

# **VALLEY VIEW HIGH SCHOOL**

## **2019-2020**

# **STUDENT-PARENT HANDBOOK**

Approved by the Valley View Board of Education

6027 Farmersville-Germantown Pike  
Germantown, Ohio 45327

Telephone (937) 855-4116

Fax (937) 855-4739

[www.valleyview.k12.oh.us](http://www.valleyview.k12.oh.us)



### **Principal's Message**

Welcome to our school and the 2019-2020 school year. The staff and I are pleased to have you as a student and will do our best to make your high school experience productive and successful. This handbook was developed to answer many commonly asked questions and contains important information that you are responsible for knowing. The school's rules and procedures are designed to allow Valley View students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions, obey all school rules, be respectful and respected, and arrive at school on time and prepared to learn. In order to keep parents and students informed of progress in school, information is provided on Progress Book. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing them of suggestions or concerns that may help their child better accomplish their educational goals. Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures, and drills are held to teach students how to respond in emergencies. It is required that all students have an Emergency Medical Authorization Form completed and signed by a parent or guardian. Parents whose child has specific health care needs should alert the school regarding those needs in writing and with proper documentation by a physician to the school attendance office.

Todd Kozarec  
VVHS Principal

### **Mission Statement**

All efforts of the District are focused on providing and maintaining a quality education and effective appropriate learning environment. The Mission is for students to succeed and to accept responsibility in their family, their place of work, and in society.

### **Belief Statements**

Members of the Valley View Local School District believe that a successful school community:

- Prepares students with academic skills to think and solve problems effectively.
- Develops individuals who work independently or collaboratively to apply learning to real life situations.
- Supports the pursuit of personal goals and lifelong learning
- Possesses a quality instructional program that includes: well-defined long-term goals, objectives that are assessed regularly, high expectations for achievement, and exemplary instructional strategies
- Guides students to develop a respect for other people and a willingness to work cooperatively in society.

### **Equal Educational Opportunity**

This district provides an equal educational opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, or national origin, has the right to file a complaint. Complaints and/or questions should be directed to the School District's Compliance Officer at 855-6581. Complaints will be investigated and a response provided to the person filing the complaint. The Compliance Officer can provide additional information concerning equal access to education opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises a complaint.

**NOTICE OF NONDISCRIMINATION AND INTERNAL COMPLAINT PROCEDURES  
(INCLUDING TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AND ADA)**

## **Nondiscrimination**

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, age, or genetic information in its program, activities, or employment. Furthermore, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

## **Complaint Procedure**

### **Section I**

Any person who believes s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which may be referred to as a grievance, with the District's Civil Rights Coordinator.

**Mr. Kevin Phillips (Special Education Coordinator)**  
**Valley View Local School District**  
**59 Peffley Street**  
**Germantown, Ohio 45327**  
**(937) 855-6581**

The individual may also, at any time, contact the U.S. Department of Education, Office for Civil Rights, Cleveland Office, 600 Superior Avenue East, Suite 750, Cleveland, Ohio 44114-2611; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: [ocr.cleveland@ed.gov](mailto:ocr.cleveland@ed.gov); Web: <http://www.ed.gov/ocr>.

### **Section II**

A person who believes s/he has a valid basis for a complaint may discuss the matter, informally and on an informal basis with the District's Civil Rights Coordinator, who will investigate the complaint and respond in writing to the complainant. If the informal procedures, do not resolve the matter to the complainant's satisfaction or s/he skips the informal process, s/he may initiate formal procedures according to the following steps:

#### **Step 1**

Investigation by the District's Civil Rights Coordinator: A person may initiate a formal investigation by filing a written complaint with the District's Civil Rights Coordinator. The complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, and describe the alleged discriminatory action in sufficient detail to inform the Civil Rights Coordinator of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) calendar days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the Civil Rights Coordinator for good cause. The Civil Rights Coordinator will conduct an impartial investigation of the complaint. As part of the investigation, the Civil Rights Coordinator shall permit the complainant to present witnesses and other evidence in support of his/her complaint. The investigation shall be completed within ten (10) business days of the written complaint being filed. The Civil Rights Coordinator will notify the complainant in writing of his/her decision and will maintain the District's files and records relating to the complaint.

#### **Step 2**

If the complainant is not satisfied with the Civil Rights Coordinator's Step 1 decision, s/he may submit, in writing, a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days of receiving the written appeal.

**Step 3**

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's Step 2 response. In an attempt to resolve the complaint, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting

The complainant may be represented, at his/her own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case in the appropriate Federal District Court. Use of the internal complaint procedures is not a prerequisite to the pursuit of other remedies.

The Civil Rights Coordinator will provide a copy of the District's complaint procedure to any person who files a complaint and will investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Right Coordinator's office.

**Prohibition Against Retaliation**

The Board will not discriminate against, coerce, intimidate, threaten, or interfere with any individual because the person opposed any act or practice made unlawfully by any Federal civil rights law, or because that individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under those laws or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

**Student and Staff Well Being**

Safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. **If a student is aware of any dangerous situation or accident, he/she must notify a staff person immediately. Failure to do so may be considered insubordination. Another option is to email: [safety@valleyview.k12.oh.us](mailto:safety@valleyview.k12.oh.us), however remember that an immediate safety concern must be reported promptly to a staff member.**

Additionally, State law requires that all students have an emergency medical authorization completed, signed by a parent or guardian on file in the school office. Students with specific health care needs should alert the school regarding those needs, in writing and with proper documentation by a physician, to the school office.

**High School Building Leaders**

Todd Kozarec .....Principal  
Andy Berry.....Dean of Students

**Secretarial Staff**

Lori Spencer.....Main Office  
Patty Kidwell.....Attendance

Brain Lemke.....Athletic Director

**Staff**

Catherine Abner .....Choir/Band  
Kent Boyle.....English  
Scott Brown.....Social Studies  
Mike Burns.....Music/Band  
Nathan Cottingim.....Spanish  
Kelli Daugherty.....English  
Kevin Deskins.....Intervention  
Steve Dickson.....Health/PE  
Cindy Drabenstott.....Math  
Chad Evans.....Social Studies  
Kim Greenup.....Intervention  
Penny Green.....Library Media  
Dawn Gunter.....English  
Austin Halsey.....9/10 Counselor  
Nicole Hardin.....Spanish  
William Heistand.....Science  
Michelle Hodson.....Intervention  
Heather Keating.....11/12 Counselor  
Tara Keating.....Math  
Matt King.....Math  
Shannon Longman.....English  
William Longman.....Social Studies  
Betsy Martin.....Ag. Ed.

Jacqueline Nomaou....Family and Consumer  
Matt O’Diam.....Science  
Michael O’Diam.....Social Studies  
Joel Phillips.....CBI  
Bob Skidmore.....Math  
Sarajane Steinecker.....Art  
Melissa Shirley.....Science  
Keith Shultz.....Industrial Arts  
Beth Thomas.....Intervention  
Natalie Walker.....Art  
Theresa Worley.....Science

**Support Team**

Karen Becker .....Aide  
Judy Brandon .....Aide  
Scott Gephart.....Head Custodian  
Connie Izor.....Aide  
Holly Kurtz.....Aide  
Debbie Landis.....Grants & Commun.  
Mike Lucas .....Custodian  
Susan Parks.....Nurse  
Colleen Ratliff.....Aide  
Mike Tuck.....Custodian

**Cafeteria Team**

Debbie Ballinger  
Lori Henry  
Lisa Keister  
Lori Pohl  
Ashley Steinmetz

For Individual Information & Email Addresses go to Valley View Web Site – [www.valleyview.k12.oh.us](http://www.valleyview.k12.oh.us)  
Valley View High School Phone: 937-855-4116 Fax: 937-855-4739

**Central Office Personnel**

Mr. Ben Richards.....Superintendent  
Mr. Rick Wharton.....Transportation  
Ms. Laura Sauber.....Treasurer

**Board of Education**

Mrs. Angie Valenti-President  
Mr. Elliot Boyd- Vice President  
Mr. Mark Cline - Member

Mr. Kevin Phillips.....Director of Student Services  
 Mrs. Nicole Thomas.....Curriculum  
 Mr. Eric Depew.....Director of Operations  
 Mrs. Samantha Howard.....EMIS  
 Mrs. Michelle Gephart.....Food Service Coordinator

Mr. Tom Geglein –Member  
 Mrs. Jenny Michael – Member

**School Information**

Valley View Primary.....937-855-6571  
 Valley View Intermediate..937-855-4203  
 Valley View Junior High....937-696-2591  
 Valley View High School...937-855-4116

**Board of Education Office**

59 Peffley Street  
 Germantown, Ohio 45327  
 937-855-6581

**Valley View High School Bell Schedule**

**Regular Schedule**

1<sup>st</sup> Period 7:40-8:30  
 2<sup>nd</sup> Period 8:34-9:24  
 3<sup>rd</sup> Period 9:28-10:18  
 4<sup>th</sup> Period 10:22-11:12  
 5<sup>th</sup> Period 11:16-12:50  
 6<sup>th</sup> Period 12:54-1:44  
 7<sup>th</sup> Period 1:48-2:38

**Lunch Schedule**

“A” Lunch 11:16-11:46  
 “B” Lunch 11:48-12:18  
 “C” Lunch 12:20-12:50

**Two Hour Delay**

1<sup>st</sup> Period 9:40-10:12  
 2<sup>nd</sup> Period 10:16-10:46  
 3<sup>rd</sup> Period 10:50-11:20  
 4<sup>th</sup> Period 11:24-11:54  
 5<sup>th</sup> Period 11:58-1:28  
 6<sup>th</sup> Period 1:32-2:02  
 7<sup>th</sup> Period 2:06-2:38

**Lunch Schedule**

“A” Lunch 11:55-12:25  
 “B” Lunch 12:26-12:56  
 “C” Lunch 12:57-1:28

**Two Hour Early Dismissal**

1<sup>st</sup> Period 7:40-8:12  
 2<sup>nd</sup> Period 8:16-8:45  
 3<sup>rd</sup> Period 8:49-9:19  
 4<sup>th</sup> Period 9:23-9:53  
 5<sup>th</sup> Period 11:08-11:38 “A” Lunch  
 11:38-12:08 “B” Lunch  
 12:08-12:38 “C” Lunch

**Advisory Schedule**

1<sup>st</sup> Period 7:40-8:25  
 2<sup>nd</sup> Period 8:29-9:14  
 3<sup>rd</sup> Period 9:18-10:03  
 4<sup>th</sup> Period 10:07-10:52  
 5<sup>th</sup> Period 10:56-12:28  
 Advisory 12:32-1:02  
 6<sup>th</sup> Period 1:06-1:51  
 7<sup>th</sup> Period 1:54-2:38

**Lunch Schedule**

“A” Lunch 10:56-11:26  
 “B” Lunch 11:27-11:57  
 “C” Lunch 11:58-12:28

**Class Officers 2019-2020**

**Seniors**

**Juniors**

President – Makenzie Hoog  
Vice Pres. – Tyhanna Alldred  
Secretary – Jessica Kelly  
Treasurer – Jenna Hausfeld  
Reporter – Justin Bromagen

President – Madison Owens  
Vice Pres. – Owen Harvey  
Secretary – Troy Coulter  
Treasurer – Shaw Hawkey  
Reporter – Cameron Scholler

**Sophomores**

President – Maddix Cradlebaugh  
Vice Pres. – Lily Holbrook  
Secretary – Kate Berry  
Treasurer – Lilly Johnson  
Reporter - Joseph Barnett

**Freshmen**

President – Riley Hodson  
Vice Pres.- Holden Caplinger  
Secretary – Jayden Tieger  
Treasurer – Braydon Moore  
Reporter – Micah Fulwiler

**Student Council Officers**

President – Jacqueline Fox  
Vice Pres. – Aiden Valenti  
Secretary – Elizabeth Barnett  
Treasurer – Kevin Myers  
Reporter – Dylan Branham

**FFA Officers**

President-Mackenzie Hoog  
Vice Pres- Tyler Michael  
Secretary- Ansley Kozarec  
Treasure- Keith Kinner  
Reporter- Charity Moore  
Sentinel- Taylor Weaver  
Student Adviser- Grant Helsinger  
Vice-President Building Communities- Chase Baker  
Vice-President Strengthening Agriculture- John Gilbert  
Vice-President Growing Leaders- Harli Taylor

**Student Council Members**

**Seniors**

Elizabeth Barnett  
Dylan Branham  
Jacqueline Fox  
Kevin Myers  
Aiden Valenti

**Juniors**

Kylie Atchison  
Abigail Dickson  
Cirsten Keister  
Delanie King  
Ansley Kozarec

**Sophomores**

Olivia Barnett  
Emma Burr  
Kennedy Burr  
Owen Caplinger  
Zach Myers

**Freshmen**

Ava Cradlebaugh  
Emily Eversole  
Lily Meyers  
Karli Miller  
Caden Phillips

**Valley View High School Code of Conduct**

**There is a direct correlation between student attendance and academic success in school. Students who attend a school with a high degree of regularity greatly increase the likelihood of achieving academic success and they develop good habits for work after high school.** Ohio's compulsory school laws require students to attend school and establish legal penalties for both students and parents who violate these laws. Any questions concerning the authority or guidelines used for excusing student absences from school are outlined in the ORC 3321.04, ORC 2151.011, and Ch. 3301-51 of the Ohio Administrative Code, and HB 410.

**Attendance Procedure** – Good attendance results in success at school; Therefore, Valley View High School strongly encourages regular attendance in accordance with the Ohio Compulsory Attendance Laws and the Missing Children's Act (ORC. 3321.04). **Parents are asked to report their child's absence from school at 855-4116 (ext. 222)** as soon as they are aware of their child's absence. The school will attempt to contact the parent of each absent student who is not reported. **Regardless of whether communication is made, students who miss all or part of the previous day must report to the attendance office with a signed parental note or doctor's certification upon their return, prior to the start of the school day.** Failure to supply an acceptable note upon return to school results in an unexcused absence. **Absences are either excused or unexcused. It is possible for a student to be unexcused even though a parent gives permission for the absence. Students arriving or leaving school for a doctor's appointment must bring a doctor's certification upon return to school, in order for the absence to be excused.**

**Early Dismissal (including medical excuses)** – No student will be allowed to leave school prior to dismissal time without either:

- (a) Written request signed by the parent or guardian or,
- (b) The parent or guardian coming to the school office to request and sign for the release or
- (c) Via a parental phone call. No student will be released to a person other than a custodial parent or guardian without a permission note signed by the custodial parent or guardian or verified parental permission or
- (d) A student may be released on his /her own only with verified parental permission.

**Excused Absence Defined** – The following are examples of what the school will consider legitimate reasons for students to miss school:

- Personal illness (chronic absences due to illness may require a doctor's note)
- Quarantine of the home
- Serious illness or death in the immediate family
- Emergency circumstances, as granted by the principal
- Authorized religious holiday
- Approved school activities

**Excused Absence Guidelines** – Valley View students may miss up to five days of school per semester without a medical excuse, provided the reasons comply with the previous list of legitimate reasons for an excused absence, and a parent note is supplied. Each school day missed is counted as a separate absence. Excused absences beyond five school days per semester **(there is a limit of 5 parent notes/semester)** MUST be accompanied by a medical excuse, or the absence will be treated as unexcused. **NOTE: Submission of a falsified doctor's note may be a felony crime.**

**Unexcused Absence Defined** – The following are some examples of an unexcused absence:

- Truancy (includes but not limited to exceeding 5 note parent limit per semester)
- Suspension
- Shopping
- Trips not approved in advance
- Missing the school bus, and/or car trouble, and/or oversleeping



- Hunting
- Fishing
- Attending games
- Gainful employment
- Birthdays
- Taking your son or daughter to work day or other celebrations
- Hair appointments
- Job hunting
- Any other absences deemed unexcused by the administration

**Unexcused Absence Guidelines** – Any absence which is not excused or pre-approved (including trancies/class cuts), or are beyond the **5 day parent note limit per semester**, without a medical excuse will be considered unexcused and the student is considered truant.

>Students who are unexcused or are beyond their 5 parental notes per semester are considered truant and will not receive credit for school work that is missed (unless a legitimate doctor’s excuse is received which excuses the absence(s), or credit for make-up work is approved by the Principal.

>Students will be disciplined for unexcused absences per the code of conduct. Students and parents may be cited to Montgomery County Juvenile Court or Miamisburg Satellite Court for not attending school.

**Habitual Absences/Tardy/Truancy Policy**

A student’s excessive or habitual absence, tardiness, or truancy to school, will result in a requirement for their parent(s) to attend an Attendance Intervention Meeting in accordance with ORC 3313.663, ORC 2151.011(B)(17), and HB 410.

Legally a student is considered habitually truant if the student is absent without a legitimate excuse for:

- 30 or more consecutive hours (approx. 5 school days)
- 42 or more hours in a month (approx. 6 school days)
- 72 or more hours in a year (approx. 12 school days)

**When a student becomes “Habitually Truant”, the student and parent/guardian may be referred to an Attendance Intervention Meeting and an Absence Intervention Plan (AIP) will be developed. As mandated by Ohio law, failure of the student to make satisfactory progress per the AIP will require a court complaint to be filed.**

If a student becomes habitually truant within 21 days of the end of the school year, a school official may be assigned to develop an absence intervention plan during the summer, or the school may reconvene the absence intervention process on the first day of the next school year.

**PLEASE NOTE:** per H.B. 410, Parents will be notified by mail of student absences (with or without excuse) when they reach the threshold of 38+ hours in a month, or 65+ hours in a school year. This notice will be sent within 7 days of the absence that triggered the notice.

**District Schedule to Notify Parents of Accumulated Student Absences:**

<b>With or Without Legitimate Cause</b>	<b>38 hours in one school month (approx 5 days)</b>	<b>65 ours in one school year (approx 6 days)</b>	
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Unexcused	30 or more consecutive hours (approx 4 days)	42 or more hours in 1 school month (approx 6 days)	72 hours in a school year (approx 10 days)
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**NOTE:** Hours of school missed due to tardies may be applied to the accumulated number of hours of unexcused absence in relation to ORC 3313.663, ORC 2151.011(B)(17), and HB 410 (mandatory attendance laws).

(Adult students with habitual tardiness or absences may be withdrawn from school.)

**PLEASE NOTE:** A student's driver's license may be suspended by the State of Ohio upon notification of the Ohio Bureau of Motor Vehicles by the school district when a student accumulated 60+ hours (9 days) of unexcused absences in a month, or 90+ hours (13 days) in a school year.

Additionally, students who dropout of school may also lose their driver's license ORC 3321.13 SEC. B2

**Student Consequences for Unexcused Absences**

1. **First offense** – The student will receive one Extended School or 1 day AEP per each ½ day of unexcused absence.
2. **Second offense** – The same penalty as the first offense.
3. **Third offense** – The student may receive, but not limited to, three days of AEP or three Extended Schools, possible referral to the school's attendance officer; and possible loss of school driving privileges (length of time determined by administration). **Note: on the third unexcused absence, a attendance notice with information regarding HB 410 and State of Ohio mandated steps regarding compulsory attendance laws will be sent to the parent/guardian.**
4. **Fourth Offense** - Same as above (less letter to parent)
5. **Fifth offense - a fifth unexcused absence may require the parent and student to attend a parent involvement program (Attendance Intervention Meeting) and an Absence Intervention Plan (AIP) will be developed. As mandated by Ohio law, failure of the student to make satisfactory progress per the AIP will require a court complaint to be filed.** The student may receive three days of AEP or three Extended Schools, possible referral to the school's attendance officer; and possible loss of school driving privileges (length of time determined by administration); and other sanctions/measures as determined by the AIP.
6. **Any subsequent offenses – If the student has not made satisfactory progress per the AIP, a court complaint may be filed. Having subsequent offenses would be a strong indicator that satisfactory progress has not been made and court involvement becomes likely.** The student may receive three days of AEP or three Extended Schools, possible referral to the school's attendance officer; and possible loss of school driving privileges (length of time determined by administration); and other sanctions/measures as determined by the AIP.

**Loss of Credit Policy**

Students with excessive unexcused absences face possible loss of credit. Students with 10 unexcused absences from any course may be removed from that course and may lose credit for that course after a due process hearing with the Principal and Guidance Counselor.

**Tardies** – Students who arrive at school after the school day has begun **through the first thirty (30) minutes of their school day will be counted tardy**. Students arriving late to school are to report directly to the attendance office for an admit slip. Students may have three tardies per quarter without penalty, but all other tardies will receive discipline as per Code of Conduct, unless a doctor's note is supplied. A student who arrives at school after 8:10am, or 30 minutes after the start of their school day, will be counted a ½ day absent, as will those who leave school before 2:38pm. Students leaving school after 2:08 pm will be counted as ½ day absent unless they provide a doctor's excuse. Any absence of more than 3.5 periods may be counted as a full day of absence.

**NOTE: Hours of school missed due to tardies will be applied to the accumulated number of hours of unexcused absence in relation to ORC 3313.663, ORC 2151.011(B)(17), and HB 410 (mandatory attendance laws).**

### ***SPECIAL NOTE***

**Students must be in school/class within 30 minutes of the start of their school day in order to participate in any extracurricular or special in-school activities. The only exceptions will be those students who bring a doctor's note regarding their late arrival/or early departure, and before participation in extracurricular or special in-school activities that day (minimum of one-half day attendance at school, as determined by the administration, is required); or situations approved by administration.**

**All tardies, both to school and/or to classes, are cumulative, through each nine week grading period for disciplinary purposes.**

#### **Student Consequences for Tardies (per quarter)**

1. **First through Third offense** - No action will be taken
2. **Fourth & Fifth offense** - Detention or 2 Lunch-detentions as determined by administration, and/or possible assignment to in-school study groups. No credit for class work missed.
3. **Sixth through Eighth offense** - One extended school or AEP (admin decision), and/or possible assignment to in-school study groups. No credit for missed class work.
4. **Subsequent Offenses:** One extended school or AEP (admin decision), and/or possible assignment to in-school study groups. No credit for missed class work. Possible loss of parking permit (school driving privileges with length of time to be determined by administration).

**Class-Cuts** – Class-cuts are determined by the administration and occur when a student misses all or part of an assigned class without permission. A student who leaves the school building or school grounds without permission, and/or those who miss more than one class in a day, will be considered truant. **Truancy is an unexcused absence and the hours of school missed may be applied to the accumulated number of hours of unexcused absence in relation to ORC 3313.663, ORC 2151.011(B)(17), and HB 410 (mandatory attendance laws)**

#### **Consequences for Class Cut:**

1. **First offense & second offense**– Extended School.
2. **Subsequent offenses** – Three days AEP up to ten days suspension.

Students who drive/ride in a vehicle while being truant/class cut may lose driving privileges (length of time determined by administration).

*There is no legal acceptable reason for any student to miss school in the name of a “skip day”. Therefore, any student participating in such an unauthorized activity shall be deemed truant and will be dealt with according to the rules of truancy/ unexcused absences.*

### **Pre-Excused Absences**

Students are sometimes permitted to miss school for family vacations, job shadowing, and college visits. **These absences must have prior approval of the administration.** The student should bring a parent note **to the attendance office** requesting the pre-approved absence **at least a day in advance** of the day s/he is leaving. The student will carry a form, given to the student by the attendance office upon receipt of the parent note, to teachers to receive missed assignments. These assignments are due the day the student returns to school.

The **administration will approve or not approve** these requests based on the student’s academic standing, attendance record, and teachers’ input. **It is the student’s responsibility to know whether the absence was approved or not approved by an administrator prior to missing school.** (Refer to the “Guidance” section of this student handbook to read about college visits.) Note: An absence from school to participate in an athletic showcase is not considered a college visit; such absences must go through the preapproval process to be excused.

### **CBI Additional Attendance Policies**

Career Based Intervention (CBI) allows students to earn credit for working an approved job during the school day. Therefore, CBI students’ work activities are part of their required school attendance.

**All Habitual Absences/Tardy/Truancy Policies from above also apply to CBI students. In addition, the following are attendance policies specific to CBI students:**

1. **CBI students must be employed.** CBI students who are not employed may be placed in AEP for some or all of the school day until they are employed. They must have employment verification sheets signed by five prospective employers each day they are unemployed. Students may be removed from CBI and placed back in traditional classes after the fifth school day they are unemployed.
2. **CBI students may not request a return to traditional classes after the first ten days of a school year.**
3. CBI students **may miss only 5 days per semester** without a doctor’s note or pre-approved absence. Students who exceed that limit may lose credit. CBI students who lose credit due to excessive absences may appeal to a committee consisting of the CBI teacher, a Guidance Counselor, and an Administrator to request that credit be reinstated, but the committee is not obligated to do so.
4. **Employed CBI students must work an average of 15 hours per week with job site and hours approved by the CBI coordinator.** Students who do not meet this guideline are considered unemployed. These CBI students, and any unemployed CBI students and may be required to remain at school until 10:00 a.m.. They are expected to obtain a job verification sheet from the CBI instructor, to have it signed by three (3) prospective employers that same day, and to return it to the CBI instructor the next school day. Students without completed job verification sheets will receive a ½-day unexcused absence from school. Each day of unemployment beyond five will be considered an unexcused absence from school. CBI students assigned AEP may be required to stay until 2:30 p.m., as determined by the administration, unless they are working at a CBI approved job that day.

### **STUDENT CONDUCT**

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board will not condone any behaviors that are violent, disruptive or inappropriate that will impede with the educational process.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property, and/or at school-related events, is subject to approved student discipline regulations. The Superintendent/Designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are able to be disciplined.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building. Adoption Date: 5/19

Legal, Ref: Orc.3313.20;3313.534;3313.66;3313.661;3313.662 OAC 3301-35-03

Cross Refs:ABC, Student Involvement in Decision Making EBC, Emergency Plans JFCAA, Student Dress Code JFCEA, Gangs JFCJ, Dangerous Weapons in the Schools JG, all sub codes Student Handbooks

The Valley View Board of Education has adopted this code of conduct to foster a safe and effective learning environment for the students of Valley View High School, in compliance with Sections 3313.66, 3313.661, 3313.533 (Sub. Sec. 601), and 3313.663 of the Ohio Revised Code.

A violation of any section or rule of this Code of Conduct and/or Student Parent Handbook may result in disciplinary action including, but not limited to, detention, loss of bus privileges, loss of driving privileges, loss of privileges, detention, lunch-detention, assignment to in-school study groups, extended school, alternative educational placement (AEP), satellite court, suspension, emergency removal, expulsion, or permanent exclusion. The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and obey all school rules. In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and, whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The school however, may use the mail, email, hand delivery, or phone to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her education goals. Use of Progress Book, email, and phone calls to contact school personnel are encouraged.

**Discipline of Students with Disabilities** – Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Act (I.D.E.A.), and where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

**Scope of Jurisdiction** – The section or rules of this code will apply to all Valley View High School students when they are under the authority of school personnel during a school activity, function, or event, whether on Valley View School property, school bus, or on another site and property under the control of school authorities, and while at activities and programs. In addition this Code of Conduct includes:

1. Misconduct by a student that occurs off school property but is connected to activities or incidents that have occurred on school property.

2. Misconduct by a student that, regardless of when or where it occurs, is directed at a District official, employee, outsourced personnel, or the property of a District official, employee, or outsourced personnel. This includes all parallels at the MVCTC as well.
3. The Miami Valley Career Center (MVCTC) is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based UPON THE STUDENT CODE OF CONDUCT OF EITHER Valley View High School and/or the Miami Valley Career Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

### **Definitions of Discipline Methods (in order of severity)**

A combination of these methods may be employed at times as determined by the administration.

1. **Conflict management** – In order to maintain a safe and effective learning environment, students are encouraged to resolve conflicts peacefully. Counselors and administrators are available for students who are willing to discuss problems.
2. **Lunch Detention**- This may be used as an option in lieu of detention. This may be assigned by a teacher or an administrator, or both. The student will have their lunch but in a supervised classroom. This may be assigned by a teacher, administrator, or both.
3. **Detention** – This requires a student to spend up to 60 minutes after school in a supervised room. A detention may be assigned by a teacher or an administrator. It is the responsibility of the student to secure transportation.
4. **In-School Study Group** - This requires the student to attend a study session supervised by a school employee who oversees that students complete school assignments and/or receives instruction related to their coursework or required testing. This may be assigned by a teacher, administrator, or both.
5. **Emergency Removal** – Taking a student away from a classroom, other school event, function, or activity for a class period up to one day. An emergency removal can be exercised by a teacher, administrator, or both.
6. **Extended School** – This is an alternative to suspension. Extended School is considered a privilege which the student may be offered. Students must provide their own transportation home from Extended School. This would be assigned on a designated day (usually Tuesday or Thursday) in a supervised room for up to 90 minutes. There are specific written Extended School rules that students must agree to abide. This may be assigned by an administrator.
7. **Alternative Educational Placement (AEP)** – This is an alternative to suspension. Students are placed in a supervised classroom in which they are expected to work quietly on school assignments during the school day. Students are responsible for all work that is assigned and completed in their classes. This may be assigned by an administrator.
8. **Satellite Juvenile Court** – Assigning students to this Court is used to prevent juvenile delinquency by providing an immediate response and consequences to first time offenders. This may be assigned by an administrator and/or an attendance officer.
9. **Suspension** – This is denying a student the privilege of attending school (academic suspension), or any other school function, event, or activity, including transportation for a period of not more than ten consecutive school days. A student may serve multiple suspensions during a school year for repeated violations of the code of conduct. During a suspension a student may not be on any school property without permission from the Principal, Assistant Principal, or Superintendent. At the Principal's discretion, a suspended student may be allowed to make up standardized tests and class exams, and may makeup work and earn up to 100% credit of missed work during the first suspension, up to 80% of the missed work on a second suspension, and 60% for third and subsequent suspensions. This may be assigned by an administrator.

10. **Expulsion** – This is denying a student the privilege of attending school or any school activities, school transportation, or events, for a period of more than 10 days up to one calendar year. The Superintendent issues all expulsions. During an expulsion a student may not be on school property without the permission of the Superintendent. Credit will not be issued for any courses taken during this time, including CC+ courses. Expulsion hearings will continue even if a student withdraws from school. This may be recommended by an administrator for Superintendent action.
11. **Permanent Exclusion** – Permanently denying a student the privilege of ever attending school or any school activities, of being on school property any time without the permission of the Board of Education. This would be determined by the Superintendent.

## **Administration Discipline Procedures and Reasons**

### **Reasons for Detention or Lunch Detention**

A student may be given a detention (or lunch detention) in order to preserve the safety of others or to prevent damage to property, and to preserve an effective learning environment

### **Procedure for Detention or Lunch Detention**

1. The student will be given written or oral notification of the detention.
2. The student will be given a specific reason why the detention is being assigned.
3. The student will be given at least one day to make any necessary arrangements for transportation (transportation is not provided by the school for any students in detention).
4. The student will be told the specific time and place of the detention.
5. Students who are un-excused from detention may be assigned two or more detentions, or assigned Extended School.

### **Reasons for Assignment to In-School Study Group**

A student may be given Assignment to In-School Study Group in order to preserve the safety of others or to prevent damage to property, and to preserve an effective learning environment. This may be a preferred mode of discipline when a student has incomplete assignments and/or is lacking academically in the classroom.

### **Procedure of Assignment to In-School Study Group**

1. The student will be given written or oral notification of the assignment to In-School Study Group.
2. The student will be given a specific reason why the In-School Study Group is being assigned.
3. The student will be told the specific time and place of the In-School Study Group
4. Students who miss In-School Study Group may be assigned detentions, Extended School, or AEP.

### **Reasons for Emergency Removals**

A student may be removed in order to preserve the safety of others, to prevent damage to property, and to preserve an effective learning environment.

### **Procedure for Emergency Removal**

1. A teacher, who removes a student from a classroom or other school event or function, shall report the removal immediately or as soon as practical to the Principal or his/her designee.
2. A student under the supervision of a teacher during the school day may only be removed to an area specified by the building Principal. It is the responsibility of the teacher to ensure that the student goes to that area, or the Principal is immediately notified.
3. A written report must be completed and given to the Principal.

### **Reasons for Extended School**

The Principal may use his/her administrative experience and judgment to assign a student Extended School. Any violation of the Code of Conduct, which does not automatically require a suspension, can be cause for Extended School.

### **Procedures for Extended School (ES)**

1. The student will receive written notification when assigned ES. A specific date for the ES will be assigned.
2. The student will sign the ES contract indicating that he/she will abide by the rules written on that contract.
3. The student will receive a copy of the ES contract at least one day before the ES takes place.
4. Students with unexcused absences from ES, or removed from ES for violation of the rules, may receive two or more ES assignments, AEP, or suspension.

### **Reasons for Alternative Education Placement (AEP)**

An AEP may be given for any violation of the Student Code of Conduct. The length/number of days of AEP will be determined by the administration.

### **Procedures for Alternative Education Placement (AEP)**

1. The student will receive written notification of being assigned AEP.
2. The student will sign the AEP contract indicating that he/she will abide by the rules written on that contract.
3. In all cases, parents will be notified unless the student is an emancipated adult.
4. A disciplinary report will be completed and filed.
5. Students who violate AEP rules may be suspended.

### **Reasons for Satellite Court**

Students may be referred to Miamisburg Satellite Juvenile Court. The intent of this referral is to provide parental support for at risk youths exhibiting problematic behavior, including unruly behavior and/or truancy.

### **Procedures for Satellite Court**

1. The Valley View Administration and/or Montgomery County Attendance Officer will contact Satellite Court.
2. The student and parents will be contacted by the Satellite Court Administration regarding appearance time and date.

### **Reasons for Suspension**

A suspension may be given for any violation of the Code of Conduct. Some specific violations of the Code of Conduct require an automatic suspension, and/or expulsion. During a suspension students are not allowed on school grounds or allowed to attend any school events/activities. Students may be allowed to make up standard tests and exams, and may receive partial credit for make-up work at the administrator's discretion. (See #9 under "Definitions" regarding credit for make-up work.)

### **Procedure for Suspension**

1. The student will be given a written intent to suspend form, and will be asked to sign this form indicating that he/she understands their right to appeal. If the student refuses to sign, an administrator will note that the student refused to sign and a witness will initial the paper as well as the administrator signing the paper.
2. The student will be given an informal hearing with the Principal, Assistant Principal, or Superintendent at which time he/she will be given the reasons for the suspension and an opportunity to tell his/her side of the story.
3. In all cases of suspension, parents will be notified unless the student is an emancipated adult.



4. A disciplinary report will be completed and filed.

### **Due Process & Appeals Process**

**As long as the in-school discipline is served entirely in the school setting it is not subject to appeal.**

However, a suspended student shall have the right to appeal a suspension and has the right to be heard. A discipline decision may be appealed to the Superintendent within 14 school days after receipt of notice has been received by the parent or custodial parent. The appeal should be given in writing and state reasons for the appeal. This is to be addressed to the Superintendent or his/her designee. Due process will consist of the following steps:

1. Notification verbally and/or in writing of the violation and reasons supporting the decisions.
2. The student will be afforded the opportunity of a hearing.
3. Students and/or parents will be provided the opportunity to appeal any decision resulting from the hearing.

### **Reasons for Expulsion**

An expulsion may be given for any violation of the Code of Conduct. Some specific violations of the Code of Conduct require an automatic expulsion under the Ohio Law.

### **Procedure for Expulsion**

1. The student will be given an informal hearing with the Principal, Assistant Principal and Superintendent at which time he/she will be given the reason(s) for the expulsion and an opportunity to tell his/her side of the story.
2. The student shall be temporarily placed on a 10 day suspension to allow time for notification and the hearing process.
3. The parent, guardian, or custodial parent must provide a written notice of appeal within 14 days after the notice of expulsion has been received.
4. The Superintendent's office shall notify the student and his/her parents, unless the student is an emancipated adult, of the time and place for the expulsion hearing.
5. Expulsions shall be carried out by the order of the Superintendent.
6. A disciplinary report will be filed and a copy placed in the student's file.
7. The Board of Education will be notified of all expulsions.

### **Reasons for Permanent Exclusion**

1. A student may be excluded in order to preserve a safe learning environment.
2. The Superintendent for Public Instruction is empowered to permanently exclude from all public schools a student who is convicted of adjudicated delinquent for committing certain offenses on school property or at a school activity which such student is 16 years of age or older.
3. Specific violations may include the following: conveying any deadly weapon or dangerous ordnance onto school property or any school activity held under the auspices of a public school board; trafficking in drugs; aggravated murder; murder; voluntary manslaughter, involuntary manslaughter; felonious assault; aggravated assault; rape; gross sexual imposition; or felonious sexual penetration. (O.R.C. Sections 2923.122; 2923.12; 2925.03; 2903.01 2903.04; 2903.11; 2903.12; 2907.02; 2907.05.

### **Procedures for Permanent Exclusion**

The Superintendent (local) may request a student be excluded from school if:

- 1) A student is 16 years of age or older; is convicted (or adjudicated a delinquent) for committing one of the previously mentioned sections of the ORC.
- 2) He/She has proof of the specified convictions or adjudication.
- 3) He/She finds the continued presence of the student a danger to others

- 4) Gives written notice to the student's parent, guardian or custodial parent of the Superintendent's request.
  1. Within 14 days of receiving the Superintendent's recommendation and a review of "the required information" the Board may adopt a resolution requesting the Superintendent of Public Instruction (State) permanently exclude the student. The "required information" consists of 9 different categories ranging from pupil's academic record to evidence regarding the availability of alternative sanctions.
  2. If the resolution is sent, then the local board must designate a representative to present the case for exclusion to the State Superintendent.
  3. The State Superintendent, or designee, must send notice to the student, parent, guardian, or custodian, of the date, time, and place of the exclusion hearing, the rules and conduct of the hearing. After considering the required information and evidence, the State Superintendent must issue an order in relation to the permanent exclusion of the pupil within 7 days after the conclusion of the hearing.

#### **Reasons for Mediation**

1. Mediation is designed to help students resolve conflicts with non-violent methods. Some of the typical topics to be addressed in mediation include jealousy, rumors, misunderstandings, bullying, personal property dispute, endings of friendships, and bias-related incidents.

#### **Procedure for Mediation**

1. Administrators or Counselors may call students together in an attempt to counsel conflicts between students.
2. Students may request to speak with counselors or administrators to request mediation.

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#### **STUDENTS SHALL BE HELD IN VIOLATION OF THE VALLEY VIEW CODE OF CONDUCT WHEN THEY PARTICIPATE IN:**

##### **A. Academic Misconduct/Forgery**

Valley View High School uses an honor code to encourage honesty in all aspects of school, including but not limited to academic honesty. Cheating, or attempting to cheat in any form, which may include but is not limited to theft of information, plagiarism, copyright infringement, unauthorized duplication or sharing of materials, and unauthorized alteration of materials, will not be tolerated.

Forgery, which includes unauthorized access into computers, computer sites, or information on databases, falsification in writing, or verbally on school forms, or correspondence directed to the school. This also includes falsification in writing/submitting false documents.

**NOTE: Submission of a falsified doctor's note may be a felony crime.**

**Consequences:** Students who violate this policy may receive a "0" for academic work involved, and may receive 1 day of Extended School up to 10 days suspension with recommendation for expulsion.

##### **B. Disrupting/Obstructing the Educational Process**

Students are not to disrupt or obstruct the educational or extracurricular process. This includes but is not limited to class disturbances or distractions. This may include a wide array of inappropriate activities. Some examples of prohibited disruptive/unsafe behavior may be students talking during class, propelling objects, being argumentative. Chronic misbehaviors are also prohibited.

**Consequences:** Warning, and up to 10-day suspension with recommendation for expulsion.

##### **C. Dress Code**

Students shall dress in such a manner that their clothing or appearance is not a source of distraction and/or that it does not endanger them or others safety, health, or physical well being. School administration will determine when student dress and appearance is disruptive to the educational environment, or is offensive, unsafe, or is not appropriate at Valley View High School.

- 1) **Clothing** that refers to or promotes drugs, alcohol, weapons, nicotine containing substance, uses profanity, makes sexual reference, or would be a source of disrespect or hatred toward others, or is intended to damage for racial, ethnic, sexual orientation or religious viewpoints, is not to be worn to school or at any school function.
- 2) **Shirts** which expose the midriff at any time are not acceptable. Sleeveless shirts must be hemmed and must fit snugly around the arm. Muscle shirts and spaghetti strap shirts are not appropriate unless they have at least a minimum one inch strap. Low cut shirts with inappropriate exposures (cleavage) are also unacceptable.
- 3) **Lower garments** must be worn in a fashion that undergarments cannot be seen. Holes in jeans/clothes, tears, or length of clothes must not be inappropriate or disruptive as determined by the administration.
- 4) **Other related items (objectionable):** Hats, headgear, hoods (may not be worn up on head), masks, skate shoes, outdoor apparel, blankets, bandanas, costumes or parts of costumes, gloves, mittens, sunglasses, book bags, backpacks, daypacks, studded or spiked jewelry, are to be kept in student's locker and are not to be worn or carried during the day. (Cinch bags may be used to carry gym clothes to and from gym class and locker.)
- 5) The administration reserves the right to determine when body piercing or other apparel/items are disruptive to the educational process or poses a health or safety risk.
- 6) The administration reserves the right to determine when make-up, hair coloring, and hair styles, are disruptive to the educational process.
- 7) School issued clothing, when approved by administration, may be worn during the school day.

**Consequences:** Warning up to 10-day suspension with recommendation for expulsion. Clothing violators referred to the office may be asked to attempt to secure appropriate clothing. If proper clothing cannot be obtained, students may be assigned AEP or confined to the office until proper clothing is delivered to the student, up through the remainder of the school day. Repeat offenses may be considered insubordination and subject to discipline under "Section M".

#### **D. Drugs, Alcohol, or Other Mind Altering Substances**

Students may not be in possession of, attempt to obtain, use, sell, or traffic, alcoholic beverages, drugs, mind altering substances, counterfeit controlled substances, or drug paraphernalia, on school property, nor may there be evidence of consumption. Additionally, no student shall aid and/or abet self or another participant violate this policy or to violate the policy for random urine drug testing.

For purposes of this policy, "drugs" shall mean:

1. All dangerous controlled substances as so designated and prohibited by Ohio statute
2. All chemicals which release toxic vapors
3. All alcoholic beverages
4. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy
5. Anabolic steroids
6. Any substance that is a "look-alike" to any of the above
7. Substances specific to altering drug test results (stored urine, synthetic urine, urine look alikes, substances meant to alter urine).

**1) Consequences: Possession of drug or alcohol and/or paraphernalia without possession of/or evidence of consumption or use of drugs or alcohol; attempting to violate, or violating, the policy for random urine drug testing :** 1 to 10-day suspension with possible recommendation for expulsion.

**2) Consequences: Use or evidence of consumption of alcohol, drugs, mind-altering substances, or counterfeit controlled substances:** 10-day suspension with possible recommendation for expulsion, depending on the severity of the case. The Administration may waive up to 4 days of the suspension if the student enrolls in and completes a substance abuse evaluation and/or substance abuse program (satisfactory evidence of completion must be provided). It is up to the parents to arrange for the student to be enrolled in a program which is approved by the administration. If enrolled in an approved program the student may return to school with administrative approval. If the program is not successfully completed then the entire suspension will be enforced.

**3) Consequences: Attempt to sell/purchase/obtain or transmission of alcohol, drugs, mind altering substances, or counterfeit controlled substances:** 10-day suspension with recommendation for expulsion.

**In all cases of possession, transportation or sale of drugs, alcohol, or counterfeit controlled substances, the Police will be notified and charges filed. Students who are suspended or expelled from school for possession, use, or apparent use of alcohol or drugs may have their driver's license revoked by the Ohio Bureau of Motor Vehicles.**

#### **Definition of Counterfeit Controlled Substance**

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

No student shall possess any counterfeit controlled substance, nor shall any student make, sell, offer to sell, attempt to purchase, give, package, or deliver a counterfeit controlled substance. No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either with words or conduct, its effects as being the same or similar to the physical or mental effects associated with use of a controlled substance. No students shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

#### **E. Fighting/Unauthorized Touching/Harming/Use of Force**

Students may not be involved in fighting, unauthorized touching, harming or any use of force against any other person. Students are strongly encouraged to REPORT problems with other students well before an issue may become physical in nature.

**Consequences:** Extended School, up to 10-day suspension with recommendation for expulsion. The administration has the discretion to suspend a student for up to 10 days immediately and remove him/her from school and to recommend expulsion for any fighting, or any use- of-force offense. The police may be involved and charges filed.

#### **F. Gangs**

The Valley View School District will not tolerate any gang behavior, including the use of gestures, code words, symbols, or dress, which may be interpreted as gang activity. An individual gang member refers to anyone who threatens to cause, or causes harm to another or his/her family or property for the purpose of solicitation or causing combination, confederation, alliance, network conspiracy, understanding or similar conjoining, in law or fact, of three or more persons with an established hierarchy, that through its membership, or through the agency of any member, engages in a course or pattern of criminal activity.

**Consequence:** Extended School, up to 10-day suspension with recommendation for expulsion.

#### **G. Gambling**

Students may not gamble on school activities or school events.

**Consequence:** Extended School, up to 10-day suspension with recommendation for expulsion.

#### **H. Harassment/Sexual Harassment, Bullying, and Cyberbullying**

The Valley View School District and Board of Education understands the seriousness of category H and has adopted a policy that clearly describes their position, please see board policy 5517.01. Therefore we are committed to eliminating and preventing harassment/sexual harassment/bullying/cyber-bullying. The Board of Education does not tolerate harassment, intimidation or bullying of any student, or staff member, on school property or at a school sponsored event, and regardless of whether the event occurs on or off school property (including on school buses and other school related vehicles). These types of behaviors that occur off school grounds and not at a school sponsored event, but carry over to intolerable behaviors at school, may be addressed. Students who engage in such behavior are subject to disciplinary action, including suspension or expulsion from school. The Board's commitment to addressing such prohibited behavior involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which harassment, intimidation, bullying and cyberbullying will not be tolerated by students, staff, or administration. **Students are strongly encouraged to REPORT these types of behaviors to school personnel.**

**For purposes of this policy we define Bullying/Cyber bullying as:**

Any intentional written (via electronic or other means), verbal, or physical act that a student has exhibited toward another student more than once and the behavior both: (1) causes mental or physical harm to the other student; and (2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

**Harassment/Intimidation/Bullying behaviors include, but are not limited to:**

- 1) Unwanted advances/sexual advances, including propositioning
- 2) School related dating violence; a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term. (A dating partner is any person, regardless of gender, involved in an intimate relationship with another person.)
- 3) Non-verbal conduct such as leering or gesturing
- 4) Verbal conduct such as derogatory comments, slurs, jokes, kidding/parody
- 5) Unwanted physical contact such as touching, assault, impeding or blocking movement.
- 6) Electronically transmitted acts via internet, cell phone, wireless held devices, as well as non-electronic communications and drawings.

**Consequences:** detention up to 10-day suspension with recommendation for expulsion.

**I. Insubordination**

Students are expected to obey reasonable requests of school personnel. Insubordination also includes, but is not limited to, any violation of accepted standards of behavior in which any reasonable person would be expected to observe. Any other action judged by school officials to involve misconduct and not specifically mentioned in other sections of the Code of Conduct may be dealt with as insubordination. This also includes: disruption, disrespect, dishonesty, false reporting, impeding an administrative investigation, being untruthful to school officials, or withholding information that may put staff/students well-being at risk. **If a student is aware of any dangerous situation or accident, he/she must notify a staff person immediately. Failure to do so may be considered insubordination.**

**Consequences:** 1 day of Extended School up to 10-day suspension with recommendation for expulsion, and/or possible court referral.

**J. Intolerant Acts –This includes: Coercion, Endangerment, Hate Speech (that is intended to damage for racial or ethnic reasons, or sexual orientation, or religious viewpoints), Hazing, Intimidation, Threats.**

Valley View High School will not tolerate any words or actions that may cause others to fear their safety and/or are inappropriate in nature. This includes but is not limited to threats, endangerment, false alarms, inducing panic, hate speech, frightening, degrading, or disgraceful acts, hazing, coercion of another, also including pressure a student

for money/goods/loans. Any remarks, actions, or communications, via verbal, nonverbal, written, or via technological means, **whether real or not**, may be taken seriously.

**Consequence:** Extended School up to 10-day suspension with recommendation for expulsion.

Victims or a victim's parent may contact law enforcement personnel and civil action may be taken.

#### **K. Language, Inappropriate or Profane**

This includes a wide range of language including but not limited to cursing, untimely comments, and remarks, communications (electronic or other means) that are deemed unacceptable in a particular context or situation, or that may cause others to fear for their safety. This includes but is not limited to inappropriate gestures, drawings, pictures, electronic messages/postings, and inappropriate academic work. Any use in academic work may result in loss of credit on the assignment in addition to further disciplinary action.

**Consequence:** Extended School up to 10-day suspension with recommendation for expulsion

#### **L. Sexual display or sexually related behavior**

This includes a wide range of behaviors including but not limited to sexting, possession, display, or solicitation of sexual images and/or materials (in electronic form or not), sexual activity, and improper nudity.

(Students are permitted to hold hands.)

**Consequence:** Extended School up to 10-day suspension with recommendation for expulsion; Police may be contacted.

#### **M. Smoking/Possession or Use of Nicotine or Smoking Products; Nicotine or Smoking Apparatus:**

Students are not permitted to possess, transmit, or use nicotine products or nicotine containing substances, tobacco apparatus (including matches or lighters), look alike products (such as mint or herbal cigarettes), or electronic smoking devices (including e-cigarettes, 'vapes', or similar devices, regardless of whether or not nicotine is present) in the school buildings or on school grounds at any time, (this also includes on school buses, in a vehicle, on field trips, or at any school sponsored event).

**Consequences:** Formal charges may be filed with Miamisburg Juvenile Satellite Court or Montgomery County Juvenile Court under ORC 2151.87, for students under the age of 18. (Discipline may be reduced in some cases if parents attend an approved tobacco education class with the student.) First offense: AEP up to a 3-day suspension; subsequent offenses – up to a 10 day suspension.

#### **N. Technology Violation**

All phones, smart watches, recording devices, and other electronic devices (including headphones, earphones, laser pointers, and/or other related accessories) must remain off, not in use, and stored in the student locker or vehicle during the school day. This is in effect in all classrooms, in the school building, and anywhere on school property during school hours. Classroom teachers, only with the approval of the building administrator, may allow students to use personal cell phones for reasonable and appropriate purposes. Any phone, recording device, or electronic device causing a disruption, or violating this section of the Code of Conduct (including a noise or ring tone made by the device), may be confiscated immediately by school personnel. Refusal to turn over the device to school personnel upon request may be considered insubordination and may be disciplined as such. When confiscated, the entire electrical piece must be surrendered and remain unlocked. If reasonable suspicion exists that indicates a violation of the code of conduct involving a device, the device may be searched. Refusal to surrender or unlock a device may in and of itself create reasonable suspicion. If a device is locked, the student must unlock it at the request of administration. Refusal to surrender a device upon request of school personnel, and/or refusal to unlock a device at the request of administration, will be considered insubordination and may be disciplined as such. All communications between parents and students are to take place through the office. Texting or electronic communication during the school day, regardless as to who it is with, will be considered a technology violation unless with administrative permission. The school assigned student profile picture must be appropriate as determined by the administration.

Violations of the Student Network and Internet Acceptable Use and Safety Policy are also considered technology violations.

**Consequences: Warning up to 10-day suspension with recommendation for expulsion; students may lose the privilege to possess a cell phone at school or school events.**

**See “Section K” regarding sexting and/or possession of sexual materials. “Section K” discipline also applies to any electronic devices containing sexual materials.**

### **O. Theft**

Theft or unauthorized use of school or private property, including but not limited to theft of information, copyright infringement, and unauthorized duplication.

A theft occurs when a person knowingly 1) obtains or exerts unauthorized control over property of the owner (including computer software or copyrighted materials) or 2) obtains by deception, Control over property of the owner, or 3) obtains by threat, control over the property of the owner. 4) obtains control over stolen property, knowing the property to have been stolen or under such circumstances as would lead him/her to reasonably believe that the property was stolen and he/she: a.) intends to deprive the owner of the use or benefit of the property, or b) knowingly uses, conceals, or abandons the property in such a manner as to deprive the owner of such use or benefit, or c) uses, conceals, or abandons the property knowing such use, concealment, or abandonment probably would deprive the owner of such use or benefit.

**Consequence** – Extended School, up to 3 days AEP, and up to 10-day suspension with recommendation for expulsion. Police may be contacted and/or a court referral may be made.

### **P. Truancy**

**A student will be considered truant if:**

1) The absence from school is deemed unexcused. 2) The student leaves school property without permission. 3) The student leaves the school building without permission. 4) A student has arrived on school grounds, and then leaves school without approval by school personnel. 5) Cuts Class

See ATTENDANCE PROCEDURES earlier in this document. “Habitual Absences/Tardy/Truancy Policy” applies to this section.

**Consequences:** same as listed for unexcused absences in section “Habitual Absences/Tardy/Truancy Policy”. A student’s excessive or habitual absence, tardiness, or truancy to school, will result in a requirement for their parent(s) to attend an Attendance Intervention Meeting in accordance with ORC 3313.663, ORC 2151.011(B)(17), and HB 410.

### **Q. Vandalism/Trespassing/ Unauthorized Use of Fire**

Students may not damage or deface school or private property; may not participate in the unauthorized use of fire, may not trespass during non-school hours/activities, may not introduce computer viruses, may not delete computer files, nor alter databases.

**Consequences** – Extended School up to 10-day suspension with recommendation for expulsion, including restitution and replacement of damaged items. The Valley View Board of Education has adopted H.B. 601.

### **R. Weapons**

**The possession, use, handling, transmission, concealment, creation of dangerous weapons or instruments is prohibited.**

**The definition of weapons includes:** firearms, BB guns, pellet guns, airsoft guns, paintball guns, explosives, ammunition, knives (a knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle), chains, razor blades, straight edges, sticks, stun-guns, pepper sprays, incendiary devices including fireworks, or any

other device or object that the administration determines can be used to cause damage to persons or property. **“Look alike weapons” which are used to scare, threaten or cause panic, will be treated as the same as real weapons.**

**Firearms** – In accordance with Section 3313.66 of the ORC, the Superintendent is required to expel a student for a period of one year for bringing a firearm on school property, in a school vehicle, or to any school sponsored event. **The definition of a firearm shall include:** any weapon (including a starting gun) which will, or is designed to, or may be converted to, expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C. Section 921-924), which includes but is not limited to any explosive, incendiary, or poisonous gas, bomb, grenade, or rocket, having a propellant charge, missile having an explosive or incendiary charge, mine, or device similar to any of the devices described above.

**1) Consequences – The possession, apparent use, or use, of a firearm** on school property, at school events, on/in a school vehicle, will result in a 10-day suspension with recommendation for expulsion or permanent exclusion.

\*In this case the Police will be involved and charges may be filed.

**2) Consequences – The possession or use of a “look alike weapon” for the purpose to scare, threaten, or cause panic,** will result in a 10- day suspension with possible recommendation for expulsion or permanent exclusion.

\*In this case the Police will be involved and charges may be filed.

**3) Consequences – The possession of a “look alike weapon” and/or items mentioned under the (definition of weapons), excluding firearms,** will result in a 3-day up to 10-day suspension with possible recommendation for expulsion. A weapons suspension MAY be reduced if the student seeks a psychological assessment at his/her expense as approved by the administration.

***S. SEVERE CLAUSE – It is impossible to list or categorize all possible offenses for which a student may be disciplined. The Principals have the authority to deal with offenses not specifically discussed in the student Code of Conduct; and the Principal or his designee have the authority to discipline students based on the facts and merits of any situation. The Principal or his designee may use the severest discipline possible for any inappropriate student behaviors.***

\*The police may be notified and charges filed when there is any violation of the law.

### Emergency Closings & Delays

The Education Connection (TEC) telephone system will be used to make telephone calls in the event of a school closing, delays, or early dismissals. Information will also run on Dayton radio stations and channels 2, 7, 22, and 45, as well as the Valley View Local Schools Website/District media outlets. Please make sure that we have the correct parent/guardian telephone number on file. Call the office with any changes. Parents and students are responsible for knowing about emergency closings and delays.

### General Information

#### **Accidents**

All accidents or injuries occurring in the school building or on school grounds, during a school activity or event, must be reported immediately to the person in charge. A school accident/injury form must be completed and turned in to the office.

#### **Adult Student Policy**



**When a student becomes 18 years of age** he/she is legally considered an adult. An 18 year old student is no longer legally required to attend school. Education becomes a privilege rather than a legal necessity. For this reason, adult students must deal with different decisions than students who are considered minors under the law. Adult students must agree to abide by all school rules and policies as set forth by the Valley View Board of Education and its administration. Those who do not abide by rules jeopardize their privilege to attend school. The school reserves the right to issue more severe discipline to adult students, up to and including withdrawal or expulsion for any violation of rules/policy.

### **Announcements**

Students are expected to remain quiet and attentive during announcements.

### **Announcements by Students**

Students are not permitted to hang signs/posters, handouts/flyers, or use the P.A. system to make announcements, unless given permission by the administration.

### **Drug Testing (Random) for Athletes, Extracurricular Participants, and Parking Permit Holders**

In an effort to provide for the safety of all students, to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use alcohol and illicit substances, to encourage students who use alcohol and/or illicit substances to participate in an appropriate treatment program, and to prevent the impact of drug and alcohol use has on learning centers of the brain allowing students to work towards their academic potential while a student with the Valley View Schools, the Board of Education has adopted a policy of Random Urine Drug Testing of students who a) participate in athletic/extracurricular activities and/or b) hold a Parking Permit. Both parent and student will be required to sign consent agreements prior to participation in extracurricular activities and/or the purchase of a parking permit.

Students who do not fall within either or both of these two categories will not qualify for random drug testing. **However, parents of non-qualifying students may “opt-in” by completing the “Opt In” Consent Agreement. Please contact the administration if you are interested.**

### **“E-Days”**

After five calamity days the District will implement “E-Day” lessons for the next three calamity days (numbers six through eight). Assignments will be provided by the teachers electronically; for students who do not have access to technology hard copies will be provided upon return to school. Students have ten school days to submit completed E-Day assignments. If the student’s assignments are not completed, the student will be counted absent for the related calamity day.

**Elevator Use** is to be used only by staff members and students with disabilities. The elevator is off limits to other students unless permission is granted by school personnel.

### **Emergency Drills**

Emergency drills will be conducted periodically to prepare for emergency situations. Fire & tornado drills are important, and procedures for each are posted in classrooms. The alarm system for tornadoes is different from the alarm system for fires, and consists of use of an air horn. All drills are for safety purposes. Students are expected to remain quiet and orderly during emergency evacuations and drills so that instructions can be given and heard, and to reduce opportunities for accidents and injuries.

### **Fees**

Student fees are due by October 1<sup>st</sup>. Parents who wish to may contact the office to set up a payment plan. Seniors must have all fees paid prior to participating in commencement. (See fee list in this handbook.) Some extracurricular activities may be withheld from students with overdue fees.

### **Field Trips**

Field trips are conducted from time to time under the supervision of a faculty member. Students are responsible for work missed as a result of a field trip. These assignments are to be completed by the conclusion of the next school day unless prior arrangements have been made with individual teachers. Students may be denied participation in field trips due to behavior issues.

### **Final Exams**

Final exams will be given at the end of each course and will count as 20% of the course average. The school administration may offer waivers to students as incentives for good academic performance or attendance.

### **Financial Assistance**

Any family in need of financial assistance with student fees or supplemental materials should contact the Principal. All requests for financial assistance will be confidential. Free or reduced lunch applications are available in the school office.

### **Foreign Exchange Students**

Valley View High School accepts foreign exchange students from reputable organizations. These placements require prior approval from the Principal. Foreign exchange students will be enrolled with junior class (or lower) standing. Valley View students who wish to live in another country as a foreign exchange student must realize this could delay their normal commencement date, as credits may not be accepted from the foreign exchange assignment.

### **Hall Passes**

Students are expected to carry school approved hall passes when not in class. Students may not be in the hall without their hall pass. Students are to use the nearest restroom to the class that they depart. Hall pass violations, or being in inappropriate areas, or out of assigned areas without permission, may result in detention, possible loss of hall pass privileges, and further discipline if other violations are determined to have occurred. Repeat offenders may receive Extended School, AEP, and/or suspension.

### **Home Schooling**

From time to time some students enroll at Valley View High School who have been homeschooled. These circumstances present unique challenges in granting high school credits. Each student will be evaluated on an individual basis. Students will be required to present textbooks, course outlines, transcripts, and completed assignments which may be evaluated by school personnel to grant credit. Credit(s) will be granted only when the home schooled courses are similar in content and requirements to those offered at Valley View High School. This policy also applies to students who enroll at Valley View High School after attending a school not accredited by the Ohio Department of Education.

### **Honor Code**

No student should ever resort to plagiarism in any form, which occurs when an individual submits work that has been completed by another as one's own, or when a student allows others to copy their work. Failure to give proper credit to the person who did the work disqualifies both the work and the grade. This honor code also encompasses theft, or attempted theft of information, copyright infringement, unauthorized duplication of materials, altering of materials. **(Section A "Academic Misconduct" as it applies to Honor Code)**

### **Lockers**

Students will be assigned a locker and lock combination. Students are advised not to share their combination. All lockers including hallway and athletic lockers, desks, cabinets, and similar property, are the property of the high school. Therefore, the contents are subject to inspection by school administrators at any time and without warning. Students should have no expectations of privacy with regards to their locker(s). Police dogs may be used to detect the presence of illegal substances in lockers. Intentionally damaging lockers will be handled under Section P “Vandalism.” Damage to a locker may result in the student being charged with a financial obligation.

### **Loitering**

Students are not permitted to loiter in the parking lot before or after school. Students who drive to school are to enter the school building immediately after parking their vehicles.

### **Lost and Found**

The school maintains a lost and found depository in the main office; articles found should be turned in at once. The school carries no insurance for personal property of students, and does not replace lost or stolen items, including electronic devices and items in student’s lockers. Articles in the lost and found will be donated to help needy families if they are not claimed after a few weeks.

### **Make-Up Work**

A student may make up the work missed as the result of an excused absence. It is the student’s responsibility to request assignments from the teacher immediately upon returning to school. Students have as many days as they missed plus 1 additional day to make up assignments for excused absences. Due dates will not be changed for assignments or projects in which students had several days to complete. For example, students who are absent and have been given assignments in advance or prior knowledge of tests must have these assignments completed and/or be prepared for tests upon return to school. Students may not make up work from unexcused absences (see attendance policy).

### **Medication**

Students who need to take prescription or nonprescription drugs must follow the procedures in the Valley View Medication Policy. All drugs or medication must be brought to the office at the beginning of the school day where they will be dispensed by the Principal or Principal’s designee. Students may not keep any medication/drugs with them or in their lockers. All prescription medication/drugs must be in the original labeled container as provided by the physician, dentist, or pharmacist. The label is to include student name, physician, current date, dosage instructions, and name of the medication. For a prescription drug to be distributed a student must have a “Request for Administering Medication” form completed and signed by the parent/guardian or physician. Non-prescription drugs/medication, including but not limited to, aspirin, cold tablets, headache and pain pills, muscle-enhancement pills/supplements, etc. shall not be permitted in school without the above mentioned form signed by the parent/guardian. We will accept on a temporary basis, a dated note signed by the parent/guardian detailing dosage and time to be given. All non-prescription drugs/medication must be in their original labeled container. Emergency multi-dose inhalers or Epipens may be carried by the student with physician and parental authorization on the proper school form. Students who violate this policy may be subject to disciplinary action for drugs, alcohol, or counterfeit controlled substances.

### **Objectionable Items**

Students may not possess playing/trading cards/fantasy cards, or dice, in school unless it’s part of a class learning activity. Water propellant devices, laser pointers, may not be brought to school or to school activities. Latex balloons will not be allowed. These items, and any other item determined to be a disruption, potential disruption, or health or safety risk, may be confiscated. Possession of these items and/or refusal to surrender such an item to a staff member upon request may be considered insubordination and disciplined as such under Section I.

### **Parking Permit Regulations**

Driving to school is considered a privilege. Therefore, students who obtain parking privileges at Valley View High School are subject to random drug testing. A student who tests positive will face consequences involving loss of privileges, and more, as detailed in the Valley View “Policy for Random Urine Drug Testing of Valley View Schools Parking Permit Holders and Participants in Athletic/Extracurricular Activities” packet. **This packet contains consent agreements which are required to be signed and completed by the student and parent/guardian prior to purchasing a VVHS parking permit.**

Students must purchase a student parking pass (\$10 for any part of two semesters, \$5 for any part of one semester) and register all vehicles in the attendance office.

Further, in order to maintain the privilege of a parking permit, students must drive in a safe and courteous manner. Any violation of school rules, or any law which endangers students or other drivers, may result in a denial of the privilege to drive to school. Student driven automobiles are subject to random searches anytime they are on school property or at any school functions. Police dogs may be used to detect the presence of illegal substances in student automobiles.

A student may have his/her driver license revoked by the Ohio Bureau of Motor Vehicles for any suspension or expulsion from school for using or possessing drugs or alcohol, for unexcused absences/tardies, or for dropping out of school.

### **Parking Permit: Loss of Parking and/or Driving Privileges for Non-Attendance**

Valley View High School may revoke a student’s parking permit at any time. Poor attendance is one reason that the administration may do so. Additionally, Ohio School Districts may notify the Ohio Bureau of Motor Vehicles to deny a student’s driving privileges if he/she is under the age of 18 and is in violation of certain school rules and attendance policies. This may take place under the following conditions: 1) a student is suspended or expelled from school for the possession, use, or distribution of alcohol or drugs; 2) a student voluntarily withdraws from school (drop out); 3) has been absent without a legitimate excuse and is in violation of Ohio Law attendance requirements.

### **PE Waiver**

Students at Valley View High School may be excused from the high school physical education requirement if they successfully complete two full seasons of interscholastic athletics, cheerleading, or Marching Band. Students who choose this path need to pick-up a PE waiver application from their guidance counselor.

### **Prom and After-Prom**

(See section labeled: **“Student Behavior at Extracurricular Activities, Dances, Assemblies, in the Cafeteria, and in the Hallways”** as well.) All seniors and juniors are invited to celebrate their high school years at a formal prom that is planned by the junior class officers and advisor. Underclassmen are permitted to attend Prom only as invited dates of junior and senior Valley View High School students. Non-Valley View High School invitees must have prior approval of the administration and must submit a pre-approval form (with copy of guest’s photo ID) forty-eight hours in advance. The administration reserves the right to deny approval of any non-Valley View guest to attend the prom. Middle School students and younger may not attend high school dances; neither may guests 21 and older. The administration reserves the right to determine acceptable behaviors in these types of settings, and if deemed necessary by the administration, to remove individuals and/or cancel an event at any time without refund.

**“After-Prom” is a non-school sponsored activity** that is usually planned by Valley View parents.

### **Safe School Website**

This website exists so that parents, students, or other concerned citizens can report safety and bullying concerns anonymously. You can access the school website: [www.valleyview.k12.oh.us](http://www.valleyview.k12.oh.us)

### **Search/Seizure, Surveillance**

The Valley View Board of Education and Administration reserve the right to search lockers, desks, and automobiles driven by students on school grounds or at any school activity. Students should have no expectations of privacy in the previous mentioned areas. With reasonable suspicion, a student and/or the personal belongings of a student on school grounds or at any school activity may also be searched; metal detectors may be employed in searches. This policy also applies to students' personal computers, Agenda, cell phones (which include the entire electronic piece), other electronic devices, and any other personal property brought to school. Unattended items may be searched thoroughly to ensure safety of students/staff/building. Trained police dogs may be used to detect the presence of illegal substances. Video surveillance of the hallways, classrooms, parking lots, buses, and other school property may be used for the protection of students and/or employees and their property, and to enforce compliance of the Student Code of Conduct. School administration and those authorized by school officials may view these tapes.

### **Senior Option (Early Release)**

Since colleges and universities are increasingly becoming more selective, students are highly encouraged to take a challenging course of study during their years at Valley View High School. An additional course can many times prove more beneficial than early dismissal. To be eligible for the Senior Option the student must be a senior and have achieved their required State Testing Graduation Criteria, have passing grades (C average) in all classes, be enrolled in 6 classes per semester, have no credit deficiencies, and may not exceed six days absent (excused/unexcused combined) per semester. At time of release, students must leave the building and not loiter on school property. Students must sign out prior to leaving school. Early Release must be approved by the administration, and the administration reserves the right to revoke this privilege for any violation of the Code of Conduct and/or poor academic performance.

### **Signs/Literature**

Posting of signs and distribution of literature on school grounds and in school buildings must be done only with prior permission of a building administrator.

### **Social Activities**

The officers of any school organization planning to sponsor a social event or activity must contact the Principal for approval and place the date on the activities calendar in the main office. If school facilities are to be used, proper building usage forms must be completed in a timely manner. All preparations for an event which is held in the school building must be directly supervised by a faculty member.

### **Sportsmanship**

Student attendance at school sponsored activities is encouraged. As a representative of Valley View High School, positive and courteous behavior is an expectation of all students. Failure to represent Valley View High School in a positive manner may result in loss of the privilege to attend school sponsored activities. **Students are encouraged to cheer for Valley View teams, and not to cheer against opponents. Negative cheering, profanity, or verbal abuse of fans, athletes, coaches, or referees, will not be permitted.** No signs may be displayed without administration approval.

### **Student Privacy and Parental Access to Information**

Valley View High School respects the privacy and rights of parents and students. No student shall be required, without written permission, to take part in a survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliation or beliefs of the student or his/her parents
- B. Mental or psychological problems of the student or his/her family

- C. Sexual behavior or attitudes
- D. Illegal, antisocial, self incriminating or demeaning behavior
- E. Critical appraisals of other individuals with whom respondents have close family relationships
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, or ministers
- G. Religious practices, affiliations, or beliefs of the student or his/her parents
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance such a program)

Parents have the right to inspect any material used in conjunction with the survey, analysis, or evaluation  
 Parent/Guardians will be notified annually of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled.

- A. Each year the school shall provide notice to parents and students of its intent to make available on request, certain information known as “directory information”. The board designates as “directory information” a student’s name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight; if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; and/or scholarships.”
- B. The administration of any survey by a third party that contains one or more of the items described in A through H above.

Directory information shall not be provided to any organization for profit making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all such “directory information” upon written notification to the Board within the first nine weeks of school. Those moving into the school district after the first nine weeks will have five days to complete this.

**Student Publications**

Any school newspaper, class publications, yearbook, and school sponsored clothing are part of the school’s program and are subject to the administrator’s approval of all contents, prior to printing and distribution.

**Student Valuables**

**Students are encouraged not to bring items of value to school.** Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school is not responsible for their safekeeping and will not be liable for any loss or damage to personal valuables.

**Substance Abuse Self -Referral Policy**

All Students are urged to seek assistance through a teacher, coach, counselor, or administrator if they have a substance abuse problem. Appropriate confidential assistance will be provided for the purpose of effectively finding a solution to the problem. (Also see “Self-referral for drug/substance abuse” section under “Athletics/Extra-curricular/Parking Permit Holders”. The first step to finding a solution to a problem is admitting that a problem exists.

**Telephone**

The school’s telephones are for official school business only. With approval, students may use the attendance office phone during non-class time for a total of two minutes. Student cell phones, if used during the school day, may only be used with prior permission and then only in the office. Violations may result in the temporary or permanent loss of any phone privileges.

### **Textbooks**

Textbooks are the property of the school and students are responsible for keeping them in good condition. Damaged or lost books may result in the student being charged a financial obligation. At the end of the year textbooks will be collected and the condition of the books evaluated by the teacher. Fines will be assessed according to the following scale:

<u>Issued</u>	<u>Collected</u>	<u>Minimum Charge</u>
New	Poor	60% of book cost
New	Fair	40% of book cost
Good	Poor	40% of book cost
Fair	Poor	20% of book cost

Fines will be assessed for lost books or books unfit for use as follows:

<u>Age of the Book</u>	<u>Charge</u>
1 year or less	Full cost of the book
1 to 3 years	60% of the cost of the book
3 to 5 years	40% of the cost of the book
Over 5 years	\$10.00

Specific charges for other damage to textbooks include:

- Marking on pages; 25 cents per page
- Severely marked pages; \$1.00 per page
- Damaged binding and/or cover; \$10.00

### **Visitors**

Persons wishing to visit Valley View High School must report to the main office. Friends and relatives will not normally be able to attend school or eat lunch with students and any exceptions must be cleared through the administration. School visitors must wear a visitor's pass. All students (K-12) are not permitted to visit other schools during working hours, including Valley View MVCTC students, unless permitted by the school administration. The use of all facilities at any time must be approved by administrators. This also includes the use of the weight room and other athletic facilities.

### **Work Permits**

Application forms for work permits may be obtained in the main office. Completed applications should be returned to the Principal's secretary.

<b>Guidance</b>
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### **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. Valley View has entered into agreement with Sinclair College for the 2019-2020 academic year. Seventh through twelfth graders are eligible to participate in the CCP Enrollment Option program. Students must indicate intent to participate by April 1st of the preceding school year, and they, along with their parents, must attend an informational meeting held in the spring of the year. Any student who withdraws from a CCP class, or the CCP program, must notify their school counselor immediately. Failure to report withdraw from class(es) may be viewed as truancy. See your counselor.

### **College Visits**

College campus visitation can be a valuable experience in the selection of a college. Students are encouraged to arrange college visits during the summer, or on days when school is not in session. Up to two days per year may

be granted to juniors and seniors for college visits, and these visits will not be counted as absences. Students are required to have appointments with the university. Pre-approval by the Principal or Guidance Counselor is required for excused college visits. A written verification of the visit is required from college authorities. An absence from school to participate in an athletic showcase is not considered a college visit; such absences must go through the preapproval process to be excused.

**Commencement**

In order to participate in Commencement, students must meet all graduation requirements set by the Valley View Board of Education:

- 1) Pay all outstanding financial and disciplinary obligations prior to Commencement practice.
- 2) Obtain a cap, gown, and tassel
- 3) Attend graduation practice
- 4) Obey all rules and policies in the Student/Parent handbook and Code of Conduct
- 5) Wear appropriate attire for graduation

Students who violate any of these policies and rules may be withheld from participation in Commencement. All activities, speeches, and program content at Commencement are subject to approval of the Principal.

**Correspondence Courses/College Courses/Summer Courses:** Correspondence courses and summer school courses may be taken only to make up a credit for a failed Valley View High School course, or to supplement the curriculum. These courses may not be taken for the purpose of graduating early or replacing specific graduation requirements. The only exception to this policy is that students are able to take college courses in place of required Valley View courses, provided the courses have prior approval, that they meet the content and appropriate number of quarter or semester hours to receive high school credit. College Credit Plus policies are described on in a separate section of this document.

**Credit Flexibility:** The District has adopted a Credit Flexibility Plan. This learning plan offers students a variety of learning opportunities for students with a focus on performance, acknowledges students' different learning styles, paces, and interests, and enables students to demonstrate creativity, explore academic and career interests, and practice critical thinking. Students may earn credit by: completing coursework; testing out of or demonstrating mastery of course content; and/or pursue one or more educational options in accordance with the District's Credit Flexibility Plan. Students can check with their Counselors to receive more information.

**Grade Point Average:** Each student's GPA will be calculated at the end of each term and will include all courses that have a letter grade a value of at least 0.5 credits. Correspondence classes, summer classes, pass/fail and Physical Education will not be included in the GPA. The final GPA will be based on 8 semesters. Class rank will be calculated at the end of each term and will be based on a student's overall GPA.

**Grading Scale**

- |               |            |               |               |
|---------------|------------|---------------|---------------|
| A = 100 to 93 | B = 87-83  | C = 77 to 73  | D = 67 to 63  |
| A- = 92 to 90 | B- = 82-80 | C- = 72 to 70 | D- = 62 to 60 |
| B+ = 89 to 88 | C+ = 79-78 | D+= 69 to 68  | F = below 60  |

**Class of 2019 & beyond the following weighted scale/numeric scale will be used for honors, AP and CC Plus courses.**

Grade	Numeric	Regular	Honors	AP/CC+
A	100-93	4.000	4.500	5.000
A-	92-90	3.667	4.167	4.667
B+	89-87	3.333	3.833	4.333



B	86-83	3.000	3.500	4.000
B-	82-80	2.667	3.167	3.667
C+	79-77	2.333	-----	3.333
C	76-73	2.000	-----	3.000
C-	72-70	1.667	-----	2.667
D+	69-67	1.333	-----	-----
D	66-63	1.000	-----	-----
D-	62-60	.667	-----	-----
F	59 below	0.000	-----	-----

**Graduation Requirements: Paths to graduation for the graduation class of 2018 and beyond**

The graduation paths (requirements) for the classes of 2018 and beyond include *curriculum* and *three options* to show readiness for next steps in college and careers.

**Curriculum Requirements**

Valley View High School requires all students to take and complete a minimum of 22 required credits.

English language arts	4 units
Health	0.5 unit
Mathematics, must include Algebra II	4 units
Physical education	0.5 unit
Science (must include Physical, Life, and an Advanced Science)	3 units
Social studies (must include American History and Government)	3 units
Financial Literacy	0.5 units

Fine Arts	1 units
Electives	5.5 units
<b>TOTAL CREDITS REQUIRED</b>	<b>22 UNITS</b>

**Option 1 – State of Ohio End of Course Exams**

Students will participate in State of Ohio End of Course Exams. The exams are: English Language Arts 1, English Language Arts 2, Algebra 1, Geometry, Biology, American History and American Government. Each exam is scored between 1 and 5. A student must obtain a cumulative total of at least 18 points as well as the following minimum sub scores: 4 points in English Language Arts, 4 points in Math and 6 points in Social Studies and Science. These minimum subscores add to 14 points; therefore a student must obtain at least 4 more points across all 7 exams.

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 avoid double testing. Students also may substitute grades from College Credit Plus courses in these science and social studies subjects for end-of-course state exams.

**Option 2 - Industry credential and workforce readiness**

Students earn 12 points through a State Board of Education-approved, industry-recognized credential or group of credentials in a single career field and achieve a workforce readiness score on the WorkKeys assessment. The state of Ohio will pay one time for those who take the WorkKeys assessment.

**Option 3 - College Admission Test**

Students earn “remediation-free” scores in English language arts and mathematics on a nationally recognized college admission exam. The state of Ohio will pay one time for all 11th grade students in the classes of 2018 and beyond to take the exam free of charge.

**Graduation Requirements for Valley View Students Who Attend the Miami Valley Career Technology Center:**

Students must earn 22 credits as follows: English (4 credits); Social Studies (3 credits); Math (4 credits); Science (3 credits); Health (.5 credit); Physical Education (.5 credit). Students must complete specific course requirements as established by the MVCTC for specific programs and they must earn other electives to total at least 22 credits. Class of 2018 and beyond must meet the State of Ohio End of Course Exam (AIR assessment) requirements as explained in Option 1 under Curriculum Requirements (see above).

**Guidance Department**

If you have any questions about graduation credits, college or career planning, scheduling classes, College Credit Plus, grade cards, scholarships, GED, summer school, or any personal concerns, you are invited to see your Guidance Counselor.

**Honors Classes**

Valley View students may be exposed to more challenging academic work by enrolling in honors and advanced placement courses. Credit will be assigned as per board policy. For the class of 2019 honors classes will be weighted.

**Honors Diploma**

In order to qualify for an Honors Diploma, students must meet the following criteria: Successful completion of all local district requirements; Complete college preparatory curriculum; Complete all but one of the criteria for Honors Diploma (see Guidance Counselors for those criteria).

### **Honor Roll/High Honor Roll**

To be eligible for the Honor Roll a student must have a GPA of 3.25 for the first quarter, and have a “C” or better in all courses used to calculate the Honor Roll. Students with a GPA of 3.6 or higher will be on the High Honor Roll.

### **NCAA College requirements (SPORTS)**

**To be eligible to compete in NCAA sports during your first year at a Division I school, you must graduate high school and meet ALL the following requirements:**

1. Complete 16 core courses:
  - Four years of English
  - Three years of math (Algebra 1 or higher)
  - Two years of natural/physical science (including one year of lab science if your HS offers it)
  - One additional year of English, math or natural/physical science
  - Two years of social science
  - Four additional years of English, math, natural/physical science, social science, foreign language, comparative religion or philosophy
2. Complete 10 core courses, including seven in English, math or natural/physical science, before your seventh semester. Once you begin your seventh semester, you may not repeat or replace any of those 10 courses to improve your core-course GPA.
3. Earn at least a 2.3 GPA in your core courses.
4. Earn an SAT combined score or ACT sum score matching your core-course GPA on the Division I sliding scale, which balances your test score and core-course GPA. If you have a low test score, you need a higher core-course GPA to be eligible. If you have a low core-course GPA, you need a higher test score to be eligible.

**Valley View High School updates their courses every year. For a list of approved courses please visit: <https://web3.ncaa.org/hsportal/exec/hsAction?hsActionSubmit=searchHighSchool>. Our school code is 362295**

### **OHSAA Season**

All athletes' sports seasons begin on the first day that is established by the governing board of the Ohio High School Athletic Association. The OHSAA season ends when the team (individual) is no longer eligible (i.e. eliminated) from the OHSAA Tournament.

### **Progress Book.**

Parents are encouraged to access Progress Book often to monitor student progress and to communicate with staff.

### **Progress Reports**

A mid-term progress report (Interim Report) in each subject will be sent home with students approximately 5 weeks into each of the four grading periods.

### **Schedule Changes**

Students will have up to 5 days to make schedule changes at the beginning of the first semester; for courses beginning the second semester, students again have 5 days. After the five-day grace period, schedule changes may only be initiated by teachers, counselors, or an administrator. Courses dropped after the permitted time period may result in a failing grade (unless drop requested by the teacher). Refer to the AP guidelines for dropping AP and CCP courses.

### **Summer School**

VVHS may offer a Summer School program to help credit-deficient students make progress toward graduation. When offered, those students who have failed a core course (English, Math, Science, Social Studies, or other approved by the administration) may take teacher-monitored online coursework for credit. Summer school has specific attendance requirements. Transportation is not provided. There is no cost for summer school unless the student does not successfully pass the course, in which case the student is responsible for the cost (approximately \$50). The VVHS Code of Conduct is in effect during summer school.

### **Report Cards**

At the end of each quarter an electronic copy of the report card will be available on Progress Book. A printed report may be requested by student or parent. If a student feels that his/her report card contains an incorrect grade, or if he/she has not received a grade for a course, the student's Guidance Counselor should be contacted.

### **Valedictorian and Salutatorian**

See Board of Education Bylaws and Policies, 5430, "Class Rank".

### **Athletics/Extracurricular Activities/Parking Permits**

Some activities at VVHS are extracurricular and others are co-curricular. (Organizations and their designation as co- or extra-curricular are listed after this section.) Extra-curricular activities are voluntary and thus it becomes privilege to participate in those. Co-curricular activities are linked to a class and are not considered voluntary. Participation in athletics, extracurricular activities, and/or obtaining a parking permit for VVHS is considered a privilege and with each privilege comes responsibilities and commitments. Students are reminded that maintaining their privileges in these areas requires that they uphold the appropriate guidelines set forth in the Student Code of Conduct, the Participant Code of Conduct, Parking Permit requirements, and any team/activity rules established by individual coaches or advisors. These students are subject to random drug testing under the VV Random Drug Testing Policy. Students are asked to sign a receipt acknowledging that they received, shared with their parents, and understand the Participant Code of Conduct and/or Parking Permit Requirements, as well as Random drug testing consent agreements. By signing these documents, students are agreeing to abide by the guidelines. Students prohibited from possessing a parking permit, or participation in all or part of any athletic or extracurricular activity are not entitled to further notice, hearing, or appeal rights. The Participant Code of Conduct will be in effect from the beginning to the end of each OHSAA athletic season or school activity time frame. Copies of the OHSAA handbook are available in the Athletic Office and each athlete is advised to be familiar with the rules and regulations set forth in this booklet.

### **Athletic Eligibility**

Eligibility for athletics includes all standards set forth by the OHSAA and those determined by the Valley View School District. Academic Eligibility for each grading period is determined by grades received the preceding grading period.

Summer school grades may not be used to substitute for failing grades received during the final grading period of the regular school year or for lack of enough subjects taken the preceding grading period.

**DO NOT CHANGE YOUR COURSE SCHEDULE WITHOUT FIRST CONSULTING WITH THE PRINCIPAL, ATHLETIC DIRECTOR, OR GUIDANCE COUNSELOR TO DETERMINE WHETHER IT WILL AFFECT YOUR ELIGIBILITY.**

**Athletic Academic Eligibility** standards include:

Grades 9-12

- 1) In the immediate preceding 9 week grading period, a student must receive a passing grade in a minimum of 5 one credit courses (or the equivalent) which count toward graduation. (Physical Education does not qualify as a one credit course.)
- 2) Those grades referenced in #1 above must, when combined, have a minimum total grade point average of 1.0 on a 4.0 scale.
- 3) The first year a student is enrolled in high school, immediately after advancement from the 8<sup>th</sup> grade, he or she must have passed 5 subjects carried in the preceding grading period in which the student was enrolled.

Weekly Eligibility

Further, all students are to maintain weekly scholastic eligibility. You will be ineligible for one week if you are failing two or more classes in a single week (Monday through Sunday). These requirements will be directed and determined by the Principal and Athletic Director.

**Athletic Training/In-Season/In-Activity Conduct**

These rules concern in-season conduct both as a member of the team/activity and as representatives of Valley View High School. Violations of these or other rules concerned with a specific activity, as determined by the head coach/advisor, may jeopardize student activity status. Violations of the Athletic Code of Conduct at school, at any school functions, or away from school, and school functions during the OHSAA season, may result in school discipline of the student participant.

**Rules**

Rules found in the current Student Handbook apply to all students at all school-sponsored activities. In addition, the coach/advisor, Athletic Director, or Administration may set additional penalties for unbecoming behavior which may include a verbal reprimand or denial of participation. Tobacco (including smokeless tobacco), alcohol, or other substance abuse (drugs, steroids, and the like) will carry penalties (see drug/substance abuse). Attendance at practices is mandatory unless you have secured prior permission from the coach/advisor to miss. Coaches may set reasonable curfews during their season. Participants are expected to conduct themselves in a proper manner at all times, and especially when aboard a school bus or other Board owned vehicles.

All participants will be under the direct supervision of a coach/advisor to and from all activities. Only if a travel release signed by the parent and coach/advisor is submitted to, and approved by, the coach/advisor and the Athletic Department or Administration can a participant be released after an away event, and then only to a parent/guardian. Participants will treat Valley View property and equipment of other schools in a respectful manner, and may be held financially responsible for any damages. Participants are expected to abide by the reasonable rules of the activity as further specified by the head coach/advisor.

Exhibiting good sportsmanship, both on and off the playing areas, is an expectation of all Valley View participants. No hazing or initiations will be permitted.

Music played in public at Athletic events must be pre-approved by the Athletic Director. Music played in public for dances or other extracurricular activities must be pre-approved by Administration.

### **Rules Violations**

Student participants who violate any of the aforementioned rules may be disciplined by the coach /advisor by such means as a verbal warning, a conference with parents, benching, and other similar measures.

The Principal/Designee may discipline student participants by such measures as denial of the privilege of participation in extracurricular activities, removal from the team or student group, loss of that season's awards, verbal and/or written notification to parent/guardian, and other measures.

### **Drug/Substance Abuse**

Student use of drugs, alcohol, and nicotine containing substances, is not only a violation of the law, but also has an adverse effect on student participants and the school teams or school organizations to which they belong. Athletic participation is recognized as the merging of both mind and body to compete at one's full potential.

In an effort to provide for the safety of all students, to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use alcohol and illicit substances, to encourage students who use alcohol and/or illicit substances to participate in an appropriate treatment program, and to prevent the impact of drug and alcohol use has on learning centers of the brain allowing students to work towards their academic potential while a student with the Valley View Schools, the Board of Education has adopted a policy of Random Urine Drug Testing of students who a) participate in athletic/extracurricular activities and/or b) hold a Valley View Student Parking Permit.

### **Drug/Substance Abuse Policy**

The Valley View Local Schools believe that it is important to provide students with as many resources as possible aimed at curtailing the use of illicit drugs and alcohol. Therefore, students who are involved in any extracurricular activities (athletic, and non-athletic), and/or obtain parking privileges at Valley View High School are subject to random drug testing. A student who tests positive will face consequences involving loss of privileges, and more, as detailed in the Valley View "Policy for Random Urine Drug Testing of Valley View Schools Parking Permit Holders and Participants in Athletic/Extracurricular Activities" packet. Both parent and student will be required to sign consent agreements prior to participation in extracurricular activities and/or the purchase of a VVHS parking permit.

### **Self-referral for drug/substance abuse**

Participants who have never previously had a positive ('dirty') result may self-refer for assistance. However, such a referral must be made prior to the announcement/notification to the participant of a random drug test or the self-referral shall be deemed invalid by the District. A self-referral participant will comply with the requirements set forth in "First Offense and/or positive result" (see below), except there will be no forfeiture of the activity and/or driving privileges. At the discretion of the Building Principal or Designated Official, the Substance Abuse Committee may monitor a self-referred student's progress toward rehabilitation to determine that significant efforts are being made. Failure of the participant to demonstrate compliance with, or cooperation in, the rehabilitation process (including by no limited to the supplying of negative drug tests), may result in loss of participation/driving privileges as determined by the Substance Abuse Advisory Committee. Self-referrals will be considered for/as first offense only; the next positive result following a self-referral will be treated as a second positive result. A participant may only self-refer one time while a student at the Valley View Local Schools.

### **Consequences of a positive ('dirty') drug test, or possession and/or use of paraphernalia, alcohol, drugs, or prescription/non-prescription items in violation of school drug/alcohol/medicine policies.**

**First Offense and/or Positive Result** – Athletes will forfeit twenty percent (20%) of their OHSAA season. Extracurricular participants will forfeit twenty percent (20%) of their season or year, as applicable. Parking permit

holders will forfeit their permit use for the number of days equivalent to twenty percent (20%) of the school calendar year. If a student participates in multiple activities, i.e. athletics, parking permit, musical, etc., the student shall forfeit 20% of each and every activity in which he/she participates. Participants will participate in a drug/alcohol assistance program and will provide requested documentation of such participation to the Building Principal or Designated Official. Parents/guardians must pay for this expense. The participant must also submit to a follow-up drug tests at the parent/guardian/custodian's expense and must have three consecutive negative tests to be reinstated. Failure to comply will result in indefinite loss of privilege to participate in activities and/or driving until compliance is achieved.

**Second Offense and/or Positive Result** – Athletes will forfeit forty percent (40%) of their OHSAA season. Extracurricular participants will forfeit forty percent (40%) of their season or year, as applicable. Parking permit holders will forfeit their permit use for the number of days equivalent to forty percent (40%) of the school calendar year. If a student participates in multiple activities, i.e. athletics, parking permit, musical, etc., the student shall forfeit 40% of each and every activity in which he/she participates. Participants must complete a program recommended by a certified substance abuse counselor and submit documentation of such completion to the Building Principal or Designated Official. Parents/guardians must pay for this expense. The participant must also submit to a follow-up drug test at the parent/guardian's expense and must have three consecutive negative tests to be reinstated. Failure to comply will result in indefinite loss of privilege to participate in activities and/or driving until compliance is achieved.

**Third Offense and/or Positive Result** – The participant will be barred from participation in any athletic activity, extracurricular activity, and/or parking on campus for at least one calendar year. Prior to reinstatement the students must, in the discretion of the Substance Abuse Advisory Committee (selected by the District Administration), show significant progress toward rehabilitation from a certified substance abuse program. Additionally, the participant must have three consecutive negative tests to be reinstated. Failure to comply will result in indefinite loss of privilege to participate in activities and/or driving until compliance is achieved. Both the rehabilitation program and any follow up drug testing are at the parent/guardian's expense.

**Fourth Offense and/or Positive Result-** Participant will be permanently denied participation in athletic/extracurricular activities and will be permanently denied parking privileges.

**Consequences of use or possession of any nicotine containing substances (or Related Item)**

**First Offense within a school year** – Athletes will forfeit the equivalent of twenty percent (20%) of their OHSAA season. Extracurricular participants will forfeit twenty percent (20%) of their season or year, as applicable. Parking permit holders will forfeit their permit use for the number of school days equivalent to 20% of the school calendar year. If a student participates in multiple activities, i.e. athletics, parking permit, musical, etc., the student shall forfeit 20% of each and every activity in which he/she participates. Denial of participation will occur immediately following the completion of the administrative investigation of this violation of the Athletic Code of Conduct.

**Second Offense within a school year-** Athletes will forfeit the equivalent of forty percent (40%) of their OHSAA season. Extracurricular participants will forfeit twenty percent (40%) of their season or year, as applicable. Parking permit holders will forfeit their permit use for the number of school days equivalent to forty percent (40%) of the school calendar year. If a student participates in multiple activities, i.e. athletics, parking permit, musical, etc., the student shall forfeit forty percent (40%) of each and every activity in which he/she participates. Denial of participation will occur immediately following the completion of the administrative investigation of this violation of the Athletic Code of Conduct.

**Third Offense within a school year-** The Participant will be denied the privilege of participation in any athletic activity, extracurricular activity, and/or parking on campus for the remainder of the school year.

## Requirements for Participation

In addition to meeting eligibility requirements, the participant must meet the following obligations:

**A) Physical Form (Athletics)** – A properly completed physical form is to be submitted to the head coach/advisor. This is an annual requirement and the form must be completed prior to conditioning, practice, and/or competition. This is also an OHSAA requirement (this packet includes Risk Acknowledgment & Consent to Participate).

**B) Emergency Medical Form (All students)** – A properly completed Emergency Medical Form must be submitted to the head coach/advisor. This is an annual requirement. It is the responsibility of the participant and his/her parent/guardian to ensure such information is current and released to the school. This form must be completed prior to conditioning, practice, and/or competition.

**C) Random Urine Drug Testing Consent Forms (Athletics, Extracurricular, Parking Permit Holders)** Properly completed Random Urine Drug Testing Consent Forms by both parent and participant must be submitted to the head coach/advisor. This is an annual requirement and the forms must be completed prior to conditioning, practice, competition, and/or the purchase of a parking permit.

**D) Risk Acknowledgment & Consent to Participate (Athletics)**– A properly completed Athlete's Risk Acknowledgment and Consent to Participate form must be submitted to the head coach/advisor. This is an annual requirement and the form must be completed prior to conditioning, practice, and/or competition. The purpose of this requirement is to assure that athletes and their parents fully appreciate the risks involved in participating in the sport(s) of their choice, as well as understanding what can be done to prevent injury and the inherent limitations of these preventive measures. (This form is part of Physical packet.)

**E) Concussion-(Athletics)** Valley View has implemented the ImPact Testing Program. ImPact is a computerized test which tracks information such as memory, reaction time, speed, and concentration. However, it is not an IQ test. Though the ImPact test is available to all students, all athletes in a contact sport must complete the ImPact test before beginning practice or competition (you will only do this once in your high school career). Once an athlete sustains a concussion or suspected concussion he/she will be required to retake the test. These results will be provided to the parent or guardian and will be used by the physician to make a return to play decision. Though all athletes with a head injury or suspected head injury must have a note from a physician to return to play, the athlete may be held out longer by the athletic trainer because of continuance of concussion symptoms or a questionable ImPact test score.

Reasons athletic trainer will recommend the athlete should not participate: Still having concussion symptoms and/or having multiple scores in the red. Every athlete in a contact sport must also successfully complete a 5 day return to play protocol, as overseen by the VV adult athletic trainer.

**F) Sudden Cardiac Arrest Acknowledgement Form (Athletics)** - A properly complete Sudden Cardiac Arrest Acknowledgement Form must be completed. Recently a State law was passed adding new requirements for interscholastic coaches (paid and volunteer), and new educational standards for parents and student-athletes regarding Sudden Cardiac Arrest. The law, known as **Lindsay's law**, becomes effective as we begin the 2017-18 school year. The new materials will include a short video for parents and coaches, which will be posted to the ODH, ODE and the OHSAA websites; an informational form (much like the current Concussion Form) which must be signed by parents and student-athletes and on file in the Athletic Office.

**G) Medical Release Required After Injury – (Athletics)** If an athlete is under a doctor's care or requires medical care during the season, he/she must have a signed doctor's release before participation in any practice or contest. This release must be presented to the head coach/trainer or advisor prior to any participation. It is the responsibility of the athlete and parent/guardian to make the coach/advisor aware of doctor involvement.



**H) Attendance at School (Athletics and Extracurricular)** – The Athlete/Participant must be in attendance at school on the day of practice or competition by no later than 30 minutes after the start of the regular school day in order to participate, unless he/she has a medical note. The athlete must remain until the end of the school day unless he/she is excused by an administrator or is attending a school related activity. If the athlete is unable to attend classes due to an illness or injury, then he/she will not be allowed to practice or participate in a contest.

**I) Attendance at All Required Practices and Competition (Athletics and Extracurricular)** – Valley View student participants must be committed to the team's/extra-curricular activities practice and competition schedules. Students are not guaranteed to a place on the team or student group if they miss practice or competition for any reason. This includes but is not limited to personal illness and vacations.

**J) Sportsmanlike Conduct (All students)** – All Valley View students are expected to conduct themselves in the spirit of good sportsmanship, whether they are attending as a fan or participant. Unsportsmanlike conduct may result in a denial of the privilege to participate and/or to attend events. Any student who is ejected from a contest will be subject to the OHSAA policy for unsportsmanlike conduct. The administration reserves the right to issue more severe discipline including denying the student's privilege to participate in or attend activities.

**K) Equipment (Athletics and Extracurricular)-** All issued equipment is school property and must be returned to the coach/advisor. A participant will be charged the replacement value for unreturned or damaged items. Equipment obligations must be met prior to the awards ceremony in order to receive individual awards.

**L) Awards (Athletics and Extracurricular)** – To receive end of the season awards the student participants must meet the following criteria:

1. Students must maintain membership on a team or organization through the end of the OHSAA season or their activity concludes.
2. Participants must attend the awards assembly/banquet unless excused by their head coach/advisor.
3. Participants must have returned all uniforms/equipment and/or have met financial obligations for lost/damaged items.

**M) Quitting an activity (Athletics)-** Any participant who quits an activity is responsible for returning all equipment to the coach/advisor and will not be eligible to receive any award for the activity. After the first scholastic contest if an athlete participating in Sport A either quits the squad or is denied further participation, he/she is not eligible to join an organized conditioning program (including weight training) or go out for Sport B until the other members of sport A are eligible to go out for Sport B. However, there may be times when unusual circumstances could affect this procedure. If, in the opinion of the Athletic Director, such circumstances are present, the Athletic Director may waive this regulation. This decision will be made only after a thorough evaluation of the circumstance by the Athletic Director and the head coaches of both sports.

## Student Organizations

A complete listing and description of activities, clubs, and organizations is located in the next section of this handbook. We encourage students to participate in any and all activities of their choice. It is possible that individual clubs may charge a fee. Extra-curricular activities are a privilege and participants are reminded that the Student Code of Conduct will be in effect during all activities. Student participants in non-athletic organizations must abide by the same standards and guidelines as described by the Athletic Code of Conduct, and student participants may be disciplined in the means applied to student athletes, up to and including permanent removal from the extra-

curricular organization. Academic eligibility standards will not apply to non-athletic extra-curricular activities. Activity availability is conditional upon sufficient funds to support that activity.

### **Academic Team (Extracurricular)**

Membership is open to all students interested in the SWBL Academic Team matches with area schools. Students participate in academic challenges against teams from other area high schools.

### **Band (Marching, Pep, and Symphonic) (All Co-curricular)**

Marching band performs at all football games and competes in local competitions.

Pep Band performs at all home basketball games, providing upbeat music for the crowd's enjoyment (all band members are required to perform with the pep band for a specified number of games as determined by the director).

Symphonic Band is a year-long class that meets daily. Due to the performance nature of this class, there are several required evening performances throughout the school year. Attendance at all performances is mandatory, and is a major component of students' grades. Please see the Symphonic Band Handbook for the attendance policy and calendar.

### **Chamber Choir (Co-Curricular)**

Chamber Choir is a year-long class that meets daily, and performs music from every genre throughout music history. Due to the performance nature of this class, there are several required evening performances through the school year. Attendance at all performances is mandatory, and is a major component of students' grades. Please see the Chamber Choir Handbook for the attendance policy and calendar.

### **Class Officers (Extracurricular)**

Each class will have representation in the form of class officers. The positions to be represented are President, Vice President, Secretary, Treasurer, and Reporter. These are elected positions voted on by the student body and held for one year. They periodically meet with the Class advisor to develop and run activities such as Class fundraisers, dances, and homecoming floats.

### **Color-Guard (Extracurricular)**

This performing group acts as an auxiliary unit for the marching band in the fall and performs at all varsity football games as well as several adjudicated events. Students must audition for this organization and is not related to any course.

### **Drama Club (Extracurricular)**

Students interested in drama may join the musical, which is performed in February of each year. Members may attend productions at area schools and theatres together, have meetings concerning the activities of the drama club, and participate in other drama-related activities sponsored by the club throughout the year.

### **Family, Career, and Community Leaders of America (FCCLA) (Extracurricular)**

FCCLA is open to any student who has completed or is currently enrolled in any Family and Consumer Science Course at Valley View. Students meet monthly to organize and participate in service activities. Our goal is to gain networking connections, practice leadership skills and to share a positive experience with our peers and community members.

### **Future Farmers of America (FFA) (Co-curricular)**

This organization is for students interested in agriculture. Students in Vocational Agriculture classes are listed as FFA members. FFA teaches leadership, citizenship, and cooperation. Students become involved in many community activities.

### **Interscholastic Athletics (Extracurricular)**

Athletics are an integral part of the total educational program at Valley View High School. The following sports may be offered: baseball, basketball, bowling, cheerleading/hip hop/competitive cheer, cross country, football, golf, soccer, softball, swimming, tennis, track, volleyball, and wrestling.

### **Intramurals (Extracurricular)**

The intramural program at Valley View High School may provide each student the opportunity to participate in organized and informal sports activities.

### **Interact (Extracurricular)**

This group is a service organization open to all students.

### **National Art Honor Society (Extracurricular)**

The Valley View NAHS club was founded in 2013 to provide enrichment for interested and talented art students attending VVHS. Our club program provides avenues for recognition of artistic talents and opportunities for leadership roles for visual art students, while spotlighting the success and community work of our school's art program. Interested junior and senior art students can join in September, as long as they meet the requirements of scholarship and leadership. The club meets monthly to discuss the events and activities that occur during the school year. Service is another important aspect of our club, and we participate in both school and community service projects using the visual arts as our platform.

### **National Honor Society (Extracurricular)**

NHS involves four areas of student life: scholarship, leadership, service, and character. Membership involves an application process and is based on GPA, volunteer service hours, school activities and the students leadership and character qualities displayed during their high school career. GPA and service hours begin to accumulate the first day of freshman year. An induction ceremony takes place in the fall of each year. Students may become eligible to apply for membership the first quarter of their junior or senior year.

### **Project Charlie (Extracurricular)**

Project Charlie is a part of Valley View's drug abuse prevention program. High School students who are trained in workshops go to sixth grade classes on a weekly basis second semester to teach lessons and conduct activities focusing on building self-esteem, improving relationships, and developing decision-making skills.

### **Student Council (Extracurricular)**

The Valley View Student Council is a student governing body comprised of 20 members (5 per class, grades 9-12). The most important function of this organization is to work with administrators to protect student rights and to promote student responsibilities. It also sponsors some school activities, such as Homecoming, and Miss Basketball, and schedules some assembly programs.

### **Student-Trainers (Extracurricular)**

This group of students supports the needs of student-athletes. Their activities are overseen by the Athletic Dept. in conjunction with a certified adult athletic trainer. Students must request admittance into this program through the Athletic Dept. Students may gain extensive knowledge of sports medicine.

## **Annotated National Honor Society Bylaws**

This is a brief summary of the by-laws of Valley View's chapter of the National Honor Society. A complete copy of these by-laws is available from the faculty advisor. The name of the Valley View chapter of the National Honor Society is Vir Doctissimus. Students must meet the following eligibility criteria to be considered for membership: Junior or Senior class standing and enrolled as a full time student at least one semester. In addition, students must qualify for induction based on their record of Scholarship, Service, Leadership, and Character.

**Scholarship** – A candidate must have a minimum high school cumulative grade point average of 3.5. Failure in a pass/fail course shall be treated as an F in the cumulative point average; a passing grade will not affect the cumulative average.

**Service** – A candidate for NHS shall have a minimum of 30 hours of volunteer service. Hours must be documented on forms provided by the NHS advisor. Service hours may be accumulated from the beginning of the 9<sup>th</sup> grade school year to time of application. Students who are scholastically eligible for NHS and have completed a minimum of 30 hours of volunteer service must complete a school and community service packet. A total of 60 service hours from the beginning of the 9<sup>th</sup> grade are needed to achieve full points for this area. These standards are subject to yearly review and revision by a faculty committee and the Principal. An induction ceremony will occur in the fall of each year for new members. Members of the NHS are expected to obey all school rules and regulations, and to exhibit high standards of character, leadership, and integrity; perform service projects as determined by the membership and faculty advisor; maintain a minimum cumulative grade point average of 3.5; and attend all scheduled meetings of the school's chapter. Members of NHS will elect a President, Vice President, Secretary, Treasurer, and Reporter for one year terms. NHS members will be liable for limited probation, probation, or dismissal if they do not maintain the standards of scholarship, leadership, service and character that were used as the basis for their selection. These include not exclusive to: suspension from school, reported cheating from a faculty member, suspension from extracurricular activities, meeting attendance, service project work, attendance and all rules and regulations contained in the VVHS student handbook. A student subject to disciplinary procedures may have an opportunity to present information regarding the circumstances being reviewed to the faculty committee, at the faculty committee's discretion. Activities outside of school may be considered such as alcohol or drug possession and/or use or any activity generally considered illegal or of low moral character. The faculty council shall carry out probation proceedings. Students who may be dismissed from NHS will receive written notification from the faculty committee. Decisions of the faculty committee may be appealed through whatever rules govern disciplinary appeals in the school district.

## **Student Behavior at ExtraCurricular Activities, Dances, Assemblies, in the Cafeteria, and in the Hallways**

Valley View students are expected to conduct themselves in a respectful and sportsmanlike manner at all times, including at all extra-curricular activities, dances, assemblies, in the cafeteria, and in the hallways. Any actions which violate this code of conduct, or are disrespectful to school employees, community members, visitors, or others will not be tolerated. Students who violate acceptable standards may: lose their privilege of attending extra-curricular

activities, be given assigned seats, be removed from activities without refund of monies, be disciplined according to the measures outlined in the Student Code of Conduct. The administration reserves the right to determine acceptable behaviors in these types of settings, and if deemed necessary by the administration, to remove individuals and/or cancel an event at any time without refund.

Valley View students who wish to invite a non-Valley View High School guest to a dance must have prior approval of the administration and must submit a pre-approval form (with copy of guest's photo ID) forty-eight hours in advance. The administration reserves the right to deny approval of any non-Valley View guest and/or student to attend any Valley View activity. Eighth grade students and younger may not attend high school dances, nor may guests 21 and older. All areas of the dance floor must be accessible at all times to the administration/staff/chaperones; i.e. mosh pits/grind floors are not permitted.

**All Dance tickets are pre-sale. No ticket sales at the door.**

<b>School Transportation</b>
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Students are expected to conduct themselves in a manner that allows safe transportation to and from school on the bus/van. Students must obey the directives of bus/van drivers and aides promptly and respectfully, obey all school rules and policies, and all local, state, and federal laws and regulations while on the bus/van and at bus/van stops. Video surveillance of students on buses/vans may be used to ensure students' safety and compliance with these policies.

**Consequences:**

Below is the general progression of discipline for bus/van offenses:

First Offense – verbal warning by the driver

Second Offense – office referral

Third Offense – loss of bus/van riding privileges

**However, severe behavior problems may lead directly to the loss of bus/van privileges and may also result in detention up to a 10-day suspension with recommendation for expulsion.**

**STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The District's Internet system has a limited educational purpose. The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network (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).

The Board encourages students to use the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board's policy on instructional materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access, through the Board's Internet connection, 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 file server in the world, will open classrooms and students to electronic information resources that have not 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 Network, 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.

The Superintendent or Technology Supervisor may temporarily or permanently unlock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

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 assume risks by consenting to allow their child to participate in the use of the Internet. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
  
  
  
  
  
  
  
  
  
  
- B. the dangers inherent with the online disclosure of personally identifiable information

- C. the consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online, and
  
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

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 Internet 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 temporarily denied or permanently revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Supervisor as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Network.

P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

76 F.R. 56295, 56303

Adopted 9/24/01

Revised 2/25/02

Revised 5/25/10

Revised 8/22/11

Revised 5/21

## **SCHOOL RESPONSIBILITIES TO REPORT STUDENT INFORMATION TO MILITARY BRANCHES OF THE SERVICE**

The federal "No Child Left Behind" legislation requires the school to provide the name, and contact information for every student, to branches of the military service. If parents (or students who are 18) do not want the school to provide the information to the military services, you must submit a written request to the school asking the information be withheld for a specific student. This request must be submitted to the school as soon as possible, but no later than the end of the first nine weeks.

## **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

Valley View High School respects the privacy of parents and students. No student shall be required, without written parental permission, to take part in a survey, analysis, or evaluation that reveals information concerning:

- A. political affiliation or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, antisocial, self incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileges and analogous relationships, such as those of lawyers, physicians, or ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents;
- H. income (other than that required) by law to determine eligibility for determination in a program, or for receiving financial assistance..

Parents have the right to inspect any material used in conjunction with the survey, analysis, or evaluation.

Parents/Guardians will be notified annually of the specifics or approximate dates during the school year when the following activities are expected to be scheduled:

- A. Activities involving the collection, disclosure, or use of personal information collected from students for purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose);
- B. The administration of any survey by a third party that contains one or more of the items described in A through H above;
- C. It's our intent to publish group pictures unless parents request in writing their child is not to be included.



## REPORT OF HARASSMENT FORM

Student's Name \_\_\_\_\_ Date of Report \_\_\_\_\_

Date of Alleged Harassment \_\_\_\_\_

Location of Alleged Harassment \_\_\_\_\_

Description of the Incident(s) \_\_\_\_\_

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Name of Witnesses, if any: \_\_\_\_\_

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\_\_\_\_\_  
Signature of Person Making the Report

\_\_\_\_\_  
Signature of Person Taking Report

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