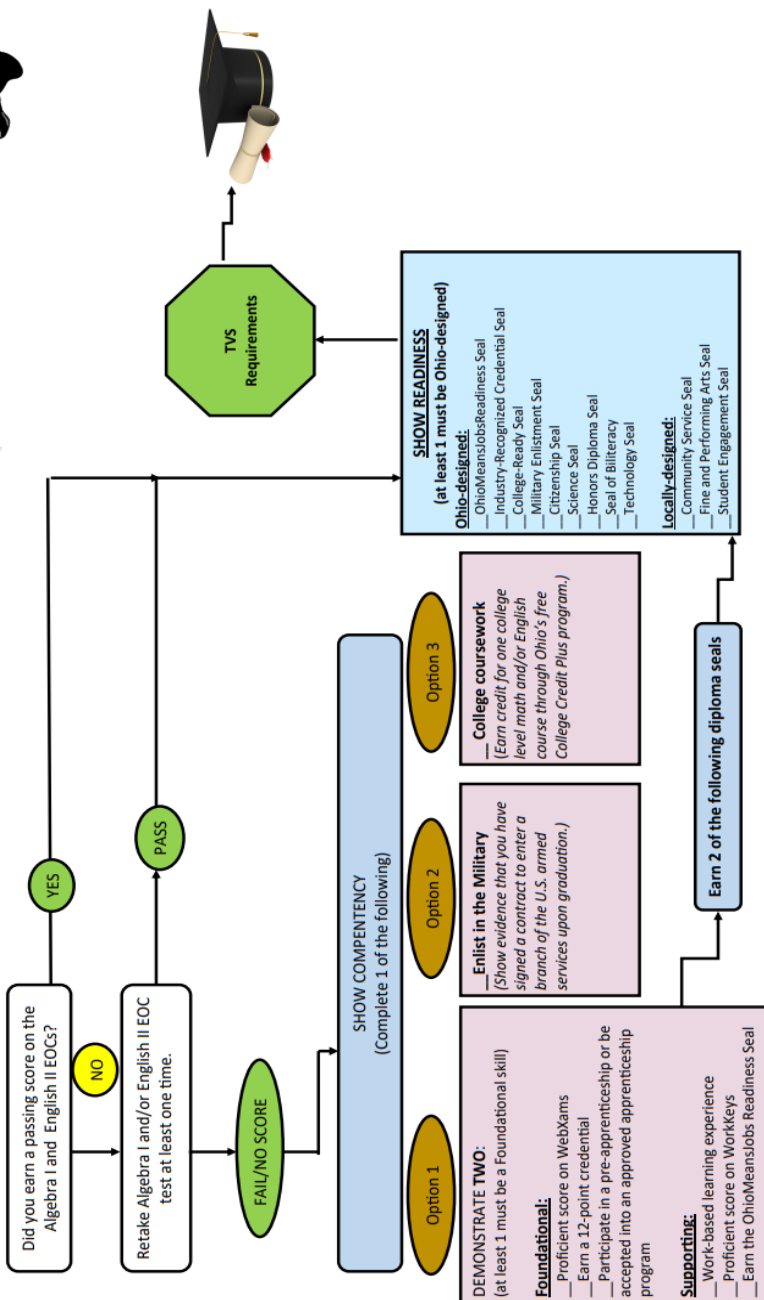
Once a student meets the credit and competency requirements, they must attain two diploma seals. At least one of the two needs to be an Ohio defined Seal. These Seals are listed below .

Show readiness	<p>Student earns two of the following diploma seals, at least one of which must be Ohio-designed</p> <p>OhioMeansJobs Readiness Seal (Ohio)</p> <p>Industry-Recognized Credential Seal (Ohio)</p> <p>Military Enlistment Seal (Ohio)</p> <p>College-Ready Seal</p> <p>Technology Seal (Ohio)</p> <p>Citizenship Seal (Ohio)</p> <p>Seal of Biliteracy (Ohio)</p> <p>Honors Diploma Seal (Ohio)</p> <p>Science Seal (Ohio)</p> <p>Community Service Seal (Local)</p> <p>Fine and Performing Arts Seal (Local)</p> <p>Student Engagement Seal (Local)</p>
-----------------------	--

Students in grades 9, 10, 11, 12 will take State Performance Based Assessments and End of Course exams as a graduation requirement.

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.
- **College Credit Plus (CCP)** Enrollment Option Ohio's new College Credit Plus (CCP) can help you earn college and high school credits at the same time by taking college courses from colleges and/or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Ninth through twelfth graders are eligible to participate in the CCP Enrollment Option program. Students must indicate intent to participate every year, and they, along with their parents, must attend a mandatory informational meeting to be held in the spring of the year. TVS has entered into an agreement with Edison State Community College for the 2023-2024 school year. For more information see your counselor.
- 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, Band, and Choir



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:

- The designated date in the second week of school;

- The end of the CTC first semester;

- 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.

- Students following a career-technical pathway are exempted from the fine arts graduation requirement.

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 meet all state requirements set forth above. **Any graduating senior who has not fulfilled the obligations such as fees, fines, detentions, or disciplinary actions to the satisfaction of the school at the time of graduation, shall not participate in the commencement exercises or receive a diploma until such obligations have been fulfilled.** All seniors who have met the above requirements **MUST** attend the two graduation practices in order to participate in the commencement ceremony.

CRITERIA FOR RECEIVING AN HONORS DIPLOMA

Criterion	Ohio Diploma	Academic Honors Diploma	International Baccalaureate Honors Diploma	Career Tech Honors Diploma	STEM Honors Diploma	Arts Honors Diploma (Includes dance, drama/theatre, music, and visual art)	Social Science & Civic Engagement Honors Diploma
Math	4 units, must include one unit of algebra II or equivalent	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	5 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content ⁴	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content
Science	3 units	4 units, including two units of advanced science ²	4 units, biology, chemistry, and at least one additional advanced science ²	4 units, including two units of advanced science ²	5 units, including two units of advanced science ²	3 units, including one unit of advanced science ²	3 units, including one unit of advanced science ²
Social Studies	3 units	4 units	4 units	4 units	3 units	3 units	5 units
World Languages	N/A	3 units of one world language, or no less than 2 units of each of two world languages studied	4 units minimum, with at least 2 units in each language studied	2 units of one world language studied	3 units of one world language, or no less than 2 units of each of two world languages studied	3 units of one world language, or no less than 2 units of each of two world languages studied	3 units of one world language, or no less than 2 units of each of two world languages studied
Fine Arts	2 Semesters	1 unit	1 unit	N/A	1 unit	4 units	1 unit
Electives	5 units	N/A	N/A	4 units of Career-Technical minimum ¹	2 units with a focus in STEM courses	2 units with a focus in fine arts course work	3 units with a focus in social sciences and/or civics
GPA	N/A	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale
ACT/SAT/Workkeys¹	N/A	27 ACT/1280 SAT ^a	27 ACT/1280 SAT ^a	27 ACT/1280 SAT/Workkeys (6 Reading for Information & 6 Applied Mathematics) ¹	27 ACT/1280 SAT ^a	27 ACT/1280 SAT ^a	27 ACT/1280 SAT ^a
Field Experience	N/A	N/A	Complete a field experience and document the experience in a portfolio specific to the student's area of focus ⁵	Complete a field experience and document the experience in a portfolio specific to the student's area of focus ⁵	Complete a field experience and document the experience in a portfolio specific to the student's area of focus ⁵	Complete a field experience and document the experience in a portfolio specific to the student's area of focus ⁵	Complete a field experience and document the experience in a portfolio specific to the student's area of focus ⁵
Portfolio	N/A	N/A	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts ⁶	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts ⁶	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts ⁶	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts ⁶	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts ⁶
Additional Assessments	N/A	N/A	N/A	Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent	N/A	N/A	N/A

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

- The following information reflects the NCAA freshman eligibility standards.
- 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 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* (Algebra I or higher*)	3 years (units)	2 years (units)
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)	3 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	16

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 2020 AND BEYOND ENGLISH**

ENGLISH Communications English 9/Adv. Eng. 9 English 10/Adv. Eng. 10 English 11/Adv. Eng. 11 English 12/Adv. Eng. 12 Basic/Advanced Speech Creative Writing	NATURAL/PHYSICAL SCIENCE Anatomy/Physiology CP Biology Chemistry I Chemistry II CP Earth/Space Science Physics CP Environmental Science
MATHEMATICS Algebra I Geometry Algebra II Functions/Trigonometry/Statistics Precalculus Calculus	SOCIAL SCIENCE American Government American History Modern World History Global Issues Psychology Sociology

ADDITIONAL CORE COURSES Spanish I, II, III, IV	*pending approval A high school course (e.g., Algebra I, Spanish I) taken in the eighth grade may be used if the course is on the student's high school transcript with a grade and credit and if the course is on the high school's List of NCAA-Approved Core Courses.
--	--

VALEDICTORIANS AND SALUTATORIANS REQUIREMENTS

Calculations to determine valedictorian and salutatorian occur at the completion of the fourth quarter grading period of their graduation year. The Valedictorian and Salutatorian will be officially named once grades and final grade calculations have been entered by the teaching staff. The Valedictorian and Salutatorian will be selected utilizing a student's grade point average (GPA). The student with the highest GPA and has taken at least one advanced class will be named valedictorian of their class. The student with the second highest GPA will be named the salutatorian of their class. If there is more than one valedictorian, no salutatorian will be named.

50's 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.

- If a student's final grade in any class for the first or third nine weeks 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.

CREDIT RECOVERY

Credit Recovery courses may be applied toward graduation provided:

- Prior authorization to enroll in the course has been given by the high school principal or designee.
- 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.

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 principal.

8th PERIOD PROGRAM

Any or all students that are considered "at risk" to not earn 2 or more credits in a quarter will be referred to attend this program. In High School credits are essential towards progressing towards opportunities like athletics, clubs, CTC and many more. However, the largest reason these credits are critical is towards earning a diploma.

In order to provide additional support for students who are "at risk" we ask them to attend a program titled "8th period."

When: Every Tuesday and Thursday that school is in session.

Time: 2:35- 3:25 pm

Student Requirements: Bring missing or current homework assignments.

This program, while strongly encouraged, is not a punishment and is outside of the school day.

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:

- Self Referral: Students may accomplish this by simply contacting the guidance department and setting up a convenient time for an appointment.
- 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.
- Parent Referral: A parent may accomplish this by simply contacting the high school counselor at 839-4693.

IV. STUDENT CODE OF CONDUCT

TWIN VALLEY COMMUNITY LOCAL SCHOOLS CODE OF CONDUCT
August 1, 2024

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 will 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.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)

We are committed as a district to the use of Positive Behavior Intervention and Supports (PBIS) with students. The PBIS system focuses not on the discipline of poor behavior, although that is certainly a component, but rather on supporting and rewarding the positive behaviors that most of our students do daily. So much attention is traditionally focused on the students who are not behaving, but this system trains teachers to notice and reward those students that are doing what is right. This attention shift will often redirect problem behaviors since problem behaviors are often attention-seeking.

Twin Valley is focused on three behaviors.

1. Students will be respectful to teachers, others, and themselves.
2. Students will be responsible for their actions and choices.
3. Students will be safe and help keep others safe.



TWIN VALLEY SOUTH

BEHAVIOR EXPECTATIONS



HOME OF THE PANTHERS	HALLWAY	CLASSROOM	RESTROOM	ASSEMBLY	RECREATION / EXTRA CURRICULAR	CAFETERIA	BUS	ARRIVAL / DISMISSAL	CYBERSPACE
BE RESPECTFUL	<ul style="list-style-type: none"> Maintain personal space Follow dress code Value school property 	<ul style="list-style-type: none"> Listen Value the opinions of others Use appropriate language and volume 	<ul style="list-style-type: none"> Maintain the privacy of self and others Throw away trash Use equipment and supplies properly 	<ul style="list-style-type: none"> Show person/people on stage appreciation Quiet and attentive React positively 	<ul style="list-style-type: none"> Be courteous to others Use appropriate language Play fair 	<ul style="list-style-type: none"> Dispose of trash properly Follow seating guidelines Listen quietly during announcements 	<ul style="list-style-type: none"> Maintain personal space Use appropriate language 	<ul style="list-style-type: none"> Follow instructions Use appropriate language 	<ul style="list-style-type: none"> Post with care Be a positive digital citizen
	<ul style="list-style-type: none"> Follow directions Use school appropriate language and volume 	<ul style="list-style-type: none"> Be accountable for work and actions Be prompt and prepared Stay on task 	<ul style="list-style-type: none"> Use at appropriate times Go, flush, wash, exit immediately 	<ul style="list-style-type: none"> Bring necessary items only Hands up, feet down, face forward Use appropriate voice level 	<ul style="list-style-type: none"> Play by the rules Keep area clean 	<ul style="list-style-type: none"> Follow technology rules Clean up after yourself Ask for permission to leave 	<ul style="list-style-type: none"> Appropriate voice Follow bus rules Keep area clean 	<ul style="list-style-type: none"> Be ready to learn Be on time Dress appropriately 	<ul style="list-style-type: none"> Follow "Acceptable Use Policy" Be mindful of digital footprint Bring school issued device ready for use
BE RESPONSIBLE	<ul style="list-style-type: none"> Walk face forward Keep to the right Keep hallways clear and clean 	<ul style="list-style-type: none"> Respect the property and space of others Follow emergency procedures 	<ul style="list-style-type: none"> Keep clean for everyone Make office/teacher aware of cleaning needs 	<ul style="list-style-type: none"> Enter and exit appropriately Follow emergency procedures 	<ul style="list-style-type: none"> Stay in designated area Follow emergency procedures 	<ul style="list-style-type: none"> Be considerate of others Walk at all times without detours Follow emergency procedures 	<ul style="list-style-type: none"> Walk at all times Follow emergency guidelines Stay in assigned seat 	<ul style="list-style-type: none"> Follow traffic laws Walk at all times 	<ul style="list-style-type: none"> Take actions that provide privacy for self and others Report concerns to a TVS staff member
BE SAFE									

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

Teacher-parent conference

Restitution

Loss of extra-curricular activities

Referral to the office

Emergency removal from class or school

Expulsion from school

Counselor-student conference

Principal-student/parent conference

Court referral

Detention

In-School Detention

Suspension from school (up to 10 days)

Alternatives deemed appropriate to the situation

The following is a list of major areas that will 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.

THE RULES

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 - 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.

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 prior offense in another category may cause steps to be omitted.

Rule 3 - 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.

Step 1: 10 day suspension. May be reduced to 6 days 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 prior offense in another category may cause steps to be omitted.

Rule 4 - TOBACCO PRODUCTS

State laws in Ohio prohibit tobacco use by persons under the age of 2118. 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 (vapes) or similar devices and smokeless tobacco. The possession of matches, lighters, or similar devices is also prohibited.

Step 1: 3 day suspension or In-School Detention

Step 2: 5 day suspension or In-School Detention

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 prior offense in another category may cause steps to be omitted.

Rule 5 - 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. If a staff member is assaulted, criminal charges may be filed against the 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 prior offense in another category may cause steps to be omitted.

Rule 6- DISRESPECT, INTIMIDATING, THREATENING, OR DISGRACEFUL ACTS (INCLUDING SEXUAL HARASSMENT)

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.

Step 1: 1 day suspension or ISD

Step 2: 3 day suspension or ISD

Step 3: 5 day suspension or ISD

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 prior offense in another category may cause steps to be omitted.

Rule 7- 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.

Step 1: 1 day suspension or ISD

Step 2: 3 day suspension or ISD

Step 3: 5 day suspension or ISD

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 prior offense in another category may cause steps to be omitted.

Rule 8 - 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 school staff member of the Twin Valley Community Local School District.

Step 1: 1 day suspension or ISD

Step 2: 3 day suspension or ISD

Step 3: 5 day suspension or ISD

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 prior offense in another category may cause steps to be omitted.

Rule 9 - 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.

Step 1: 1 day suspension or ISD, and restitution

Step 2: 3 day suspension or ISD, and restitution

Step 3: 5 day suspension or ISD, and restitution

Step 4: 10 day suspension with recommendation for expulsion, and restitution. *If in the judgment of the administrator, the incident warrants more severe consequences, steps can be omitted. Students with prior offense in another category may cause steps to be omitted.

Rule 10 - 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.

Step 1: 1 day suspension or ISD, and restitution

Step 2: 3 day suspension or ISD, and restitution

Step 3: 5 day suspension or ISD, and restitution

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 prior offense in another category may cause steps to be omitted.

Rule 11 - EXTORTION

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

Step 1: 1 day suspension or ISD

Step 2: 3 day suspension or ISD

Step 3: 5 day suspension or ISD

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 prior offense in another category may cause steps to be omitted.

Rule 12 - 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.

Step 1: 1 day suspension or ISD

Step 2: 3 day suspension or ISD

Step 3: 5 day suspension or ISD

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 prior offense in another category may cause steps to be omitted.

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.**

Step 1: 1 day suspension or ISD

Step 2: 3 day suspension or ISD

Step 3: 5 day suspension or ISD

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 prior offense in another category may cause steps to be omitted.

Rule 14 - ACADEMIC DISHONESTY

Any of the following actions will be considered cheating:

- Plagiarism or use of someone else's work as your own.
- Copying/allowing someone to copy homework, quiz/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 Google Drive 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.

Step 1: 1 day suspension or ISD

Step 2: 2 day suspension or ISD

Step 3: 3 day suspension or ISD

Step 4: 5 day suspension or ISD. *If in the judgment of the administrator, the incident warrants more severe consequences, steps can be omitted. Students with prior offense in another category may cause steps to be omitted.

Rule 15 - 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.

Step 1: 1 day suspension or ISD

Step 2: 3 day suspension or ISD

Step 3: 5 day suspension or ISD

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 prior offense in another category may cause steps to be omitted.

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.

Step 1: 1 day suspension or ISD

Step 2: 3 day suspension or ISD

Step 2: 5 day suspension or ISD

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 prior offense in another category may cause steps to be omitted.

Rule 17 - USE OF ELECTRONICS

Students are not to use personal electronic devices (cell phones, headphones, earbuds, and smart watches) during the school day from 7:20 a.m.-2:30 p.m. Replace last sentence: Students who have their cell phones or any other electronic devices out between 7:20 a.m. and 2:30 p.m. (without teacher or administrator approval) will result in the following actions from teachers and administrators. No cell phones or electronic devices should be used in the restroom or locker room at any time during the school day or after school hours. Cell phones/electronic devices should be kept in their bookbag/purse in their locker, or if they choose to keep them on their person, they should be kept in their pocket, turned off, and not pulled out for any reason during the school day.

Electronic devices include: (cell phones, smartwatches, earbuds, headphones, or any other electronic device). We encourage smartwatches to be put in airplane mode while at school.

1st Offense: Verbal Warning

2nd Offense: Verbal Warning

3rd Offense: Administrator confiscates the cell phone or electronic device and turns it into the office where students will pick it up at the end of the school day.

4th Offense: Administrator confiscates the cell phone or electronic device and turns it into the office where students will pick it up at the end of the school day.

5th Offense: Administrator confiscates the cell phone or electronic device and turns it into the office where students will pick it up at the end of the school day additionally the student is issued 1 day In School Detention by administration.

6th Offense and thereafter: Administrator confiscates the cell phone or electronic device and turns it into the office where parent/guardian picks up the electronic device; additionally the student is issued 1 day In School Detention by administration.

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.

Step 1: 1 day suspension or ISD

Step 2: 3 day suspension or ISD

Step 3: 5 day suspension or ISD

Step 4: 10 day suspension *If in the judgment of the administrator, the incident warrants more severe consequences, steps can be omitted. Students with prior offense in another category may cause steps to be omitted.

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.

Step 1: 1 day suspension or ISD

Step 2: 3 day suspension or ISD

Step 3: 5 day suspension or ISD

Step 4: 10 day suspension *If in the judgment of the administrator, the incident warrants more severe consequences, steps can be omitted. Students with prior offense in another category may cause steps to be omitted.

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 - 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.

Step 1: 5 day suspension

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 prior offense in another category may cause steps to be omitted.

Rule 22 - 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.

Step 1: 5 day suspension

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 prior offense in another category may cause steps to be omitted.

Rule 23- APPROPRIATE DRESS

The following are guidelines with regard to proper dress.

- Student's clothing must be worn as the manufacturer intended: (inappropriate alterations, holes, tears, cut-offs, etc.) are not permitted. "Sagging" is an example of clothing not being worn as the manufacturer intended. Shirts that show midriff are acceptable as long as the student's personal areas and undergarments are completely covered.
- Shorts must be worn as the manufacturer intended, as long as the student's personal areas and undergarments are completely covered, including when the student is in a seated position.
- Apparel or items which allude to drugs, alcohol, sex, occults, gangs, profanity or which are offensive to ethnic, religious or racial groups is prohibited.
- Hats and hoods are not permitted except on designated days.
- Spaghetti straps and tank tops with straps smaller than 1 inch may not be worn.
- Blankets are not permitted.
- Body piercings must not detract from the educational process or become a safety concern.
- Pajama bottoms are not permitted except on designated days; no house slippers may be worn; and no jackets or coats may be worn in the building; those items should be placed in your locker.
- Any clothing or lack of clothing that is determined as being disruptive to the educational process or unsafe/unhealthy will not be permitted.

* In the event of a dress code violation students are responsible for missed work.

Step 1: Student must change or remove offending dress

Step 2: Student must change or remove offending dress

Step 3: Student must change or remove offending dress, 1 day suspension or ISD

Step 4: Student must change or remove offending dress, 3 day suspension or ISD *If in the judgment of the administrator, the incident warrants more severe consequences, steps can be omitted. Students with prior offense in another category may cause steps to be omitted.

Rule 24- 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 attire, 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.

Step 1: 1 day suspension or ISD

Step 2: 3 day suspension or ISD

Step 3: 5 day suspension or ISD

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 prior offense in another category may cause steps to be omitted.

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.

GANGS/ZERO TOLERANCE

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.

IN-SCHOOL DETENTION GUIDELINES

An **In-School Detention** may be assigned to students as a consequence for misbehavior. The building principal will assign **In-School Detention**.

- A full-day **In-School Detention** hours will be 7:30 a.m. - 2:30 p.m. If you are late to school for ISS, you will be sent home and possibly assigned an Out-of-School Suspension.
- Students must bring all of their work, textbooks, paper/pencil/pen, charged Chromebook to the In-School Suspension. No locker passes will be issued.
- You will be escorted to the restroom for two restroom breaks during the day. You are allowed to go and purchase your lunch and eat in the **In-School Detention** room.
- No cell phones or any electronic device will be allowed during the **In-School Detention** times this includes restroom breaks and lunch.
- No sleeping or putting your head down on the desk. You will complete all assignments and turn into the **In-School Detention** monitor to turn into your teacher.
- No talking to other students in the classroom

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."

- Any building administrator may remove the student from curricular or extracurricular activities or from the school premises.
- A school employee may remove the pupil from curricular or extra-curricular activities under his/her supervision.
- 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.
 - Written notice of the hearing must be given to the pupil.
 - The hearing must be held in accordance with the suspension or expulsion procedures depending on the probable action to be taken.
 - 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.

- Students must be informed in writing of the intention to suspend with the specific charges listed.
- The student must have the opportunity for an informal hearing:
 - Student is afforded an opportunity to provide her/his version of the incident
 - Must be permitted to review the allegations
- 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.
- Parent/guardian must be notified in writing of his/her right to appeal to the superintendent (the Board of Education designee).
- Parent/guardian must be notified of the student's leaving school if the suspension starts before the end of the school day.
- 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. Those students who complete their missing assignments may receive a maximum grade of 100% provided they return this work on the first day back from their suspension. Make up of missed tests may be scheduled when they return to school. Make up work will be available 24 hours after the suspension has been issued.

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.

LIBRARY RULES

- Students in the library/media center are expected to abide by the following rules:

- Policies regarding behavior, dress, and language are the same in the library/ media center as stated in the Student Handbook.
- Students may access the library/media center from Study Hall ONCE per school day.
- Students sent from Study Hall must go directly and quietly to the library/media center to avoid being tardy on arrival. They are not to stop at their lockers or the restrooms on the way.
- Food is NOT permitted in the library/media center.
- Students who are disruptive in the library/media center will be assigned a certain seat or instructed to leave.
- Library materials must be checked out at the circulation desk.
- Current magazines and newspapers are located on the magazine rack and may not be taken out of the library/media center. Back issues may be borrowed as regular library materials.
- Occasional talking must be kept to a whisper.
- The library/media center should be a quiet, restful, and pleasant place to read and study.
- Fees will be assessed for lost or damaged items

STUDY HALL RULES

- This time should be used for quiet study and/or the completion of homework assignments.
- Students should be in their assigned seats when the tardy bell rings.
- Students should always bring schoolwork and proper school materials (pen/pencil, paper, textbooks, etc.).
- Students should not talk without permission.
- Students should not disturb other students.
- Students should not pass notes.
- Students should keep both feet on the floor and not put their feet on chairs or tables.
- Students are not allowed to sleep. They need to use this time wisely and efficiently.
- Students are not allowed to groom themselves (make-up, nail polish, hair brushing, etc.) in study hall.
- When a student signs out to the library they are not allowed to go anywhere else.
- No food or drink shall be taken from the cafeteria without permission.
- Teacher permission may be required for students who wish to study together. This type of activity may be discontinued and/or disallowed in cases where student behavior does not meet the requirements of the study hall monitor.

PHONE USAGE POLICY

Please refer to Rule #17 of the Student Code of Conduct.

CHROMEBOOK POLICY

Purpose of 1:1 Program

The goal of the 1:1 Chromebook program is to create a collaborative, interactive learning environment for all students. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners.

How

Chromebooks will be distributed within the first three weeks of the school year. This 1:1 Chromebook Policy outlines the procedures for families to protect the Chromebook investment for the Twin Valley Community Local School District. During the first year of implementation, previously used devices will be distributed. This is the only way to make this program fiscally possible. As such there will be cosmetic damages of which students may not be responsible. *There will be a grace period for repairs resulting from previous wear and tear.*

Ground Rules

- Participation is mandatory in the same way that textbooks are mandatory.
- You are expected to take your device home every day regardless of whether it is needed.
- **Fully-charged Chromebooks must be brought to school every day;** repeated violations will result in discipline.
- Loaner Chromebooks will be provided as long as they are available. A loaner cannot be guaranteed and does not remove your responsibility for course work in your classes if one cannot be provided.
- Chromebook frequency of use and availability is left to the discretion of each teacher.
- Chromebooks use the same web filter at home as they do at school.
- Files will be stored online. Many Google Apps allow for offline access which will allow for school work to be accomplished even when the Chromebook does not have access to WiFi. Any work done in offline mode will be synced with the student's Google account when the Chromebook rejoins WiFi.
- Students must protect network accounts and passwords. Under no circumstances does one share login credentials or passwords with others.

Use and Care

- Transport Chromebooks using two hands with the screen closed.
- Protecting the Chromebook is your responsibility. A protective bag, cover, or case is recommended at the expense of the family.
- Chromebooks must remain free of any writing, drawing, skins, or stickers
- Headphones/earbuds and mice may be used at the expense of the family.
- Avoid excessive temperature changes. Your device should not be left in a hot car or unheated space.
- Do not place anything on the keyboard before closing the lid.
- Do not place excessive pressure on the front or back of the screen while storing or transporting.
- Do not remove or permanently cover identifying labels, tags or other distinguishing marks on the Chromebook.
- Clean Chromebooks with water/vinegar mix on a slightly damp rag. Do not oversaturate.

Repairs

- The cost to repair any intentional or negligent damage will be the responsibility of the family at a flat rate of \$25 per incident. If replacement is necessary, the family will be responsible for a replacement cost of \$175.
- If a Chromebook becomes lost, the family will be held responsible and charged a \$125 fee.
- Power adapters that are damaged or lost are the responsibility of the family.
- Parent(s)/guardian(s) must file a police report for a stolen device. Upon receipt of the police report, the District will then replace the Chromebook.
- Do not attempt to repair the Chromebook nor take the Chromebook to a third party for repair.
- **Immediately contact the Technology department if you are experiencing problems with your Chromebook. Complete the repair form located on the district website under the student menu. Deliver your device to 2104 in the Middle School.**

TERMS

Twin Valley Community Local School District (the “District”) provides all students with a Chromebook while they are enrolled. The District retains all ownership of the device, and entrusts the student with use of the device. **You will comply at all times with the District’s Student/Parent Chromebook Policy and Acceptable Use Policy.** Any failure to comply may terminate your rights of possession effective immediately and the District may repossess the property.

Your right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

Your failure to timely return the property and the continued use of it for non-school purposes without the District’s consent may be considered unlawful appropriation of the District’s property.

ACCEPTABLE USE POLICY

Staff and students are subject to school board policy file [EDE](#), and [EDE-R](#) (Acceptable Use and Internet Safety)

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District’s Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students’ use of the District’s personal communication devices (that is, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services (“Education Technology” or “Ed-Tech”).

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Board may not be able to technologically limit access, through its Education Technology, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children’s Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children’s Internet Protection Act. **Any student who attempts to disable the technology protection measures will be subject to discipline.**

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable, both civilly and criminally, for the uses of the Ed-Tech not authorized by this policy and its accompanying guidelines.

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.** Orc.3313.20(c)

VISITING LOCKERS/BOOK BAGS

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.

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.

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 guest has filled out the Student Dance Agreement form. Only one guest per 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 READMISSION after leaving 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. The site for the prom will be selected by a class committee working with the principal and class sponsors. Only juniors, seniors, high school faculty and invited guests may attend the event.

V. HEALTH AND SAFETY

EMERGENCY MEDICAL FORMS

According to the Ohio Revised Code, it is required that each student have an “Emergency Medical Authorization Form” on file in the school office to assist in the contact of parents/guardians and/or to authorize emergency treatment by designated licensed physicians at designated hospitals. Please include all medical information regarding the child, such as health conditions, allergies, and current medications.

Emergency Medical Forms (EMF) are to be completed online through Final Forms. Parents/Guardians are responsible for any changes that need to be made to the Emergency Medical Form throughout the year. Parents/guardians may log into their Final Forms account at any time to update information.

HEALTH SERVICES

The school health clinic is available to all students who become ill or injured while attending school. Teachers will fill out an online clinic referral prior to sending students to the clinic where they will be checked by the school nurse.

The West Alexandria Emergency Squad may be contacted, in conjunction with efforts to contact the student’s parents/guardians, for assistance in any accident or injury.

Depending upon the extent of the illness or injury, the student will be given first aid, sent back to class, kept in the clinic for a rest period, or sent home.

If the illness necessitates a call to the student’s parent/guardian, the call will be made by the school nurse. Students shall not text or make the call themselves on a cell phone, from a classroom, or office phone.

DISPENSING MEDICATION (Prescription and over the counter)

Ohio Senate Bill 262 mandates that schools may dispense medication only when the approved form has been completed by the student’s physician and signed by the parent/guardian each school year and is on file in the school office. A copy of this form is included in the first day packet. This form is also available for printing from the TVS website www.tvs.k12.oh.us.

All medication must be received in the original container with the student’s name and current directions for administration clearly visible.

The parent/guardian agrees to submit a revised form signed by the physician who prescribed the medication if any of the information provided changes.

Medication is kept in the office and administered only by the school nurse or designated personnel in accordance with the physician’s instructions. This law includes prescription and over the counter

medication. Per Ohio Revised Code, only authorized students with the appropriate physician forms on file are permitted to carry and self administer an inhaler or EpiPen. Students are not permitted to carry or self administer any other medication.

Students are not permitted to deliver medications to school. A parent/guardian is to bring medication to the office.

CHILD ABUSE POLICY

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.

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

HARASSMENT, INTIMIDATION, OR BULLYING

Harassment, intimidation, or bullying behavior by any student/school personnel in the Twin Valley Community 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 particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both 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.

VI. ADDITIONAL SERVICES

LUNCHTIME RULES AND CONDUCT

Students are not permitted to “order” food from outside sources and have it delivered at lunchtime or any other time of the school day. Students who choose to violate this rule will have the food confiscated at their own cost and will be referred to the principal for disciplinary consequences as a violation of Rule #8 under the Student Code of Conduct.

Food and drink may be consumed only in the cafeteria and for special events under the supervision of teachers. Students who violate this policy are subject to discipline.

Twin Valley South operates a closed lunch period for all students, meaning that students must remain in the school during their lunch time, and eat in the cafeteria. No guests are allowed unless approved by the principal.

Lunchtime Rules and Procedures:

- Upon arriving in the cafeteria, 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. 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 cafeteria.
- Students are to use the restrooms located in the cafeteria.
- Students are not permitted in any other area of the building unless they have permission of the teacher(s) on lunch duty.
- Students may not go to any classroom unless they have permission from the teacher.
- 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.
- Students are expected to place their trash in the proper receptacles provided for their usage. The table and surrounding area should be free of trash before students are dismissed to the next class.
- All students at an uncleared table have the responsibility to clear it.

FREE AND REDUCED PRICE MEALS PROGRAM:

Students who qualify for free/reduced price lunches will qualify for a free/reduced price breakfast. Students who were approved under this program during the previous school year will continue to receive benefits for the first thirty (30) days of school. New applications must be completed prior to that date to determine if your student is eligible to receive benefits for the remainder of the 2023-2024 school year. Online applications for free and reduced lunch can be found at www.tvs.k12.oh.us by selecting the Forms tab and under Public Forms click Free and Reduced Lunch Application. If you need any assistance completing this application, you may contact the Director of Food Services at 937-839-5691..

DIGITAL/INTERACTIVE MENUS

The food service website will provide important food service information and helpful articles on nutrition. This can be accessed from the TVS homepage, click Food Service under the Departments tab. You will be able to do the following:

- Hover over any menu item and view the nutritional and allergen information
- Click on Nutrition, Nutrition Report Card, to select daily items and see total nutritional information for the day.
- Enter any allergens you are concerned with under "special meal accommodations" and the menu will automatically highlight in red any menu items that contain those allergens.
- Sign up on the website to have the monthly menus automatically emailed to you as soon as they are posted to the website.

SPECIAL DIETARY NEEDS

If a student has been determined by a doctor to have a condition that would prevent the student from eating the regular school meal, the school will make substitutions prescribed by the doctor. The doctor must provide this information to the school, in writing. If a substitution is needed, there will be no extra charge for the meal. If a student needs substitutions because of a handicapping condition, please contact the cafeteria manager at the school.

TRANSPORTATION

Student Conduct on School Buses

It is a privilege for students to ride buses, 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. Students are only permitted to ride their assigned bus to and from school, exceptions to this rule will only be made by the principal

Bus Rules:

- Absolute silence at railroad crossings until the bus is completely across the tracks.
- Be courteous to others: no swearing, teasing, or other forms of harassment.
- Do not drink, eat food or candy, or chew gum on buses.
- Keep the bus clean; do not throw paper or other objects on the bus.
- Stay in assigned seats; remain seated while the bus is in motion.
- Keep head, hands, feet, and articles inside the school bus. Pupils may carry on the bus only items they can hold in their lap.
- No alcohol, tobacco, drugs, weapons, or smoking paraphernalia on the bus.
- Students may not damage the bus in any way, including the seats, windows, and doors.
- No horseplay or fighting.
- No animals may be transported on the bus.
- No radios or other transmitting devices may be used without headphones.
- Do not engage in loud talking, laughing, or other forms of unnecessary noise.
- 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 school's 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.

PERMISSION TO CHANGE BUSES

Students are assigned to ride certain buses. Students are required to take their customary means of transportation home from school. Students are not permitted to ride another bus or get off at a different stop unless the MS/HS office has been notified in advance of the change.

VII. PARKING

PARKING LOT/MOTOR VEHICLE POLICY

Please note that all information within the Parking Lot/Motor Vehicle Policy applies to ALL TVS HIGH SCHOOL STUDENTS, including those who attend Miami Valley Career Technology Center (MVCTC).

PARKING LOT POLICIES AND PROCEDURES

Driving to school is a privilege. Most students who attend TVS high school are afforded the opportunity to be transported to school by a school bus. If students choose to drive to school they must follow all policies and procedures outlined in the Student Handbook and/or in any addendums approved by the Board of Education. The final interpretation of all policies and procedures outlined in the Student Handbook and/or in any addendums will be determined by the administration. Safety will be the highest priority considered by the faculty, administration, and the Board of Education.

Driving Regulations

- Students must complete an application for a parking permit, and must provide proof of a valid driver's license and automobile insurance. A signature is required from both the student and parent/guardian.
- Once the application for a parking permit is completed, the student can return to the high school office with the \$5 fee to receive his/her parking permit. The parking permit must be prominently displayed in the automobile.
- 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.
- Students must observe a 10 m.p.h. speed limit on school property, 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.
- 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 at school.
- 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.

VIII. CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

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:

- To help encourage students to recognize his/her responsibility to self, coaches, advisors, fellow students, and school.
- To help encourage the student to realize that accomplishing goals are a team effort and a team concern.
- To help encourage the student to realize success comes only through self-sacrifice and hard work.
- 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 to the rules in the Twin Valley South High School Athletic Handbook.

- 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.
- 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.
- 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.
- 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.
- 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

- 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:

- Be denied from participation in athletics for 25% of the season (or subsequent season).
- 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:
 - 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 the assessor.
 - 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).
 - 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.
- 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 the team in any games, contests, or events.
- 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:

- Suspension from participating in all extracurricular activities for 365 days from the date notified by the Athletic Director or Building Administrator.
- 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:
 - 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 the assessor.
 - Prior to reinstatement, the student must complete twenty (20) hours of school service (assigned by the building principal or his/her designee).
 - Prior to reinstatement, the student must have completed an educational class/counseling related to correcting behavior that caused the suspension.

Third Offense:

- 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 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.
 - 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.
- Students and parents agree to a professional evaluation (an outside agency which specifically deals with alcohol/drug treatment) for treatment appropriate to the student's present situation.
- Report/summary of the professional evaluation or treatment is shared with the school.
 - 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.

- The athletic teams begin August 1, 2022.
- Activities such as Student Council, FCCLA, Play Production, etc., will begin when they have their first meeting.
- The seasons for all groups will be divided into 3 seasons. The fall, winter, and spring.
- 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.
- 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.
- The FFA season will be set to correspond with the start and end of each academic quarter.
- Students so denied will not be eligible for any awards for the sport/activity in which the violation takes place.
- Co-Curricular classes cannot penalize the student's grade/credit.
- On the second offense during a 4-year period, the student will be denied participation for 1 calendar year from all activities.
- If any of the above conditions are broken, the denial of participation described in #1 will be invoked.
- 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:

- 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.
- 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 extracurricular 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

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

- 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.
- 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.

PARTICIPATION FORMS

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:

- 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.
- 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.

- 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.
- 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.
- 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.
- 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.

IX. CLUBS AND ORGANIZATIONS

CLASS ELECTIONS

Each class shall elect a President, Vice-President, Secretary, Treasurer, and two Student Council Representatives (one boy and one girl) in spring elections by Student Council. Candidates must secure petitions for the office of their choice and correctly complete and file them by the due date set by Council.

NATIONAL HONOR SOCIETY

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. Perspective 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 and/or placed on probation. A National Honor Society member must maintain all four standards for membership in order to retain the membership. Cumulative GPAs are calculated when credits are assigned.

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 \$ 10.00. 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 the NHS which are: Leadership, Character, Scholarship and Service. Probation will include non-participation in any of the privileges that are due to members in good standing. While on Probation no member shall indicate on scholarship applications or activity sheets that they are current members of 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. One semester of probation is allowed for a member to have the opportunity to return the cumulative GPA to a 3.6.

Section 3. Any senior falling below a cumulative 3.6 GPA at the end of second semester 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 the 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:

- Notify the member of the charge.
- Convene the Faculty Council for the purpose of hearing the charge.
- 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.
- Provide the member in violation the opportunity to respond either in writing or orally.

○ **Twin Valley South Bylaws** - Adopted annually by School Board Approval of Student Handbook. Bylaws will be published in the Student Course Description Guide, the TVS HS Student Handbook & NHS web page. **TWIN VALLEY LOCAL REQUIREMENTS.**

STUDENT COUNCIL

The Student Council is an organization whose purposes are to promote a closer relationship between students and teachers, promote more school spirit, organize, and coordinate school and club activities, provide a common ground of expression for all student body and administration, and to promote better school and community relations.

The membership of the Student Council is made up of a president and vice-president elected by vote of the entire student body grades 9-11, the presidents of all school sponsored clubs and organizations, each class president and two elected representatives, one boy and one girl from each class.

LIST OF CLUBS

FCCLA

FFA

SCIENCE OLYMPIAD

ENERGY TEAM

QUIZ TEAM

SADD

GAME CLUB

FELLOWSHIP OF CHRISTIAN ATHLETES

E-SPORTS

SANDWICH CLUB