

*TUSCARAWAS VALLEY
LOCAL SCHOOLS*

***PARENT & STUDENT
HANDBOOK
2018-2019***

HOME OF THE TROJANS

TVHS Fight Song

*Cheer T.V. High School
Cheer ever more;
We're here to see the Trojans
Score, score, and score and
When we give a resounding
Hoorah, Hoorah
Ever loyal to our T.V. High are we*

TVHS Alma Mater

*Hail, Alma Mater
Thy Sons cheer thee now;
To thee TV High School
All rivals must bow
With victory forever
Ours colors will be
Forever, forever
They'll wave in victory*

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DIRECTORY INFORMATION

Tuscarawas Valley Local Schools

2637 Tuscarawas Valley Road NE

Zoarville, Ohio 44656

330-859-2213

www.tvtrojans.org

HIGH SCHOOL

Grades 9-12

2637 Tuscarawas Valley Road NE

Zoarville, Ohio 44656

330-859-2421

Mr. Jason Phillips, Principal

Mr. George Zagales, Dean of Students

Mrs. Becky Dickerhoof, Guidance Counselor

Mrs. Mandy McElwee, Guidance Counselor

Mrs. Beci Leshon, Secretary

Mrs. Sherry Secoy, Guidance Secretary

MIDDLE SCHOOL

Grades 5-8

2633 Tuscarawas Valley Road NE

Zoarville, Ohio 44656

330-859-2427

Mrs. Erica Knowles, Principal

Mr. George Zagales, Dean of Student

Mrs. Julie Peterson, Guidance Counselor

Mrs. Heidi Swinford, Secretary

INTERMEDIATE SCHOOL

Grades 2-4

216 Park Avenue

Bolivar, Ohio 44612

330-874-3234

Mrs. Diana Flickinger, Principal

Mrs. Page Reichman, Secretary

PRIMARY SCHOOL

Grades PK-1

8647 First Street

Mineral City, Ohio 44656

330-859-2461

Mrs. Andrea Clements, Principal

Mrs. Barb Martin, Secretary

Superintendent

Mr. Mark A. Murphy

330-859-2213

Treasurer

Mr. Mark A. Phillips

330-859-2213

Transportation Director

Mr. Mike Spillman

330-859-8804

Bus Garage

Mr. Mike Spillman

330-859-2556

Athletic Director

Mr. Steve Franks

330-859-8812

Curriculum Director

Mr. Derek Varansky

330-859-8851

Special Education Director

Mrs. Katy Wells

330-859-8852

Gifted Coordinator

Mrs. Lisa Burrell

330-859-8853

District Psychologist

Mrs. Courteney Bayer

330-859-8848

Technology Department

Mr. Chris Lewis

330-859-8806

District/School Nurse

Mrs. Debbie Crank

330-859-2213

Food Service Director

Mrs. Diana Flickinger

330-874-3234

MISSION & VALUES

MISSION

The Tuscarawas Valley Local School District will focus on high achievement for all students by providing a challenging curriculum in a positive learning environment.

FOCUS

Students.....all that they are, all that they can become!

VISION

A district of EXCELLENCE

A district of CHOICE

A district of UNITY

A district that provides graduates with the knowledge and skills to become productive citizens.

DISTRICT CORE VALUES: EXCELLENCE is our standard in everything that we do.

Excellence in Academics, Athletics, and the Arts

We believe in providing high quality, real-life learning opportunities to develop students' potential and prepare them for their next steps in life. Students will be challenged to contribute positively to their school experience, think deeply, grow intellectually, and compete with integrity.

Student Focus

We exist to provide the best educational and learning opportunities possible for all students. We model and maintain high expectations for student achievement, character, and conduct. We expect students to be responsible for their learning as well as the consequences of their actions and decisions.

Safe, Positive Environments

We believe students learn and perform their best in safe, positive, and inviting (yet challenging) environments. The learning climate will be one of mutual respect and trust, focused on teamwork, self-discipline, and school spirit and pride. Our classrooms, facilities, grounds, and equipment will be safe, clean, and well-maintained.

Sound Financial Decisions

We are public servants and responsible stewards of taxpayers' dollars. We will consistently demonstrate fiscal responsibility by maximizing resources, spending conservatively, and operating efficiently.

Professional, Caring Staff

We are professional, hardworking, and committed to unleashing and developing the learning, athletic, and artistic potential of all students. We will exhibit the highest of character and lead by example. We care deeply for each child's academic, social, and emotional success.

Engaged Community

We believe a strong, successful, and supportive school district results in a strong, supportive community. We will provide ongoing opportunities for parents, residents, and business leaders to help shape the future of TVLS.

Open Communication

We believe in open, honest, and respectful communication.

2018-2019 DISTRICT CALENDAR

20 Teacher In-Service
21 Teacher In-Service
22 First Student Day

| AUGUST 2018 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

T: 10 S: 8

| FEBRUARY 2019 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | |

18 [Presidents' Day](#)

T: 19 S: 19

3 [Labor Day](#)
21 TEACHER In-Service
 (No School)

| SEPTEMBER 2018 | | | | | | |
|----------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

T: 19 S: 18

| MARCH 2019 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

15 End 3rd Grading Period

T: 21 S: 21

12 STAFF County In-Service (No School)
26 [End](#) 1st Grading Period

| OCTOBER 2018 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

T: 23 S: 22

| APRIL 2019 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

18 Calamity Make Up #3
19 Good Friday (No School)
22 [Conference](#)
 Exchange Day (No School)

T: 20 S: 20

22-23 [Thanksgiving](#) Break
26 [Conference](#)
 Exchange Day (No School)

| NOVEMBER 2018 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

T: 20 S: 20

| MAY 2019 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

17 Calamity Make Up #1
21-22 BCC Awards Nights
24 Calamity Make Up #2
24 TVHS Graduation, 7pm
27 [Memorial Day](#)
29 Last Student Day (Early Dismissal 5/29)
30 Teacher In-Service

T: 19 S: 18

20-31 [Christmas](#) Break
 (Early Dismissal 12/19)

| DECEMBER 2018 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

T: 13 S: 13

Student Hours > State Minimum (910 Elementary; 1,001 Secondary)

Student Days: 179
Teacher Days: 184

Calamity Make Up Schedule (if exceeding 5 calamity days):
 Make Up Day #1: May 17
 Make Up Day #2: May 24
 Make Up Day #3: April 18
 *Further make up days may occur at the end of the year beginning May 30, pending additional Board approval.

Grading Periods
 1: 8/22/18 to 10/26/18 (45)
 2: 10/29/18 to 1/11/19 (43)
 3: 1/14/19 to 3/15/19 (43)
 4: 3/18/19 to 5/29/19 (48)

Public Hearing: February 12, 2018
Board Approval: March 12, 2018 **Revision Approved:** May 14, 2018

| | |
|------------------------|----------------------|
| Teacher In-Service | No School |
| First/Last Student Day | Exchange (No School) |
| | End Grading Period |

1-2 Christmas Break
11 End 2nd Grading Period
21 [M.L. King Day](#)
 (No School)

| JANUARY 2019 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

T: 20 S: 20

SUPERINTENDENT'S WELCOME

Welcome to Tuscarawas Valley Local School District! We especially welcome kindergarten and new students to our school district. On behalf of our Board of Education, teachers, and staff, I thank you for placing your trust and confidence in our school district!

Our vision is to prepare our graduates with the knowledge and skills to become productive citizens, and to be ready for the challenges of life. Our goal is to partner with parents, businesses, and our community to provide the best learning opportunities possible. Our students deserve it, and our community expects it.

Please take some time to review the material outlined in this District Student & Parent Handbook. We want to provide as much information as possible about our schools and district. The Board of Education publishes an updated Student & Parent Handbook annually to explain expectations, clarify student rights and responsibilities, and outline consequences for misbehavior. Please read and discuss these pages with your son or daughter so that questions may be addressed as the school year begins.

Additional information, including Board of Education Policies, can be found on our district website at www.tvtrojans.org.

Please contact me at any time, and my sincerest wishes for an outstanding year ahead. GO TROJANS!



Mark A. Murphy
Superintendent

REQUIRED POSTINGS AND NOTICES

Foreword (Policies of the Board)

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. The Board Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since it was printed. If you have questions or would like more information about a specific issue or document, please contact your school principal.

Nondiscrimination and Equal Education Opportunity

The district provides an equal educational opportunity for all students. Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the Superintendent.

Compliance Contact for Civil Rights, Title IX, Title VI, Section 504, FERPA, and Pupil Rights

Mark A. Murphy
Superintendent
330-859-2213

Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion

The Board is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students. Student personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.

All restraint and seclusion shall only be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training in methods of PBIS and the use of restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Only school staff trained in permissible seclusion and physical restraint measures shall use such techniques.

Every use of restraint and seclusion shall be documented and reported in accordance with this Policy.

Directory Information (FERPA)

The school district maintains many student records including both directory information and confidential information. Federal law requires that student “directory information” be released by the district when requested unless there is written objection from the parent/guardian.

Directory information ordinarily includes the following: student name, date and place of birth, grade level, photographs, address and telephone number, dates of attendance, participation in school activities, awards and recognition received in school, and height/weight of athletic team members.

Directory information for students may be released by the district unless the student’s parent/guardian sends written notification indicating otherwise within ten (10) days of receipt of the Student/Parent Handbook.

Student Privacy and Parental Access to Information

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult or an emancipated minor) or, if an un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations 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, anti-social, 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, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Notification to Parents in the Event of an Emergency

The Board of Education is committed to providing a safe learning and work environment. Unfortunately, natural and man-made disasters do occur. Such emergencies are best met by preparedness and planning. In the event of an emergency or serious threat to the district, parents will be notified immediately through the phone notification system. Information may be posted on the district website and district social media as deemed appropriate.

School Visitors

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls. The Superintendent or principal has the authority to prohibit the entry of any person to a school of this District or to expel

any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Student Educational Records

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information. Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates. Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

GENERAL INFORMATION

Activities Eligibility (MS/HS)

Eligibility for activities competition will be determined by the following rules outlined in the Student-Athletic Policies and the adopted activities policies of the Tuscarawas Valley Board of Education. Potential extracurricular members and athletes are also advised that participation in extracurricular activities is an extension of the school day and the code of conduct applies during their involvement in an activity. OHSAA rules will be distributed to potential athletes at the beginning of each season.

After-School and School Sponsored Activities (MS/HS)

Students involved in extracurricular activities immediately after school shall remain in designated areas in the building. Students who are not involved in after-school activities must vacate the premises by 3:15 p.m. Any school-related activity is a part of the overall school experience. The Student Code of Conduct applies during the regular school day and during all extra-curricular events, such as dances, plays, or athletic events. Students are expected to display proper respectful behavior.

Announcements (MS/HS)

Daily announcements about general activities, clubs, and assemblies will be broadcast to all classrooms in the morning, except for emergencies. High school announcements are posted on the district website, Buckeye Career Center website, and emailed to all students in a shared document.

Anti-Virus Character Development Program (MS)

Seventh grade students have the opportunity to participate in the acclaimed "Anti-Virus" Youth Education program. The mission of Anti-Virus is for youth to live out character values by standing for character

excellence. It is sponsored by Leader's Edge, Inc. and made possible by donations of area businesses. A student and family discussion guide is provided.

Arrival, Dismissal, and Early Dismissal

The doors will open for students at the following times:

- TV Primary and TV Intermediate 7:30am
- TV Middle and TV High School 7:40am

Additional instructions specific to each school may be provided as needed by building principals. The school is not responsible and will not supervise any student arriving before the stated arrival time. All students must clear the school grounds immediately upon dismissal unless participating in an extra-curricular activity or given permission by a teacher or the principal.

Students must have a parent permission note to go anywhere after school other than home. All students must be signed out and picked up at the office during the school day. Parents are not to go to the classroom to pick up their children. Early dismissal is not permitted for activities such as shopping, attending ball games, hair appointments, etc. In case of early dismissal for a dentist, doctor or other necessary appointment, a note must be sent to school in the morning.

All changes in afternoon pick-ups and bus drop-offs must be called into the school office by no later than 2:15pm. Changes will not be made after 2:15pm unless in an emergency situation as determined by the principal.

All visitors, including parents who come to school, must report to the Principal's Office before going elsewhere in the building. This is a state law designed to help us protect your child. Volunteers must sign in and out at the office each day. We appreciate your patience as we try to protect your children and ensure their safety.

Bell Schedule (MS/HS)

| <u>Middle School</u> | <u>High School</u> |
|-------------------------------------|---------------------------|
| 1st Period: 8:00-8:42 | 8:00-8:44 |
| 2nd Period: 8:44-9:27 | 8:47-9:31 |
| 3rd Period: 9:29-10:12 | 9:34-10:18 |
| 4th Period: 10:14-10:56 | 10:21-11:05 |
| 5 th Period: 10:58-12:00 | 11:08-11:52 |
| 6 th Period: 12:02-12:45 | 11:55-12:39 |
| 7 th Period: 12:47-1:30 | 12:42-1:26 |
| 8 th Period: 1:32-2:15 | 1:29-2:13 |
| 9 th Period: 2:17-3:00 | 2:16-3:00 |

Beverages/Food in Classrooms

Students must abide by individual teacher's rules concerning consumption of food or drink in classrooms. All foods offered on the school campus during the school day shall comply with the current USDA Dietary

Guidelines for Americans.

Birthdays, Treats, and Special Invitations (ELEMENTARY)

It is permissible for students to distribute birthday treats, if they wish. Due to the increasing number of students with allergies, treats cannot be homemade. Treats must be purchased and individually wrapped. Teachers will notify all of the parents of students in their classrooms if there is a child with an allergy so that appropriate treats can be sent in. Due to latex allergies and the awkwardness of getting them home on the bus, students are not permitted to bring in balloons. In order not to have children's feelings hurt, the school will not permit invitations to be passed out at school for special parties that happen after-school or on weekends, unless invitations are provided to all students of the same sex in a class.

Cell Phones, Games, Electronic Devices

Please see Student Code of Conduct

Change of Address, Phone Number

The school must be able to contact parents/guardians if there is an emergency involving a child. Please notify the office immediately when you have had a change of address, phone number, or if you have any other changes to information included on an emergency medical form.

Child Abuse

School personnel are required by law to report any evidence of child abuse or neglect to Tuscarawas County Job and Family Services. The school will cooperate with law enforcement officials and personnel from Tuscarawas County Job & Family Services.

Class Placement and Teacher Requests (ELEMENTARY)

The teachers and principals work together to make class assignments. The goal is to provide each teacher with a well-balanced, heterogeneous group of children, which allows each learner to have the best possible learning environment. The school does not accept requests for specific teachers. Parents are welcome to share any information with the school that they feel would be helpful in determining their child's placement (i.e. special learning needs) by sending a note to the school office prior to May 1. Final decisions regarding class assignment rests with the building principal.

Classroom Parties (MS/HS)

Parties may not be scheduled during the school day unless approved in advance by the principal.

Closed Campus (MS/HS)

Students are not permitted to independently leave the school to go out for lunch. Any exceptions will be considered on a case by case basis as determined by the building principal.

College Visits (HS)

College-bound juniors and seniors may request up to three (3) college visitations. Students with excessive absences during the school year will not be permitted to participate in college visits. Upon return from the visit, the student must submit to the Principal's Office a *College Visit Form* signed by a college official or return a signed letter from the college. Otherwise, the absence will be counted as unexcused. Students are

responsible for making up all missed work.

Custody/Divorce Decree

If you have legal papers regarding your child, it is necessary for you to provide the school with a copy immediately. The school cannot provide protection beyond the law. If we do not have such papers (example: custody or restraining orders), we assume that rights are extended to all parents/guardians. If we have the legal paperwork, we will then follow the most recent court decision. This is important for the safety and concern of all.

Deliveries

School offices will not accept deliveries on behalf of students. Items like flowers, balloons, and candies should not be delivered to the school, unless approved in advance by the building principal.

District Communications

Trojan Emails

Students, parents, alumni, and community members are invited to sign up for regular TV District News Updates by logging on the district website (www.tvtrojans.org) and submitting their email address in the “Trojan Email Sign-Up” link.

Phone Notification System

The PreK-12 Notification program allows us to quickly and effectively communicate important school and district news to parents and staff members through telephone messages. It also provides the district with the capability of sharing urgent information with parents—all at one time. School closing announcements, emergency information, and important school reminders are just a few examples of how the system may be utilized. Our primary concern will always be the safety and well-being of your child(ren). An account has already been created with your home/primary number. You can enter up to 3 more numbers and manage your account by calling 800-846-4976 from your home/primary number.

District Website: www.tvtrojans.org

Facebook: www.facebook.com/TVTrojans/

Instagram: www.instagram.com/tvtrojans/

Twitter: www.twitter.com/TVTrojans

Driving to School, Parking Permits, & Operation of Vehicles on School Property (HS)

Driving to school is a privilege. Permission forms must be filed in the high school office and signed by the student’s parent or guardian. The cost of a parking permit is **\$15.00**. The principal reserves the right to revoke the parking privileges of any student who does not abide by the following guidelines:

1. Only students with a valid driver’s license may obtain driving privileges
2. Parking is permitted only in the south lot.
3. Student must obey the parking lot speed limit of 5 MPH.
4. A student may not go to his/her car or any car during the school day. In cases of emergency, students must receive permission from the main office.

5. Students are to observe all traffic regulations.
6. Students with excessive tardiness may lose their driving privileges.
7. “Hot rodding” is not permitted near school or in the parking lots.
8. Students’ cars may be inspected or searched by school administration under the guidelines outlined under Ohio Law.
9. If a student’s permit is suspended, no fees will be refunded.

The following rules apply to anyone who drives a vehicle on school property:

1. Vehicles are to be operated on designated roadways and parking lots only.
2. The speed limit on school property is 5 MPH.
3. In the event a vehicle is found to be parked or used improperly, one or more steps may be taken:
 1. Prohibit the person from driving on school property.
 2. Contact the sheriff to have the vehicle towed from the premises at the operator’s expense.
 3. Invoke disciplinary actions as outlined in the student handbook.
 4. Seek assistance from law enforcement.
4. The school is not responsible for any vehicle or items in a vehicle that are lost, stolen, or damaged as a result of being on school property.

Early Dismissals and Emergency Closings

In case of an early dismissal called by school authorities, we ask that parents/guardians complete a form that will be sent home the first day of school listing the location of the homes of two responsible persons for the student to go to should he/she be dismissed early. Please make sure those you have listed on your form are aware of your plans. The only reason the school will call an early dismissal will be for some emergency situation, utility failure, storm threat, etc. Please keep the school updated on any changes in your instructions for emergency school closings.

Field Trips

Students may have opportunities for a field trip(s) throughout the school year. Supervision is provided and first aid kits are taken along in case of an emergency. No student will be allowed to participate in a field trip without the permission of a parent. The teacher/advisor will distribute permission slips several days prior to the trip. No child will be permitted to participate without a signed permission slip and an Emergency Medical Form on file at school. Exception: Grade level trips within district may be announced by building principals whereupon all students will be transported unless parents send written request for their child(ren) to not be transported. Students may lose the privilege of participating in field trips for disciplinary reasons. Student must follow school rules on field trips to ensure their safety. All students must ride the bus to and from field trips, unless permission is granted in advance by the principal. Chaperones will be determined by the teacher/advisor. Students with special medical needs will be addressed by the district nurse and/or administration.

4-H Activities and Junior Fair Board

Students will be excused from school with written parent permission to participate in 4-H activities or Junior Fair Board at the county fair. The school must be given one-week advanced notice by parents of the

absence(s). Students assume full responsibility for completing all schoolwork and tests missed.

Hall Passes (MS/HS)

Students are not to be in the hall at any time without a pass from a teacher. Passes from study hall may only be given for admittance to the restroom, or a scheduled appointment with the guidance counselor or other school official.

Homework

The Board of Education acknowledges the educational validity of out-of-school assignments as extensions of the instructional program of the schools. Homework shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school. Students are expected to complete assignments by the due date in order to receive full credit. Students will be given an opportunity to make up work missed because of an excused absence.

Kindergarten

A child is eligible for entrance into kindergarten if s/he attains the age of five (5) on or before August 1st of the year in which s/he applies for entrance. The Board may admit a younger child to kindergarten if the child satisfies the Board's early entrance criteria. A child under age six (6) who is enrolled in kindergarten will be considered of compulsory school age.

The Board will admit to kindergarten any child who has not attained the entrance age requirement of this District, but who was properly enrolled in a public or chartered nonpublic school kindergarten before transferring to the District.

Lockers

Lockers will be assigned to each student. Students are expected to keep them neat and clean at all times. Lockers are the property of the Board of Education and may be searched or inspected at any time in accordance with Board of Education Policies and Ohio law. Lockers at TVMS and TVHS must be locked at all times. No permanent items may be attached to lockers.

Lost and Found

Articles found in and around the school will be kept for a reasonable amount of time. Students should check with the bus driver or in the office for articles lost on a bus.

Parent-Teacher Conferences

Parent-teacher conferences are generally scheduled twice per year. This is a valuable opportunity for parents/guardians to discuss your child's progress with the teacher. Parents are welcome to request a conference with the teacher or principal at any time; it does not have to be on a scheduled parent-teacher conference day. Please call, email, or write a note requesting an appointment. Note that conferences may be scheduled only when a teacher does not have students under his/her supervision. Parents should notify the school if it is necessary to cancel a conference.

Peer Tutoring/Mentoring

Upon approval by a teacher or intervention specialist, high school students may apply to serve as a peer tutor

for other high school students, or perhaps for children in younger grades. Peer tutors work independently with individual or small groups of students on the instructional processes. This is done under the direction of a teacher or guidance counselor.

Pets

Use of animals in classrooms shall be limited to that necessary to support the educational mission, taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement. Animals in classrooms shall be kept in a healthy condition in appropriate cages or tanks, which are kept clean.

Owners of pets and service animals brought on school property are liable for any harm or injury caused by the animal to other students, staff, visitors, and/or property. Arrangements must be made in advance with the classroom teacher or principal for pet visitation.

Physical Education (ELEMENTARY)

Students are expected to participate in physical education class unless a written note is filed in the office from a physician stating the reason why such participation would be injurious to the student's health.

Physical Education (MS)

For all TVMS physical education classes, students are expected to wear the required P.E. clothing (gray or white t-shirt, red or black shorts or sweatpants, and approved athletic shoes) and to participate as required by the instructor.

Preschool (ELEMENTARY)

A preschool program is operated at Tuscarawas Valley Primary School on Monday-Friday for children ages 4-5. Applications are available in the Primary School office located at 8647 First Street, Mineral City or by calling 330-859-2461.

Progress Book

All students in grades 4-12 and parents will be issued Progress Book account usernames and passwords at the beginning of the school year. This allows parents the opportunity to review their child's current grades and homework assignments online at any time. Parents are strongly encouraged to use this resource and contact the school guidance counselor should you have any questions regarding your Progress Book Account.

Random Drug Testing (MS/HS)

Acknowledging that peer pressure has a significant impact on student life and recognizing that observed and suspected use of alcohol, tobacco, and illicit drugs by students of Tuscarawas Valley Local Schools is a serious concern, a program of deterrence will be instituted as a proactive approach to the goal of a safe and drug-free school environment. Since participation in non-academic activities is a privilege, this program shall apply to all students, grades 7-12, who participate in school-sponsored athletics or other extra-curricular activities for which a grade is not given, to eligible students who wish to obtain a parking permit, and to students who have earned special privileges, including but not limited to late arrival, early release, or mid-day sign outs. The purpose of the drug testing program is to:

1. Provide for the safety and well-being of all students;
2. Mitigate the effects of peer pressure by providing legitimate reasons for students to refuse to use drugs, tobacco, or alcohol;
3. Encourage students who abuse drugs or alcohol to participate in drug treatment programs by a licensed chemical dependency counselor; and
4. Prevent the impact drug and alcohol use has on the learning centers of the brain, allowing students to achieve their full academic potential while attending Tuscarawas Valley Local Schools.

Drug Testing Requirements

Prior to participation, any student who intends to participate in athletics, extra-curricular activities, special privileges, or to obtain a parking permit will be required to provide written consent, along with his/her parent/guardian's consent, for random testing of prohibited substances. The Board of Education will pay the cost of the testing, unless a split sample test is requested by the parent and/or student. Mandatory testing stemming from positive test results will be at the parent/guardian's expense.

The Board may contract with an external agency for the purpose of collecting and analyzing test samples. All samples will be collected under the supervision of medical personnel, and in a manner that protects the privacy of the student(s) being tested. Any student who fails or refuses to produce a sample will be prohibited from participation in his/her designated activity(s) until a sample is obtained and tested.

The results of the tests shall not become part of the student's permanent record. Test information shall only be released to persons designated in Board regulations and procedures. Test results will not be reported to law enforcement authorities, and test information will not be released to law enforcement or other parties except in response to a lawfully executed subpoena. In the latter case, parents will be notified within forty-eight (48) hours of the receipt of the subpoena.

Except as stated in the Student Code of Conduct, violation of this drug testing policy will not result in suspension or expulsion. Nonetheless, the testing program does not affect current policies of the Board regarding student use or possession of drug, tobacco, or alcohol, where reasonable suspicion is established by means other than testing as outlined in this policy. Additionally, any student who in any way aids or abets another student in violating this policy will be subject to disciplinary action.

Recess (ELEMENTARY)

When weather permits, students in grades K-4 are expected to go outdoors for recess. Children too sick to go outside should remain home. Students are not permitted to remain inside unless they have a doctor's excuse stating the reason and duration. Recess will be held outdoors when there is not substantial precipitation or accumulation of ice and snow on the play area, and the temperature is not excessively cold. When the temperature falls below 20 degrees Fahrenheit, wind chill will be taken into consideration in determining whether or not students will go outdoors. It is important that children are properly dressed for the weather.

Character Formation/Abstinence Program (MS)

Students in grades 5-8 have the opportunity to participate in the Character Formation/Abstinence Program sponsored by the Tuscarawas County Council for Church and Community (T4C). A brief description of program content for each grade level is given below:

- 5th Grade - At this level the program focuses on activities relating to the development of positive character traits. These include respect, responsibility, fairness, caring, and citizenship.
- 6th Grade - Added to the development of positive character traits are activities centered on refusal skills to help students avoid sex, drugs, alcohol, and tobacco. Boys and girls are separated for discussions on the physical and emotional changes that occur during puberty.
- 7th Grade - Students are encouraged to consider their futures when making decisions. The progressive nature and consequences of alcohol and drug use are discussed. Basic facts regarding sexually transmitted diseases and teen pregnancy are presented. Students are directed to the acceptance of abstinence regarding sexual activities, drugs, alcohol, and tobacco.
- 8th Grade - The need for mature thinking in decision making regarding sex, drugs, alcohol, and tobacco is stressed in various activities. Consequences of premarital sexual activity are discussed in depth. The many implications of adolescent parenthood are discussed.

Safety and Security

The school district believes students learn and perform their best in environments which are safe, inviting, and positive. To promote a safe learning environment for all students, staff, and guests, the following guidelines are in place:

- All school doors remain locked during the school day. Guests are to press the video/buzzer at the school main entrance to be greeted and admitted to the building.
- All visitors must report directly to the main office upon admittance.
- All visitors are required to wear a visitor/guest pass while in the building.
- Staff members are expected to question people in the building whom they do not recognize and who are not wearing a pass, and to question those who are “hanging around” the building during or after school hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- All district employees are to wear photo-identification badges while in school or on district property.

Safety Drills—Fire, Tornado, Safe Schools (Lock Down)

Safety drills are held on a regular basis throughout the school year to familiarize students with district and school safety procedures. Emergency drills are conducted in conjunction with local law enforcement agencies. Emergency and school safety plans are with the Ohio Department of Education as required by law.

School Closing Information

School closings due to inclement weather or other emergencies will be announced on local radio stations (WJER 1450AM, WTUZ 99.9FM) and most local cable television stations. School closings or other emergencies will also likely be announced using the district’s phone notification service, as well as posted on the district’s webpage.

School/Course Fees

School fees cover a range of consumable instructional materials, subscriptions, and miscellaneous supplies.

Payment plans are completely acceptable. The 2018-2019 School Fees are as follows:

- Kindergarten - Fourth Grade: \$55 (\$50 if paid before October 1, 2018)
- Fifth - Eighth Grade: \$30 (\$25 if paid before October 1, 2018)
- Technology Fee: \$30 (for students grades 5-12 for Chromebook care/maintenance, etc.)

Middle school students enrolled in advanced/elective courses may be charged additional fees. In addition to fees outlined in the TVHS Registration Guide, high school students will be charged a general fee of \$10 for student handbooks and miscellaneous supplies. Middle school and high school students are urged to check each course description in order to calculate the total fees. Fees for individual courses are subject to change.

Parents are encouraged to make complete or partial payment of school fees by the end of the first nine-week grading period. School fees are accounted for on a yearly basis. Students whose fees remain either partially or completely unpaid by the end of the first nine-week grading period may be denied special school or extracurricular activities (school dances, field trips, etc.). **As a requirement for graduation from TVHS, a student's fees must be paid in full.**

School Dances (MS/HS)

School dances (such as Homecoming, Winter Formal, and Prom) sponsored by various clubs and organizations of Tuscarawas Valley Middle or High School will not be open to the public. If a student wishes to bring a date from another school, the students must get an *Out-of-School Guest Application Form* from the office. **A guest at a high school event must be at least the freshman level or graduated and twenty (20) years of age or younger.** Guests must abide by the Tuscarawas Valley Local Schools Code of Conduct.

Students are expected to be dressed in a manner that does not bring undue attention or disruption and is not sexually suggestive (e.g., low cut fronts and backs). No dancing will be permitted that may be considered sexual in nature. Students who leave dances will not be permitted to re-enter. Students may be denied the privilege of attending a dance due to behavioral reasons. Students may also be subject to Breathalyzer tests before admission to dances/events.

School Insurance

At the beginning of the school year, parents will be informed regarding the optional purchase of Student Accident/Sickness or Student Interscholastic Football insurance, made available by Griffin Insurance.

School Pictures

School pictures are generally offered in the fall and spring with services provided by Lifetouch Studios, Inc.

School Nurse

The Tuscarawas Valley Local School District employs a full-time registered nurse who provides medical care for students and ensures proper monitoring of student health/immunization records. Vision, dental, and overall health screenings may also be provided.

Smoking on School Grounds

Smoking is prohibited on all school property at all times. For purposes of this policy, smoking includes all uses of tobacco, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, and any other matter or substances that contain tobacco. It also includes electronic, vapor, or other substitute forms of cigarettes. Legal adults and guests wishing to smoke are permitted to do so in their personal vehicles, even when parked on school property.

Special Services

Special Education is made available by the Tuscarawas Valley Local School District to deaf, blind, multi-handicapped, other health handicapped, severe behaviorally handicapped, orthopedic handicapped, speech handicapped and children with learning and developmental disabilities. Evaluations are completed and services provided only with written permission of the parent. The results of an evaluation are shared with parents and all information is confidential. If the child needs extra help, an individual plan is made that will address his specific needs. The plan is reviewed each year. When considering placement with a special teacher, the least restrictive environment must be considered, which means that a student is removed from the regular class only in those areas where help is needed.

The Special Education Coordinator supervises these services and is also available for counseling and consultation to students, parents, and staff. We attempt to locate children and youth, age birth – 22 years with possible handicaps including speech/language problems. If you know of a child or youth needing services, please call the school office.

Student Drop-Off and Pick-Up

It is recommended that all students not riding buses be dropped off between 7:45-7:55am in designated locations at each school:

- High School: main front entrance
- Middle School: student drop-off lane
- Intermediate School: Plains Street (side entrance to cafeteria/gym area)
- Primary School: playground parking area (students may be escorted to main entrance)

At the end of the day, all students not riding buses must be picked up between 3:05-3:15pm in designated locations at each school:

- High School: students will exit the band/choir doors to parents/guardians' parked vehicles
- Middle School: students will be released to parents/guardians' parked vehicles
- Intermediate School: after parking in the guest/staff parking area, parents will sign-out children in cafeteria
- Primary School: after parking in playground parking area, parents will sign-out children in cafeteria

Student Records

Both custodial and noncustodial parents have the right to inspect and review their child's records and related information upon request to the principal. In addition, there are procedures for challenging material found in the record if it is deemed inaccurate. Discuss questions with the principal. Information concerning individual

students is considered confidential and is shared with only those school personnel who have a reasonable need to know.

Student Valuables and Personal Belongings

Students are requested not to bring anything of value to school as it is always in danger of being taken. If for demonstration purposes a student does bring something of value, the principal's office is safer than a locker. School personnel are not responsible for lost or stolen property.

Study Halls (MS/HS)

Students are to report to study hall with appropriate materials and schoolwork to do. Students are not permitted to sleep or play games in study hall. Students with notes from teachers will be given priority in using the Trojan Center, Learning Center, or computer labs.

Telephone Calls

Office telephones are for business calls only. Except for emergencies, students will not be permitted to use office phones or be called to the office to take calls. In an emergency, calls or messages from a parent or guardian will be delivered to a student.

Textbooks

The Tuscarawas Valley Local Board of Education furnishes textbooks to students. They are not to be marked in, torn, or damaged in any way. If a book is damaged or lost, the student to whom the book was issued may be subject to the following charges:

- Rebinding - \$15.00
- 1 year old book - charge full price
- 2 year old book - charge 90% of full price
- 3 year old book - charge 80% of full price
- 4 year old book - charge 75% of full price
- Any book over 4 years of age charge 50% of full price

Teacher/Office Aide (HS)

The nature of the work is to assist the teacher in grading simple work, prepare the class (e.g., lab), and aid the teacher in actual classroom presentation. Students may also assist in the principal's office, or guidance office.

Trojan A+ Academy

The district sponsors the Trojan A+ Academy, designed for students who may require a non-traditional learning environment. Please contact the building principal or guidance counselors for additional information.

Visitors/Guests

All visitors must report to the main office immediately upon entering the building. Visitors will be given a pass that will identify them as a guest and they will be escorted to the area they desire to visit. Parents desiring a teacher conference should telephone for an appointment to avoid periods of waiting or class interruptions. Students not enrolled at Tusky Valley are not permitted to attend school with a fellow TV student, except for special circumstances, as determined by the principal, in advance of the visit.

Volunteers

Tuscarawas Valley Local Schools welcome all parents and interested individuals to volunteer in our schools. Parents and community members are encouraged to get involved in PTO, PATHS (Parents and Teachers Helping Students), and serve at the high school level as well. If you would like to assist at school, please contact your child's teacher, principal, or PTO/PATHS officer. We encourage adults to become active in our schools.

Withdrawals/Transfers

Please inform the school as soon as possible if you plan to move or relocate to a different school/district. With written parent consent, all records are sent between the schools, but you may need a copy of the health record, birth certificate and the present attendance record from this school before enrolling at the new school.

ACADEMIC POLICIES

Standards-Based Reporting (ELEMENTARY)

Standards-based report cards will be distributed to all students in grades K-3 at the conclusion of each 9-week grading period. This report card is designed to help students experience success in school by providing detailed feedback to parents and students about progress toward specific, grade-level learning standards. The standards describe what a student should know and be able to do at each grade level in all subject areas and are written in student friendly "I can..." statements.

Explanation of Standards-Based Rating System:

- Students will be rated a 3, 2, or 1 on each 'I can' statement (standard) which has been assessed during the grading period.
- 3 = Student demonstrates a thorough understanding of the skill
- 2 = Student demonstrates partial understanding of the skill
- 1 = Student demonstrates limited understanding of the skill

Please contact your child's teacher with any questions about the standards-based report card, rating system, or assessments.

Elementary Assessments:

Our teachers utilize a variety of assessment strategies to measure students' progress toward specific learning targets. These may include common assessments created by grade level teams, teacher quizzes, and informal teacher observations/notes. Other more formal, standardized assessments may include the Developmental Reading Assessment (DRA), Dynamic Indicators of Basic Early Literacy (DIBELS), Measures of Academic Progress (MAP), Otis Lennon, and Ohio State Assessments.

Fourth Grade students will receive a traditional report card with the A through F grading scale, based on the following percentage-based scale:

| Percent | Letter |
|----------------|---------------|
| 90% - 100% | A |
| 80% - 89% | B |
| 70%-79% | C |
| 60%-69% | D |
| 0%-59% | F |

Grading Scale (MS/HS)

Grading Scale with No Weighted Classes for HS and MS:

| Percent | Letter | Quality Points |
|----------------|---------------|-----------------------|
| 95% - 100% | A | 4 |
| 92% - 94% | A- | 3.7 |
| 89% - 91% | B+ | 3.3 |
| 86% - 88% | B | 3 |
| 83% - 85% | B- | 2.7 |
| 80% - 82% | C+ | 2.3 |
| 77% - 79% | C | 2 |
| 74% - 76% | C- | 1.7 |
| 71% - 73% | D+ | 1.3 |
| 68% - 70% | D | 1 |
| 63% - 67% | D- | .8 |

Students must have earned enough points for a passing grade for the year and must have a passing grade on 2 of the final 3 grading marks to receive credit for the course.

Example: Third Grading Period = D
 Fourth Grading Period = F
 Final Exam = D-

Result: Student passed and received credit for the course.

Elective Courses (MS)

Students enrolled in elective courses are expected to stay current with all assignments. Additional fees may be charged for enrollment in elective courses. Refunds will not be given for students who withdraw or must be removed from an elective course. Students may not drop an elective course once two weeks of school has been completed.

Course Credit (MS)

Students must earn 2.8 quality points to pass a yearlong course. At least 1 point must be earned during the second semester.

Honor Roll (MS)

At the conclusion of each grading period, an honor roll for students in grades 5-8 will be prepared and

published. Grade point averages of 3.50 and higher will be required for placement on the Honor Roll.

Incompletes (MS)

An incomplete means that a student has not completed all required assignments. Students who receive an incomplete grade must satisfactorily complete all required assignments within three (3) weeks following the end of the grading period. Failure to do so will result in zeros being averaged for missing assignments. A student who receives an incomplete for the final grading period will not be given credit for the class.

Make-up Work Following an Absence

It is the responsibility of the student to ask for make-up work from his/her teachers. Make-up work shall be completed in all courses. Students shall be given one day plus the number of days missed to make up work from an excused absence. Teachers may extend this work time under extenuating circumstances. (See also: Attendance Policy; Consequences for Unexcused Absences)

Grade Placement Standards

- Senior: 15 credits
- Junior: 10 credits
- Sophomore: 5 credits
- Freshman: Successful completion of 8th grade

Graduation Participation

Participation in graduation exercises is viewed as a privilege, not a student right. To participate in commencement exercises, students must meet the credit requirements, Ohio state assessment requirements, and all financial obligations to the school. Students are advised that end of the year behavior may affect their participation in commencement exercises.

Graduation Requirements

In accordance with Ohio Revised Code and Tuscarawas Valley Board policy, the chart below outlines the minimum requirements for graduation:

| TVHS GRADUATION REQUIREMENTS | |
|------------------------------|---|
| English | 4 credits |
| Math | 4 credits (must include Algebra II or equivalent) |
| Science | 3 credits (Physical Science, Life Science, Advanced Science) |
| Social Studies | 3 credits (must include World Studies, American History, and American Government) |
| Health | .5 credit |
| Physical Education | .5 credit |
| Technology | .5 credit |
| Electives | 7 credits |

| | |
|---|---|
| Instruction in Economics & Financial Literacy | during grades 9-12 |
| Fine Arts | at least two (2) semesters taken during grades 7-12 |
| Students must accumulate a minimum of 18 points from scores on the Ohio State Assessments | |
| Students must obtain at least 16 hours of community service | |

Community Service

Students at Tuscarawas Valley High School will be required to participate in community service. Through this project, students will learn the importance of giving back to the community and becoming life-long volunteers. **16 hours of community service is required.** If students exceed this amount, they are eligible to earn high school credit:

- 30 hours=1/4 credit
- 60 hours=1/2 credit
- 120 hours=1 credit

Students can accumulate these hours over the course of their high school career. Freshmen are allowed to begin their community service once they have completed their 8th grade year.

The following are guidelines for what qualifies as community service:

- No pay may be received for service.
- No family members may be the recipients or supervisors of service.
- No credit will be given for extracurricular (co-curricular) activities or for student aide activities.
- No service may be performed during a student's school hours.
- No credit may be given for grading papers.
- No credit for service will be recorded without a principal's/counselor's signature of approval. **This approval must be given before the student performs the community service.**
- No credit for service will be recorded without a signature from **BOTH** the parent/guardian and the supervisor of the nonprofit organization.
- It is highly recommended that service be in conjunction with a reputable public nonprofit service organization.
- **SENIORS: Deadline for submitting all forms for the 16-hour requirement is May 1. Late submissions, even if approved, may result in loss of privilege to participate in the graduation ceremony.**

There are three parts to the form that must be completed and turned into the guidance office in order to receive the appropriate number of hours. Forms can be found in the guidance office or at the Tusky Valley webpage. Question and/or concerns can be directed to the Guidance Office at 330 859-2422.

Course Load

All 9th and 10th grade students must be enrolled in a minimum of 7 courses each semester. All 11th and 12th grade students must be enrolled in a minimum of 6 courses each semester. Students should take additional courses based on their needs, time, and interests. It is the student's responsibility to ensure that they are enrolled in a minimum number of classes each semester. A student-athlete **MUST** be enrolled in a minimum

of five full classes and pass (not including physical education) in order to meet eligibility requirements for sports participation.

Failures

Students who fail a required course will be rescheduled in that course the next year, if credit recovery was not obtained during the summer.

Schedule Change

Please see TVHS Registration Guide.

College Credit Plus

Any student who enters the College Credit Plus Program must follow the following rules:

1. The college regulates the admissions process.
2. Transportation is the student's responsibility.
3. **It is important for the student to communicate back to the home school any information that may have an impact on his or her educational activities.**
4. No senior should rely on the college credit for required courses in the last semester of their senior year (we cannot control the return of college grades for fulfilling our requirements).
5. CCP students are responsible for checking the daily announcements on the TVHS website.
6. Semester hours will be figured using the following formula:
 - a. 3 or more credit hour college course = 1.0 high school credit
 - b. 2 credit hour college course = $\frac{2}{3}$ of a high school credit (.6 credit)
 - c. 1 credit hour college course = $\frac{1}{3}$ of a high school credit (.3 credit)

Senior Project

Senior Project provides eligible seniors with an opportunity to plan and conduct a program of independent study during the end of the school year. Participation is voluntary. Seniors can add to his/her formal education with a greater awareness of the outside world through practical work experience, service projects, and creative endeavors. 120 hours must be logged over the four weeks of the project. Students taking AP classes will be awarded one hour per day toward the project for each AP class they attend. For more information, see the principal.

Honors Diplomas

Criteria for the Honors Diplomas are outlined in the *Tuscarawas Valley High School Registration Guide*. The TVHS Registration Guide can be found on the TVHS Guidance webpage.

TVHS Cum Laude Honors & Scholar Banquet

Students earning Summa Cum Laude will be given the opportunity to recognize a favorite educator at the annual TVHS Scholar Banquet. TVHS graduation will feature selected senior commencement speakers. **Any senior wishing to speak may submit an application by May 1 to the TVHS Guidance Office.**

| | | |
|--|---|---|
| Summa Cum Laude <i>"With Greatest Honor"</i> | Magna Cum Laude <i>"With Great Honor"</i> | Cum Laude <i>"With Honor"</i> |
| Four (4) or more AP Courses <ul style="list-style-type: none"> ● OR 32+ CCP Hours ● OR combination thereof (1 AP = 8 CCP hours) ● OR Earn 4 credits or an industry credential, through an articulated career tech/readiness program and 1+ AP / 8+ CCP hours combination | Two (2) or more AP Courses <ul style="list-style-type: none"> ● OR 16+ CCP Hours ● OR combination thereof (1 AP = 8 CCP hours) ● OR Earn 4 credits or an industry credential, through an articulated career tech/readiness program | Any combination of courses |
| 3.85 GPA or above | 3.7 GPA or above | 3.5 GPA or above |
| 27+ ACT score | 25+ ACT score | 23+ ACT score |

Incompletes

Students who receive an "incomplete" during any grading period have two weeks (from the end of the grading period) to complete the work necessary to earn a letter grade. Work not done in this time frame will receive an F for the incomplete assignments. A final grade will be calculated using all grades earned during the grading period and the Fs for the incomplete work.

Final Grade Computation

1. To earn credit for a **yearlong** course, a student must obtain at least 6 total quality points. A student must mark during the 2ND semester in two of the last three marking periods. Example: Third grading period = D-, fourth grading period = F, Final Exam = D.
2. To earn credit for a **semester** course, a student must obtain at least 3 total quality points. A student must mark during the semester in two of the three marking periods. Example: first grading period - B-, second grading period = F, Exam = D.

Semester averages will be computed using the following method:

- Double the two grading period grades, add the semester exam grade, and divide by five.

Year Long averages will be computed by using the following method:

- Double all four grading period grades, add semester exam grades, and divide by 10.

Interim Reports/Report Cards

Academic progress is available online through Progress Book for grades 4-12 at all times. Students and parents should contact the school office/guidance office for their username and password. At the end of a grading period, all students will receive a report card. The final report cards will be sent home with students on the last day of school for students in grades K-4. Final report cards will be mailed home for students in grades 5-12.

Academic Awards

Students are recognized for their overall academic achievements at the end of each year at the Senior Awards and Underclassmen Awards Programs.

1st year award: 3.5 GPA—Chenille letter

2nd year award: Maintain a 3.5 GPA or better—Pin

3rd year award: Maintain a 3.5 GPA or better—Pin

4th year award: Maintain a 3.5 GPA or better—Pin

Honor Roll

Students recognized as an honor roll student each nine weeks must have a 3.5 average with no grade below a C and must be a student in good standing. Students are recognized at the end of each grading period with an Honor Roll Breakfast and at the end of the year at grade level and the TVHS Underclassmen Awards Ceremony.

National Honor Society

Candidates for the National Honor Society must have a cumulative grade point average of at least 3.6.

1. When candidates are considered for membership, the following qualities are used as criteria: leadership, service, character, and scholarship.
2. All of the certified staff members have the opportunity to provide input regarding NHS candidates;
3. However, the final selection is determined by a selection committee which is appointed by the principal. Neither the principal nor the NHS advisor is on the selection committee.

Guidance Services

Guidance counselors are available to assist students in making educational decisions, exploring career areas, and working through personal problems. Students may visit with counselors before or after school or by making appointments with the counselors during study hall time. Take time to also explore the Guidance webpage which is filled with valuable information.

Work Permits

Students less than eighteen years of age are required by state law to have a work permit for certain types of work. Permits are available in the Guidance Office.

College Entrance Tests

All college bound students are required to take a college entrance exam, either *SAT* or *ACT*. All registration materials are available online on the Guidance webpage. Students must be aware of test requirements for individual colleges and testing dates. If they have any questions, contact the guidance office.

Additional tests available to students are:

- **PSAT:** Juniors are encouraged to take the PSAT in October. Besides being a good practice session for the SAT I, the results may qualify a student for National Merit and/or National Achievement and/or National Hispanic Scholar Award.
- **ACT:** Students should take the ACT in April or June of their junior year, and if necessary, in the fall of their senior year. The ACT is given at many area schools. The ACT is required for students interested in

the Ohio Merit Scholarship. To be eligible, the test must be taken in October or December of the senior year.

- **SAT I:** The SAT is a three-hour test that measures verbal and mathematical reasoning skills students have developed over time and skills they need to be successful academically. The SAT is scored on a scale of 200-800 (for math and verbal). Juniors and seniors typically take the SAT.
- **SAT II:** Subject tests, one-hour, mostly multiple choice tests, measures how much students know about a particular academic subject and how well they can apply that knowledge. Many colleges require or recommend one or more of the Subject Tests for admission or placement.

Financial Aid

Each year the Guidance Department will hold a financial aid meeting to help parents and students in preparation for requesting financial aid. The Guidance Department is always willing to assist all parents and students with their questions on a one-on-one basis. Contact the Guidance Department if you have any questions.

Scholarship Information

Each year there are many scholarships available to students who wish to continue their education beyond high school. The Guidance Department posts all scholarship applications on the TVHS Guidance website.

Promotion, Retention, Placement

Promotion from one grade level to the next is an indication that the student has satisfactorily: completed the course and State-mandated requirements at the presently assigned grade; in the opinion of the professional staff, achieved the instructional objectives set for the present grade; demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade; and demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

A student may be placed at the next grade level when retention would no longer benefit the student.

A student may be retained at his/her current grade level when s/he has: in the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level; and/or scored below proficient level on any State-mandated test.

Typically, to be promoted to the next grade a student may not fail more than one year long course. If a student fails one or more courses for the year, the student becomes at risk for grade level placement or retention. Students failing more than one course for the year will be considered for summer school credit recovery at the discretion of a committee chaired by the Principal.

Ultimately, the building principal has the final responsibility for determining the promotion, placement, or retention of each student.

ATTENDANCE POLICIES

Attendance Policy

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. State law (ORC 3321.04) requires compulsory attendance. Students who do not maintain compliance with attendance policy, may fail, lose certain privileges, or have a complaint filed with the county prosecutor.

Absences for Religious Instruction

Upon the signed request of a student's parent, the Board will allow exceptions to the student's continuous attendance at school for religious instruction outside the school building by an authorized church or religious organization for no more than 120 minutes per week. For attendance purposes, the student shall be considered to be in attendance at school during such religious instruction. A student must be properly registered and a copy of such registration must be on file with the principal.

Absence Notification

If a student will be absent, the parent/guardian must notify the school office via phone call, email, or voicemail prior to the start of the school day and provide an explanation. Please provide the name of the student, the person calling, and the reason for the absence. Students are required to bring a note with them within two days of their return to school. Failure to bring a note may result in an unauthorized absence.

When no excuse is provided the absence will be unexcused and the student will be identified as truant for that school day, which may result in disciplinary action. If the excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

A skipped class or part of the school day will be identified as an unexcused absence. The student will also be subject to disciplinary action.

Parents/guardians of students with a health condition that causes repeated absences may be required to provide the principal with a written explanation of the condition from a registered physician.

Excused Absences

Students may be excused from school for one or more of the following reasons as permitted by State Law and Board Policy 5200. Students will be provided an opportunity to make up missed work and/or tests for legitimate, excused absences:

1. **Personal illness** (a written physician's statement verifying the illness will be required)
2. **Illness in the family** (necessitating the presence of the child)
3. **Quarantine of the home** (limited to the length of the quarantine as fixed by the proper health officials)
4. **Death in the family**

5. **Necessary work at home due to absence or incapacity of parents/guardians**
6. **Observance or celebration of a bona fide religious holiday**
7. **Out of state travel (up to a maximum of 24 hours per school year that the student's school is open for instruction)** to participate in a District-approved enrichment or extracurricular activity (any assignments missed shall be completed by the student)
8. **Such good cause as may be acceptable to the Superintendent** (family emergency, college visitation, medical or dental appointment)
9. **Medically necessary leave for a pregnant student** in accordance with Policy 5725

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse (see Excused Absences) shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. Unexcused absences may result in a grade of zero for all missed assignments, quizzes/tests, and no make-up work will be permitted. Note: A parent may be aware and consent to the absence, yet the absence may not be legitimate as defined above. Examples of non-legitimate, un-excused absences: unapproved vacations, oversleeping, car trouble, missing a ride, shopping, non-medical appointments, skip day, jobs, etc.

If a student is under the age of 18 and is absent without legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) month, or for seventy-two (72) or more hours in one (1) school year will be considered habitually truant and will be reported to the Judge of the Tuscarawas County Juvenile Court and (if applicable) to the Bureau of Motor Vehicles for suspension of his/her driver's license.

Attendance at Extracurricular Activities (MS/HS)

Students are not permitted to attend or participate in an athletic event, practice, dance, club meeting or any other student activity after school if they are absent from school that day or in the afternoon of that day. This means a student must be in school by the start of fifth period. Additionally, students who sign out of school ill and do not return before the school day is over will be ineligible to participate. *The principal may waive the day providing the circumstances warrant waiver.*

Truancy

Unexcused absence from class or school (truancy) is not acceptable. A student will be considered habitually truant if the student is absent without legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) month, or for seventy-two (72) or more hours in one (1) school year.

If a student is habitually truant due to unexcused absences, a complaint may be filed with the County Prosecutor in order to be compliant with State Law and Board Policy 5200, and may also result in:

- Disciplinary action at school.
- Assignment to a truancy intervention or counseling program.
- Requirement for the student's parent to attend a parent involvement or truancy prevention mediation program.
- Notification by the school to the Registrar of Motor Vehicles of the student's absences.
- Appropriate legal action.

- Assignment to an alternative school.

Truancy from Class (HS)

1st Offense: 2 Detentions, parents notified, and conference with the principal

2nd Offense: 1 Friday School or Discipline Intervention, guidance referral

3rd Offense: Administrative Discretion and possible referral to juvenile court

Truancy from School (HS)

1st Offense: 1 Friday School, parents notified, and conference with Principal

2nd Offense: 2 Friday Schools and Discipline Intervention, guidance referral, and referral to juvenile court

3rd Offense: Administrative Discretion

Excessive Absences and Credits (HS)

Absences from class have a detrimental effect on class performance. Unexcused absences may result in a grade of zero for all missed assignments, quizzes/tests, and no make-up work will be permitted, which ultimately may impact ability to earn course credit. Absences exceeding 65 hours will be considered unauthorized without a professional note.

Perfect Attendance

Perfect attendance means perfect attendance. Students with unblemished attendance (no tardies, absences, or early dismissals) may be recognized at the end of the year. Building principals may choose to recognize students for outstanding attendance, based on very few absences or tardies. Perfect attendance is perfect: zero absences, tardies, or early dismissals.

Procedure for Excessive Absences (MS/HS)

In order to assert the importance of regular, daily attendance, the following procedures may be taken when a student begins to demonstrate a pattern of poor attendance:

1. Absences with or without legitimate excuse for thirty (30) or more consecutive hours, thirty-eight (38) or more hours in one month, or seventy-two (72) or more hours in one (1) school year: written notification to parents/guardians by school officials.
2. Continued absences: notification to district attendance officer, mandatory conference with the student and/or parent/guardian and the principal and/or attendance officer.

Tardiness

Each student is expected to be in his/her assigned location throughout the school day. A student who is not in his/her assigned location by **8:00am** shall be considered tardy. Any student arriving late to school must report to the office to get a pass before reporting to class. All late arrivals and/or early pick-ups will be tracked and count towards hours missed.

Students who ride a bus that arrives late to school should report to the office and get a pass before proceeding to class. Students will not be counted tardy in this circumstance. If a teacher or the office detains a student, a pass must be issued to admit the student to class without being considered tardy.

Consequences for Excessive Tardiness (Elementary):

4th Tardy or Early Dismissal: Letter to parent.

5th Tardy or Early Dismissal: Notification of district Attendance Officer.

6th Tardy or Early Dismissal: Notification to Job and Family Services and/or Juvenile Authorities

Consequences for Excessive Tardiness (MS/HS):

Students are permitted to be tardy to school 2 times per semester without penalty. Each time a student is late to school a tardy will be assigned. The principal may use discretion when administering consequences for tardiness. Generally, consequences for tardiness per semester are as follows:

0 – 2 tardies: No Penalty

3 – 5 tardies: A.M. Detention(s)

6 – 7 tardies: A.M. Detention plus Friday School(s)

8 + tardies: Discretion of building principal

Students are expected to be on time to all classes. Tardiness to class may result in detention or other disciplinary action.

Vacation

It is recommended that parents not take their child out of school for vacations. **Students may be excused for family vacations for no more than 5 days per school year, except during the dates/times listed below.**

Vacation requests may not be approved as “excused” during these times:

- (High School): Midterm/final exams, final weeks of each semester, and state assessments
- (Elementary/Middle): Week(s) of state assessments

Vacation Requests

1. A written request must be provided to the school office by the parent/guardian **at least 5 school days prior to the date(s) requested**. This may be waived by the principal in extenuating circumstances. If approved, a Student Vacation Request Form will be issued.
2. The student or parent (of elementary child) is responsible for contacting teachers and obtaining missed work/assignments prior to the vacation. It is the responsibility of the teacher(s) to establish the due date(s) for missed work/assignments.
3. The Student Vacation Request Form must be completed and returned to the main office **before leaving on vacation**. The principal will only approve a student’s absence for a vacation when s/he is in the company of his/her parents or other family relatives (no other students’ parents), unless there are extenuating circumstances deemed appropriate and approved by the principal prior to the vacation.
4. **Any student with excessive absences** (with or without legitimate excuse for thirty (30) or more consecutive hours, thirty-eight (38) or more hours in one month, or seventy-two (72) or more hours in one (1) school year) will not be excused for vacation.
5. Failure to submit a vacation request may result in the absence being considered unexcused.
6. Even if ‘excused,’ absences due to family vacations will count toward the cumulative absence rules.

Make Up Work

It is the responsibility of the student to ask for make-up work from his/her teachers. Make-up work shall be completed in all courses. Generally students will be given one day, plus the number of days missed, to make

up work from an excused absence. Teachers may extend this work time under extenuating circumstance. Students with unexcused absences will not be permitted to make up missed work.

FOOD SERVICES

Tuscarawas Valley Local Schools offers Type A meals, as well as some a la carte items, for students, staff, and guests. To the greatest extent possible, menus are provided by building and listed on the district website. Menus may also be printed for elementary students. During lunch, students are expected to keep their cafeteria table(s) clean and take all food and utensils to the appropriate receptacles/area after eating. No other food or beverage can be sold during cafeteria hours. Students are welcome to bring a packed lunch from home.

Breakfast and Lunch

Breakfast and lunch are served in all TV cafeterias daily. K-12 breakfast is \$1.50. **K-4 lunch is \$2.50. 5-12 lunch is \$2.75.** All meals include milk. K-12 reduced lunch is \$.40. Adult breakfast is \$2, and adult lunch is \$3.

Charge Policy

Only Type A meals can be charged for breakfast and lunch. Type A meals include an entrée, sides, and a milk. No extras or a la carte items can be charged. Students must have cash or money in their account to purchase extras and a la carte items. Students are not permitted to charge more than one day of lunch in the cafeteria. Please keep your account current. There will be no charges of any kind at TV Middle or TV High School after May 1. All accounts must be paid by the end of the school year. Students unable to pay will be offered a peanut butter sandwich, applesauce, and milk. Questions about your child's account can be directed to Mrs. Flickinger at 330-859-8877 or Mrs. Hoagland at 330-859-8822.

Free and Reduced Meals

Applications for the federally-funded free and reduced program are made available to all families at the start of each school year. They are also available in each school office. Forms must be completed each year. Free and reduced qualifications apply to lunch and breakfast. Students who qualify for reduced lunch get free breakfast.

STUDENT INFORMATION & MEDICAL PROCEDURES

Student Information Forms

Each student must have an updated emergency medical authorization form on file by completing the required online form(s). The purpose of this form(s) is to enable parents/guardians to authorize emergency treatment for students who become ill or are injured while under school authority while parents/guardians cannot be reached. **THIS FORM(S) MUST BE COMPLETED DURING THE 1ST WEEK OF SCHOOL.** Students not returning a completed emergency medical form may be assigned detention until the form is returned. It is the responsibility of the parent/guardian to maintain current information regarding a child's contact, emergency medical, or any other required information.

Head Lice

Students who have head lice and/or nits will be sent home from school with instructions for proper treatment. Students who have been sent home with head lice will be readmitted to school only after proper treatment has been administered by the parents or guardians and the student has been examined by the school nurse.

Injury and Illness

All accidents or injuries occurring during school hours or on school property are to be immediately reported to a teacher or the school office. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents. The school nurse or office will attempt to contact parents in the event of a head injury, even one of a minor nature. A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. Those students with 24-hour school insurance coverage are to report all injuries sustained outside of the school environment or school day. Teachers/staff are required to complete an accident report form for all accidents.

Immunizations

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and Chickenpox. Students in grades 7-12 are required to be immunized against meningococcal disease. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the District Nurse.

Prescribed Medication

Students who must take prescribed medication during the school day must comply with the following guidelines:

1. Parents should determine, with counsel of their child's prescriber, whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. Parents must complete and file the Medication Administration Form with the District Nurse and/or respective building principal before the student will be permitted to take any medication during school hours or to use an inhaler to self-administer asthma medication. Such form requires parent authorization as well as signature from a licensed health professional (physician). The Medication Administration Form must be filed annually, or as necessary for any changes in the medication.
3. All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the student's name, date, name of prescribed medication, and the exact dosage to be administered.
4. Medication must be delivered to the Principal's Office by the student's parent, guardian, or by another

responsible adult at the parent/guardian's request. Students may not bring prescribed medication to school. Medication that is brought to the office will be properly secured. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent and physician and has submitted the proper form. In the case of epinephrine auto-injectors (epi pens), in addition to written permission and submission of proper forms, the parent or student must provide a back-up dose to the school nurse. Students are strictly prohibited from transferring emergency medication, Epi-pens, or inhalers to any other student for their use or possession.

5. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year. A new medication request form must be submitted each school year. Please contact the school nurse any time there are questions or any changes with student medication.
6. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
7. The principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release

Non-Prescribed (Over the Counter) Medication

No staff member will dispense non-prescribed, over the counter medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication by completing and returning a signed Over the Counter Medication Form available in the school office. Physician authorization is not required in such cases.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the school office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined accordingly.

TITLE I READING (FEDERAL PROGRAMS)

School Parent Compact

The Tuscarawas Valley Local School District's Elementary Schools (Primary and Intermediate buildings) and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

Required School-Parent Compact Provisions

School Responsibilities

The Tuscarawas Valley Primary and Intermediate Schools will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
 - a. Provide students with Highly Qualified Teachers
 - b. Provide those students who have identified as "at risk" through testing and teacher recommendation with individualized and group intervention with the Title I teacher. This intervention is a collaborative venture between the child's classroom teacher and Title I teacher.
 - c. Interventions are based on the high quality curriculum adopted by the Tuscarawas Valley Local Schools Board of Education
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held in the fall and spring of the academic school year.
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
 - a. The first 9 weeks progress reports will be given verbally at the fall conferences.
 - b. A written progress report will be sent home with the student during the following 9 weeks grading periods.
 - c. The Title I teacher may report at any time if concerns arise regarding a student's progress.
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents by contacting the school to set up a conference with your child's teachers.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
 - a. We encourage parents to be participants and observers during classroom activities. Please contact the school if you would like to participate or observe.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring amount of television their children watch.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:

- Do my homework every day and ask for help when I need to.
- Read at least 30 minutes every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

Parent 'Right to Know' Teacher Qualifications

You have the right to know about the teaching qualifications of your child's classroom teacher. The federal law, No Child Left Behind, requires that any local school district receiving federal Title I, Improving Academic Achievement of the Disadvantaged, must notify parents of each student attending any school receiving Title I that they may request information regarding professional qualifications of the student's classroom teacher, including the following:

1. Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
2. Whether the teacher is teaching under emergency or temporary status that waives State licensing requirements.
3. The college degree major of the teacher and any other graduate degree or certification (such as National Board Certification).
4. Whether your child is provided services by instructional paraprofessionals (sometimes called teacher's aides) and their qualifications.

You may request this information by contacting the superintendent's office at 330-859-2213. For your information, 100% of the teachers at Tuscarawas Valley Local Schools meet the state and federal guidelines for Highly Qualified Teachers.

DISCIPLINE & STUDENT CODE OF CONDUCT

An orderly, safe environment is essential for all students to receive an appropriate education. The Board of Education believes that respect for law and for those persons in authority shall be expected of all students. However, if a student violates the law or code of conduct, he/she will be dealt with in a fair, consistent, and respectful manner. When appropriate, parents will be notified of discipline problems at school. It is the belief that teachers, parents, and school administrators working together are the best and most effective means of solving discipline problems. These rules apply during the regular school day and all school-related activities.

Student Code of Conduct

Tuscarawas Valley Local Schools embraces a comprehensive, district-wide Code of Conduct to promote the safety and well-being of all students. All rules may not be applicable to each respective school building, yet the goal is to promote safety, appropriate expectations, and consistency. A student's violation of any one or more of the following rules may result in disciplinary action(s) as deemed appropriate by the building

principal. Behavioral consequences may include, but not be limited to: student conference, parent/guardian conference, parent/guardian notification, detention, referral to legal authorities, emergency removal, suspension, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

Rule #1: Use, Possession, or Concealment of Alcohol, Drugs, or any other Controlled Substances

Possession includes, but is not limited to, retention on the student's person or in purses, wallets, book bags, lockers, desks, or automobiles parked on school property. Under the influence is defined as manifesting any behavior (e.g., restlessness, staggering, odor, etc.) that is not normal for a particular student.

Rule #2: Sale or Distribution of Alcohol, Drugs, or any other Controlled Substances

Sale or distribution of alcohol, drugs, or any other controlled substance, including counterfeit drugs, will be grounds for expulsion.

Rule #3: Possession or Use of Tobacco Products

Student shall not possess, buy, sell, distribute, smoke, burn, or otherwise use tobacco (or any tobacco substitute) in school, on school property, or at any school-sponsored event. This includes parking lots and athletic facilities.

Rule #4: Possession or Use of Dangerous Weapons or any other Dangerous Instruments

A student shall not possess, handle, transmit or conceal any weapon, firearm, dangerous instrument, explosive device, counterfeit weapon, or object that can reasonably be considered capable of harming a person or property.

Please Note (Search and Seizure): School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including student vehicles (high school), with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

Rule #5: Arson, Attempted Arson, Unauthorized Use/Possession of Flame Producing Devices

Intentional or purposeful destruction or damage to school property by means of fire will not be tolerated. A student shall not possess or use incendiary devices including matches, lighters, firecrackers, smoke bomb, cherry bombs, and the like. Arson is a felony.

Rule #6: Disruption of School

Students are expected to conduct themselves in such a manner that they respect and consider the rights of others. A student shall not disrupt the educational environment by use of violence, force, coercion, threat, noise, passive resistance, false alarm, or other immature or disorderly conduct which may cause, or attempt to cause, disruption or obstruction of the school day. This may also include events that happen outside the school day that disrupt the normal school environment.

Rule #7: Bomb Threats or any Threats/False Alarms

Threats, directly or indirectly against a school that induce panic, endanger the school, and interferes with the normal operation of the school or school population shall not be tolerated. A student shall not intentionally give false alarm, tamper or interfere with any fire alarms.

Rule #8: Littering, Vandalism or Damage to School or Private Property

Student shall not willfully or maliciously damage or attempt to damage any school property. Parents or guardians are financially liable for any property damage by their child. Adult students will be held financially responsible for all damages. Students shall not litter the school or school property.

Rule #9: Extortion, Theft, or the Possession of Stolen Property

Students shall respect the property of others. Theft, attempted thefts, possession of stolen property, and extortion (use of threat, intimidation, force, or deception to take or receive something from someone else) will not be tolerated.

Rule #10: Trespassing, Loitering, or Unauthorized Entry

Students shall not be present in the school building or property at an unauthorized time or without specific permission from a staff member.

Rule #11: Falsely Reporting Incidents, Falsifying Records, and Forgery

Students shall not falsely represent, or attempt to falsely represent any information given to a school official or pertinent to school activities or use the name or identity of another person.

Rule #12: Hazing

Students shall not haze another student, a staff member, or any other individual or otherwise violate the anti-hazing policy of the school. This is defined by Board Policy 5516 as performing any action or coercing another, including the victim, to perform any act of initiation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. The negligence, consent, or assumption of the risk of an individual subjected to hazing does not lessen the prohibition. A student shall not harass, intimidate, disparage, provoke, stalk, or threaten any individual.

Rule #13: Disrespect of Students, Staff, and Others

Students shall not taunt, challenge, threaten, or disrespect any student or staff member. Actions may be verbal or nonverbal, physical or nonphysical (including unauthorized touching). Disrespect may also include the use of profane or abusive language, signs, written or electronic communication.

Rule # 14: Bullying and/or harassment of students, staff, and others

It is the policy of the Tuscarawas Valley Board of Education to maintain an education and work environment free from all forms of bullying and unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. Board Policy 5517 applies to unlawful conduct occurring on school property or at another location if such conduct occurs during an activity

sponsored by the Board. Students shall not intentionally perform an act or cause harm (mentally, physically, or emotionally) to others. Students shall not direct to a school employee or employee's family member(s) words, phrases, gestures, graffiti, etc. considered to be slanderous, degrading in nature, obscene or profane. This rule applies throughout the calendar year for all students as long as they attend Tuscarawas Valley Local Schools.

Rule #15: Cyber Bullying

Students shall not engage in abusive behavior including, but not limited to: taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff via the use of computers, cellular phones, internet websites, and/or any other electronic device.

Rule #16: Libel or Slander

Students shall not commit libel or slander. Libel: Defamation expressed in print, writing, pictures, or signs. Slander: Defamation by speaking. These are statements or representations that are published without just cause and intended to expose another to public contempt. Students and parents should be cautioned that creating fraudulent web pages (My Space, Facebook, YouTube and other similar websites) under another person's identity is considered a crime (ORC 2913.29), (Libel: ORC 2739). Violations will result in disciplinary action and possible criminal/civil charges under Ohio law. Please be advised that identity theft is a felony in Ohio.

Rule #17: Inappropriate Use of Technology

All students must comply with the district's Acceptable Use Policy (AUP). The Acceptable Use Policy is to be reviewed and signed by students (or parent/guardian) annually. Please refer to the handbook section regarding the district's Acceptable Use Policy.

Rule #18: Cell Phones and Electronic Devices

Students may possess cell phones and other wireless electronic communication devices at school. For students in grades K-8, devices must remain off and out of sight during school hours. At TVHS, cell phones/devices may be used at the teacher's discretion. Failure to comply may result in the confiscation of cell phones/electronic devices in addition to disciplinary action. Confiscated cell phones/electronic devices may be subject to search, including the device, battery, all interior hardware, and/or data. Contents found to be inappropriate and/or illegal may be referred to legal authorities. Parents may be required to reclaim the confiscated device or it may be retained in the office for an extended period of time. The District assumes no liability if these devices are broken, lost or stolen. Use of cell phones/electronic devices that contain built-in cameras is strictly prohibited in locker rooms and changing areas of Tuscarawas Valley Local Schools—or at any other locker room/changing area our team(s) may be visiting for an athletic or extracurricular event.

Rule #19: Use of Profanity or Obscene Language

A student shall not use profanity or obscene language, including written, verbal, or electronically transmitted, in communicating with other persons. This also includes obscene gestures, signs, pictures, and publications.

Rule #20: Unauthorized Touching, Fighting and/or Assault

Students shall not participate in authorized touching or knowingly act or behave in such a manner which may cause, attempt, or threaten physical injury to other students, school employees, or other persons. Assault may result in criminal charges and may subject the student to expulsion.

Rule #21: Gang Activity

Students shall not be involved in any gang activities. This includes clothing, jewelry, tattoos, drawings, and other demonstrations that are related to gangs.

Rule #22: Insubordination or Defiance

Students are expected to comply with the reasonable directions and expectations of the staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member—or acting in defiance of staff—is unacceptable.

Rule #23: Printing, Distribution, Posting of Non-School Materials

Students shall not print, distribute, or post any material that has not first been approved by the principal.

Rule #24: Cheating/Academic Misconduct

Students shall not engage in academic misconduct, including cheating, plagiarism or unauthorized use of any source to improve academic performance (internet sources/access, falsifying or modifying documents/information).

Rule #25: Gambling

Student shall not engage in games of chance for stakes, bookmaking, wagering, or any other form of gambling.

Rule #26: Public Display of Affection (Middle/High School)

Affection between students is not meant for public display. This includes, but is not limited to inappropriate touching, petting, kissing, or any other contact which may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

Rule #27: Dress Code

Students shall abide by the school policies for dress code and appearance as outlined in the Student Handbook.

Rule #28: Truancy and Tardiness

Students are required by law to regularly attend school. A student who is absent from school or class without legitimate reason/school authorization and parent permission will be considered truant. Leaving the school building /school grounds without permission is considered truant.

Rule #29: Conduct on School Bus

Students who are riding to and from school on District-provided transportation must follow all bus rules. Please see Transportation Code of Conduct.

Rule #30: Aiding and Abetting

Any student guilty of aiding and abetting another student in violation of any of the above rules will be subject to consequences.

Rule #31: Repeated Violations

A student shall not repeatedly fail to comply with school rules.

Rule #32: Reckless Operation or Unauthorized Operation of a Motor Vehicle (High School)

Students' operation of a vehicle and parking on school property is a privilege. Students shall display a parking permit and drive responsibly. Reckless operation such as endangering persons or damaging property will not be tolerated.

Bullying and Aggressive Behavior

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

Harassment, intimidation, or bullying means:

- Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- Violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting,

making threats, and hazing.

Harassment, intimidation, or bullying also means cyber-bullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyber-bullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying, and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a

particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

TECHNOLOGY

Chromebook Procedures and Information for Students and Parents

The mission of the 1:1 program in the Tuscarawas Valley Local School District is to create a personalized learning environment that fosters collaboration, creativity, communication, and critical thinking for all learners. It supports anytime access to online resources for learning at school and at home. This ensures that students can access what they need from wherever they are – school, home, or anywhere with an internet connection. This learning environment enables and supports students and teachers to:

- Prepare for the opportunities of tomorrow
- Enhance and enrich engagement
- Promote self-directed lifelong learning

Students in a 1:1 environment transition from consumers of information to creative producers and owners of knowledge. Technology does not diminish the vital role of the teacher. Instead, it transforms the teacher from a director of learning to a facilitator of learning.

Students and parents receiving a district Chromebook are responsible for adhering to the District’s Acceptable Use Policy as well as following specific Chromebook guidelines as outlined by teachers and the Chromebook Handbook as posted on the district website.

Technology (Bring Your Own)

For the purpose of the Bring Your Own Technology program, “technology” means any privately-owned wireless communication device or portable electronic equipment. This includes, but is not limited to smartphones, tablets, netbooks, and laptops.

Upon bringing a personal device to school, users will be prompted to accept the TVLS Wireless User Agreement. Users will be responsible for adhering to all other district acceptable use policies, codes of conduct, or administrative guidelines while using the district’s wireless network. Those who do not accept the TVLS Wireless User Agreement will not be permitted network access. Once the user has accepted the Public Wireless User Agreement, he/she will have access to a filtered Internet connection and will not be permitted to bypass this filter for any reason.

Areas and Times of Permissible Use (HS)—Always at discretion of teachers/staff:

Before/After School

Classrooms

Cafeteria/Lunch

District-Sponsored Extracurricular

Library/Media Center

Internet Access

When using personal devices at school, students and staff will only be permitted to access the Internet through the Tuscarawas Valley Local School District wireless network. This is the same “Filtered” Internet connection that all school computers use. Internet connections such as 3G/4G cellular or other mobile Internet provider connections are NOT permitted. Guest Code: tv_guest; TuskyValley

Security and Damages

The responsibility to keep any personally-owned device secure and safe rests entirely with the individual owner. The Tuscarawas Valley Local School District cannot be responsible for any device damaged or stolen while on district property. It is recommended that all devices be labeled or otherwise identified before being brought to school.

Privileges and Rights

Use of this wireless resource is a privilege, not a right, intended to enhance teaching and learning. Users may be denied access at any time, for any reason. Students should not have the expectation of privacy on any device they bring into the Tuscarawas Valley Local School District. If staff members suspect improper use and/or abuse of this or related policies, they have the right to confiscate related BYOT student technology at any time.

Guidelines

In addition to the Tuscarawas Valley Local School District Student Acceptable Use Policy, student code of conduct, board policies, building policies and administrative guidelines already in place, there are additional guidelines/policies users should be aware of:

1. All devices should, by default, be set to mute/silent. If the use of headphones is permitted, the volume level must be set so it cannot be heard by others.
2. Students are prohibited from using electronic devices to capture, record, or transmit the audio or images (i.e. pictures/video), of any student, staff member, or other person on school property or while attending a school-related activity without the express prior notice and explicit consent for the capture, recording or transmission of such audio or images. Using an electronic device to capture, record or transmit audio or images of an individual or group without his/her/their consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use an electronic device to violate the privacy rights of another person may have their device confiscated. Additional consequences may apply at the discretion of the principal or administration.
3. Student use of any electronic device while in class, and while participating in school activities, is restricted to academic or instructional purposes as determined by the instructor. During these times, the use of such devices for personal, business, or entertainment purposes is prohibited (e.g., no games).
4. The Tuscarawas Valley Local School District cannot provide access to our internal resources or servers to any personally-owned devices.
5. The Tuscarawas Valley Local School District cannot provide access to our copiers or printers to any

personally-owned devices.

6. The Tuscarawas Valley Local School District or its staff cannot provide any technical assistance on personally-owned devices. Users are directed to utilize their user manuals and other resources provided by their device manufacturer for technical assistance.
7. The Tuscarawas Valley Local School District cannot guarantee the opportunity to charge any personal device. It is the responsibility of the user to have a properly charged device before school.

Users are encouraged to read the Frequently Asked Questions document which is available in the school office.

Technology Acceptable Use Policy and Internet & Network Use Agreement

Tuscarawas Valley Local Schools is pleased to make available access to interconnected computer systems within the district and the worldwide network to provide various means of accessing educational materials. The following Acceptable Use Policy is created to ensure that the technology available throughout the Tuscarawas Valley Local School District provides a safe learning environment for our staff and students. This policy is reviewed and updated yearly to remain current with changes in federal and state legislation as well as technology enhancements and is reviewed with students as part of the student handbook. The signed application for network and Internet privilege is signed only once and remains on file throughout the student or staff's duration at TVLS(unless updates warrant new signature). A signed application is required for use of the school's computer equipment. If you do not want your student to have access to these resources, you must submit in writing a request for no computer privileges.

Policy Purpose

The purpose of this policy is to ensure school-level compliance with policies and guidelines concerning the use of district technology equipment for educational/instructional purposes. All activities that use our computer systems, whether they are during or after school, are covered by this policy.

Policy Changes

The school policies may be altered by action of the TVLS Technology Committee and Administrative Team and with approval of the Tuscarawas Valley Local Schools Board of Education at any of its regular meetings.

Network & Internet Use Agreement

Network and Internet access is coordinated through a complex association of government agencies and regional and state networks. The smooth operation of the network relies upon the proper conduct of the users who must take responsibility for appropriate ethical and legal use of this access. Internet access within the TVLS District is a privilege, not a right. The signatures on this Acceptable Use Policy are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

Network and Internet Terms & Conditions

1. Respect and protect your privacy and the privacy of others.
 1. Use only assigned accounts.
 2. Avoid sharing of account information and/or passwords to others or leaving an account logged in for others to access.

3. Do not reveal or distribute private information about yourself or that of others.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 1. Report security risks or violations to a teacher or network administrator.
 2. Any files introduced into the network must be approved by staff. This includes but is not limited to downloads, CDs, flash drives, cell phones, or videotapes.
 3. Any use of the network in such a way that would disrupt the uptime of the network by other users, such as, intentional deletion of files or introduction of computer viruses, is prohibited.
 4. Any installation of software which introduces spyware or malware onto computers, or other software which reduces the efficiency of the computer is discouraged.
 5. Intruding into the networks, computers or phones of others, without permission by the owner is discouraged.
 6. Protect network use. Do not destroy, remove, or damage data, equipment, or resources not belonging to the owner.
3. Respect and protect the intellectual property of others.
 1. Written permission of the copyright owner must be obtained if intellectual property is protected by copyright laws.
 2. Plagiarizing in any form is prohibited.
4. Respect and practice the principles of community.
 1. Avoid language that is offensive to others.
 2. Streaming audio or video for non-educational purposes is prohibited.
 3. The network cannot be used for commercial activities, entertainment, advertisement, or political lobbying.
 4. Any use of messaging software that disrupts the classroom, including but not limited to, Yahoo Instant Messenger or AOL Instant Messaging, phone text messaging, or any other methods that send messages is strongly discouraged.
 5. Avoid intentionally accessing, transmitting, copying or creating material that is illegal.

Consequences of Inappropriate Internet & Network Behavior

The staff or student's Building Principal, in conjunction with the District's Technology Coordinator, will punish any staff member or student who does not comply with Policies and Guidelines accordingly. User infractions may result in appropriate disciplinary action as outlined in the disciplinary policy for the building.

Unauthorized use of the network, intentional deletion or damage to files and data belonging to other users or the school district, or copyright violations may be termed theft or destruction of school property. In addition to appropriate disciplinary actions, the user may be responsible for any charges, costs, liabilities or damages incurred by TVLS. This includes (but is not limited to) the cost of time to repair the damaged component, cost of parts to repair the component, or the cost of outside companies to repair damaged components.

Websites Created at School

The Board of Education authorizes the creation of web sites by employees and students of the School District to be published on the World Wide Web. School web sites must be located on the district-affiliated servers. The creation of web sites by students must be done under supervision of a professional staff member. These web sites must reflect the professional image of the District, its employees, and students. The content of all

pages must be school appropriate and consistent with the School District's Mission Statement. Under no circumstances is a web site to be used for commercial purposes or to provide financial gains for any individual. All links included on the pages must also meet the above criteria. When the website content includes a photograph or information relating to a student, the creator will abide by the provisions of the TVLS Board of Education policy regarding Student Records.

Copyright of Multimedia Material

TVLS encourages the use of electronic media in student projects, but the following guidelines must be followed to be acceptable.

- Any audio or video clip, whether downloaded or copied from home, must be limited to 10% or 30 seconds for music or 10% or 3 minutes for video, whichever is less. If a longer duration is needed, you must have permission by the owner to redistribute.
- Any inclusion of copied Internet material, such as, text, video, audio, or images, must include proper credit to the copyright holder or the work is subject to student rules regarding plagiarism.

Use of Email

TVLS recognizes the efficiencies that can result from the use of technology and authorizes the establishment of an E-mail system for District use. Each person using email must read the following policy and agree, in writing, to the terms.

- a. System users shall have no expectation of privacy in their E-mail communications, and shall not have the ability to deny access to their E-mail by the Superintendent or appointed representative.
- b. The District shall issue a password to each person authorized to use the E-mail system.
- c. E-mail should not be used for unsolicited mass mailings.

Use of Equipment

While we encourage equipment use, persons must take responsibility for the care of the equipment while in their possession. Equipment damaged or lost by students or staff could result in financial liability for the repair or replacement costs.

- Student Use- Equipment can only be used for school assignments and must be returned by the end of the school day. Equipment check-out and check-in procedures must be followed. Students may use their own personal computer equipment but it cannot be linked to the school network.
- Staff Use- Staff may use school equipment outside of the building but must follow building check-out procedures. All portable equipment must be returned at the end of the school year for updates and inventory. If equipment is needed over the summer, it can be signed out, but no equipment is to be taken for the entire summer. If staff members have equipment in their possession that students use for assignments, they are responsible for documenting equipment loan information, (serial number, tag number, and student information) and should inspect the equipment for damage upon return. Staff can use personally owned equipment as stand-alone but cannot add this into the school network.

Fees

TVLS will not charge any fees to access the Internet services. However, it is possible that users of the system may subscribe to services, for which a fee is charged while using the school's equipment. The user is solely

responsible for any charges, costs, liabilities or damages caused by the way the account holder uses his/her account.

Privacy

Network and Internet access is provided as a tool for your education/instruction. TVLS reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information created, transmitted or received in connection with such usage. All such information files shall be and remain the property of TVLS and no user shall have any expectation of privacy regarding such materials. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

Internet Safety

All users are advised that access to the electronic network may include the potential for access to inappropriate materials. TVLS employs the use of filtering software to prevent persons from accessing offensive sites. Sites that currently fall into the following categories are blocked: adult only, hate, discrimination, illegal activities, sex, violence, alcohol, chat rooms, drugs, free email, gambling, profanity, lingerie, nudity, personal information sites, school cheating information, suicide, tobacco, weapons, personal ads, and pornography. If a person finds an offensive site, he or she should report this to a teacher/administrator and/or the Technology Coordinator. The district can then prevent this site from being accessed again.

Warranty

TVLS makes no warranties of any kind, whether expressed or implied, for the service it is providing. TVLS will not be responsible for any damages users may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by user errors or omissions. Use of any information obtained via the Internet is at the user's risk. TVLS specifically denies any responsibility for the accuracy or quality of information obtained through web based services.

Important User Information

Files in student accounts will be automatically purged upon graduation. However, students are asked to clean their directories at the end of each nine weeks. Files in staff accounts will be evaluated the first week of May every year. Staff will be notified with a list of files that have been inactive or unused for an entire school year. At that time a person has 10 days to respond to the notification or the files will be removed.

Student and Parent/Guardian sign off for the AUP is located on the emergency medical form to be completed and returned to school the first week of the school year.

TRANSPORTATION SERVICES

Policy

It is the policy of Tuscarawas Valley Local Schools to transport eligible students to and from school. Eligible

students are defined as: elementary, middle school, high school, and public or private students who live outside the designated walking areas. The Board provides transportation to students who live one (1) mile or more from their school of attendance.

Transportation will be provided to a designated stop to and from school each day. The designated stop may be different for pick-up and drop-off, and unless there are extenuating circumstances approved by the principal and bus coordinator in advance, pick-up and drop-off will not vary from day to day. If a student requires transportation other than to or from the designated stop, it will be the responsibility of the parent or guardian to furnish such transportation.

Eligible students will be assigned to a bus and will follow the transportation rules and regulations under the school bus driver's authority and responsibility to ensure the safety and welfare of all school bus passengers. Student misconduct may result in disciplinary action which may include loss of transportation privileges.

AM Transportation (approximate times; subject to modification)

- Buses will pick up students at designated pick-up points and arrive at each "home school" location (Bolivar, Mineral City) at **7:25am** (New Cumberland, **7:20am**)
- Buses will hold students until approximately **7:30am**, whereupon students will:
 - Exit the bus and enter the school
 - Remain on the bus and shuttle to his/her designated school
 - Transfer to a shuttle bus to designated school
- Buses will depart from the "home school" location at **7:35am** and arrive at designated schools (TV Primary, TV Intermediate, TVMS/TVHS) by **7:50am**
- Tardy Bell is **8:00am** at all schools

PM Transportation

- End time is **3:00pm**
- Buses will depart from each school at **3:05pm**
- Buses will arrive at each "home school" location (Bolivar, Mineral City, New Cumberland) by **3:20pm**;
Students then:
 - Remain on the bus to be transported to designated drop-off location
 - Transfer to another bus to be transported to designated drop-off location
 - Exit the bus as a "walker" or be picked up by a parent/guardian
- Buses will depart from each "home school" location at **3:25** to take students to designated drop-off locations

Bus Behavioral Expectations

All students riding a school bus must comply with the expectations listed below. The Student Code of Conduct applies to all students on the bus or at the bus stop. Students are expected to be at their designated bus stop (place of safety) at least five minutes before the posted pick-up time.

1. Cooperate with the driver at all times; follow all verbal and posted instructions.
2. Respect the driver and those around you; rude or discourteous behavior will not be tolerated.
3. Talk quietly; be silent at railroad crossings.
4. Sit properly in assigned seat at all times.
5. Keep hands/head/feet and all other objects inside the school bus.
6. Eating, drinking, and gum chewing are not permitted at any time.
7. Use or possession of tobacco (or tobacco substitute) is prohibited at all times.
8. Electronic devices and cell phones shall not distract the driver, disrupt safety, or violate the district's Acceptable Use Policy.
9. Remove all headsets (earbuds) before entering and exiting the school bus.

The bus driver is responsible for the safe operation of the school bus. Students choosing not to comply with the above rules/expectations will be referred for disciplinary action.

Bus Passes (Permission to Ride a Different Bus)

Students wishing to ride a bus other than their assigned bus must submit a note from the parent to the office PRIOR TO NOON of the day of the request. The note should include the day's date, the alternate drop-off address, and a number where the parent can be reached during school hours. Bus passes may be issued for emergencies only, or extenuating circumstances, as determined by the building principal or designee.

Removal from the Bus

The building principal or his/her designee is authorized to suspend a student up to ten days from bus riding privileges. School officials may immediately remove a student from the bus if the student's presence poses a danger to persons or property, or a threat to the safe operation of the school bus. The superintendent may expel a student from bus riding privileges through the end of the semester in compliance with Section 3313.66 of Ohio Revised Code.

DRESS CODE

Our school district is committed to providing a safe, friendly, learning environment for students. Pride in one's self and school is often reflected in the way students dress. The purpose of the dress code is to help to maintain an orderly school environment conducive to learning. Students are required to wear appropriate, comfortable, and safe clothing that is modest, clean, and in good taste. Dress or grooming that constitutes a possible health or safety hazard, distracts from the educational process, or presents immoral public display is prohibited.

The school reserves the right to regulate against upcoming fads or fashions that reflect negatively on the school and/or person. The school administration shall enforce these guidelines equally and reserves the right to make final decisions regarding dress code. Failure to comply with the dress code guidelines will be considered insubordination; therefore appropriate consequences may be issued. Students may be required to change clothes, notify the parent or guardian to bring a change of clothing, or asked to leave school, which may constitute an unexcused absence.

General Expectations

1. All clothing must be clean, neat and in good taste.
2. Clothing displaying language/ symbols related to tobacco, drugs, and alcohol are not permitted.
3. Clothing displaying symbols of an offensive nature (e.g., sexist, obscene, sexually suggestive) are not permitted.
4. Clothing depicting violent expressions, images, or pictures is not permitted.
5. Clothing that is ripped, torn, or has holes which are revealing/offensive is not permitted.
6. Clothing should be worn as constructed and not in a manner that is revealing.
7. Proper footwear must be worn at all times. No flip-flops K-4.
8. Any new “fads” in clothing or anything not specifically covered in the guidelines, which are considered inappropriate dress shall be dealt with by the principal/designee.

Pants

1. Pants must be worn at the natural waist level. At no time should undergarments be visible. Belts are encouraged and may be required if pants are not worn at the natural waist level.
2. Sweatpants, tight-fitting pants, pajama bottoms, and baggy/saggy pants dragging along the floor are not permitted.
3. Rolled up pant legs and rolled down waistbands are not allowed.
4. Pants that are ripped, torn, or have holes are not permitted.
5. Leggings and other tight-fitting pants must be covered with a shirt that is mid-thigh in length.

Shirts/Blouses/Dresses

1. Must have a sleeve. Sleeveless is not permitted. Shoulders must be covered.
2. Tank tops, tube tops, halter tops, muscle shirts, backless shirts, tops with spaghetti straps, sheer shirts, or other tops which show midriff, even with a jacket/sweater, are not allowed.
3. Navels, cleavage, hipbones, or underclothing should never be visible.
4. Shirts/tops shall not reveal bare midriff, side, or back whether sitting, standing, reaching, or bending. Tops or shirts should extend several inches below pant or skirt waistband.
5. See-through or mesh may not be worn.

Shorts/Skirts/Skort/Dresses

1. Excessive short shorts, skirts, skorts and dresses are not permitted.
2. All shorts, skirts, skorts, dresses must be at least mid-thigh in length.
3. Spandex, body-glove shorts, tight fitting clothing, and bike pants/shorts are not acceptable.

Jacket/Coats/Hats

1. Trench coats are not permitted.
2. Coats and jackets are not to be worn in classrooms (unless permission is granted).
3. Caps, hats, gloves, visors, sport headbands, bandanas, sweatshirt hoods etc. are not to be worn during school hours. As a display of respect, gentlemen should remove hats upon entering the school.

Hair

1. Hair must be completely out of the student’s eyes at all times.

2. Hair color must be a natural shade – extreme hair coloring is not permitted.
3. Hair should be clean, well groomed. Extreme hairstyles are not permitted.
4. Hair should not be a health or safety concern (around equipment or food for example)
5. Facial hair may be permitted at TV High School, but MUST be neatly trimmed. Facial hair is not permitted at TV Middle School.

Backpacks/Purses

1. Backpacks, books, notebooks, purses, etc. must be free of inappropriate writing or images.
2. Backpacks must be left in lockers during the school day.
3. Gym bags must be stored in lockers except when going to and from PE.

Jewelry and Makeup

1. Jewelry and/or make-up must be modest and conservative. Excessive jewelry and/or makeup (considered a distraction) are not allowed.
2. Pierced jewelry will be limited to the ear only during school hours.
3. Hanging chains or chain belts, large chains worn around the neck or wrist, or pointed-stud bands are not permitted.

Sunglasses

1. Sunglasses may not be worn in the school.

CODE OF CONDUCT CONSEQUENCES

Disciplinary actions will generally be progressive in nature with administrative discretion. When necessary, the disciplinary actions may be carried over to the next school year. The building principal may impose, but not be limited to, the following consequences:

Classroom Discipline

The teachers and students of Tuscarawas Valley Local Schools have the obligation and right to teach and learn in a safe, positive, and orderly environment. Teachers institute a discipline plan for their classrooms which clearly state rules/expectations to be followed and consequences for infractions. Students are expected to adhere to the posted classroom expectations.

After School Detention (MS/HS)

Detentions will take place in an assigned area (usually the old choir room at the high school) from 3:05 to 4:05 pm on specially assigned days (Wednesday and Friday) and 7:00 to 7:55am on Wednesday. Students are responsible and required to bring schoolwork or reading material. Students may be assigned work by the school such as character education-related work. Students and families must arrange for transportation home from detention. Transportation problems are not considered acceptable reasons for missing a detention. Students serving after-school detention will be available for pick-up in front of the high school at 4:05pm the day assigned. If there any changes to detention, parents will be notified.

Discipline Intervention (MS/HS)

Students may be assigned to Discipline Intervention. This will occur during school hours with a board approved substitute teacher. The student will be required to complete work for each of his/her classes. Students must follow strict rules and work on assignments the entire time, except for short breaks. Any misbehavior will result in referral to the principal for further consequences.

Friday School (MS/HS)

Students may be assigned to Friday School 3:05-6:05pm in the choir room at the high school. Students are responsible for making transportation arrangements and bringing schoolwork to complete during the time period. Students must follow strict rules and work on assignments the entire time, except for short breaks. Any misbehavior will result in dismissal from Friday School and referral to the principal for further consequences.

Detention and Friday School Expectations

1. No talking - students will be engaged in an academic task or assigned one
2. No sleeping or putting head down
3. No hall passes

Community Service for Disciplinary Reasons (MS/HS)

Students can be requested to perform acts of community service as part of the discipline plan. These acts must have approval from the parents and the principal. It is the responsibility of the student to have these acts verified in writing by a person in charge of this community organization.

Out-of-School Suspension

The principal may suspend a student for not more than (10) school days. The principal shall give the student written notice of the intent to suspend and the reasons for the suspension. The student shall have an opportunity to appear in an informal hearing before the principal or his/her designee and shall have the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. This hearing may take place immediately. Within twenty-four (24) hours of the suspension, the parent, guardian or custodian of the student and the Treasurer of the Board will be notified in writing of the suspension by the principal. This shall include the reasons for the suspension, the right of the parent or student to appeal the suspension to the Board of Education or its designee and the right to be represented by legal counsel at the appeal.

No academic credit will be given for class work, tests, quizzes, etc. missed during an out-of-school suspension, unless deemed appropriate by the principal. Credit will be given for all out-of-class assignments if they are turned in immediately upon return to school.

Suspension may be appealed to the Board, or its designee, within 10 calendar days of the parent/guardian's receipt of the written suspension notice. The written appeal must state the reasons why the suspension is being appealed. Upon review, the Board or its designee may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. Upon reaching a decision, written notice to the parent/guardian shall be provided within 5 school days following the hearing.

Expulsion

Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days duration, but not to exceed 80 school days except for firearms, weapon, knives or destruction devices. The Superintendent will give the student and parent written notice of the intended expulsion, including the reasons. The notice shall state that the student and parent have the opportunity to appear in person before the superintendent to challenge the reasons for the expulsion or to otherwise explain the student's actions. Within 24 hours of the expulsion, the Superintendent shall notify the parent and the Treasurer of the expulsion in writing. This notice shall include the reasons for the expulsion, the rights of the student or parent to appeal the Superintendent's decision to the Tuscarawas Valley Board of Education and to be represented by legal counsel.

Star Alternative School

Star Alternative School is an alternative school for students who are disruptive to the regular school environment.

POLICIES FOR PARTICIPATION IN INTERSCHOLASTIC ATHLETICS (MS/HS)

Introduction

The coaches and school administration in the Tuscarawas Valley Local School District believe standards of behavior, scholarship, citizenship are important to a sound athletic program; and expectation, sometimes beyond those required of non-athletes, may be imposed upon those who present themselves as athletes. The Tuscarawas Valley School athletic program should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society. Tuscarawas Valley High School student activities are considered a supplement to the school's program of education that strives to provide experiences that will help to develop boys and girls physically, mentally, socially, and emotionally.

The ultimate goals of the activities program should be:

- To realize the value of participation without overemphasizing the importance of winning or excelling.
- To develop and improve positive citizenship traits among the program's participants.

For this reason, the following regulations will be in effect during the time in which the athlete is in active participation in any interscholastic sport while a student in The Tuscarawas Valley Local School District. Any additional rules and penalties will be at the discretion of the various coaches with the approval of the athletic director and principal, and such additional rules should be in written form and distributed to athletes. Coaches should strive for consistency with one another.

All decisions can be appealed by anyone involved: coach, student, or parent. The appeals board shall consist of the principal, athletic director, board of education members serving on the Athletic Council, and a coach from the Athletic Council not involved in the appeal. The decision of the appeals board shall be final.

Forms

Before any athlete or candidate is permitted to participate in a practice session, the following forms must be completed and on file with the head coach:

- Physical Examination Card.
- Emergency Medical Authorization
- Confirmation of Receipt
- Confirmation of Insurance and Release of Liability
- Random Drug Testing Consent Form

All forms are kept on file in the athletic office. Emergency Medical Authorization Forms are kept by the coach at all practices and contests and used in the event of an injury requiring doctor/hospital attention when the parent/guardian is unavailable.

TEAM RESPONSIBILITIES

Equipment and Uniforms

Equipment and uniforms are the property of the Tuscarawas Valley School's Athletic Department. When issued, the athlete has sole responsibility for the care of the equipment and uniforms. If equipment and/or uniforms are lost or damaged, replacement must be made at the athlete's expense. All equipment and/or uniforms must be returned to the head coach at the end of the season. Athletic uniforms are not to be used as personal apparel and should be used only during practices or contests. The exception to this is the wearing of jersey on game day with permission from the coach.

Attendance

Students are not permitted to attend or participate in an athletic event, practice, dance, club meeting or any other student activity after school if they are absent from school that day or in the afternoon of that day. This means a student must be in school by the start of fifth period. Additionally, students who sign out of school ill and do not return before the school day is over will be ineligible to participate. The principal may waive the day providing the circumstances warrant waiver.

Athletes are expected to attend all assigned classes. No student is to be excused unless authorized by the principal. Cutting classes may bring about additional disciplinary action from the student's coach.

If an athlete is excused from classes to attend an athletic event, assignments should be collected ahead of time. Arrangements should be made with the teacher(s) as to when the assignments are due. This is the sole responsibility of the student/athletes. Athletes must contact their coach if a practice and/or game will be missed.

Dress

All athletes are reminded that they not only represent themselves by their dress, but also their family, teammates, school district, and community. With this in mind, all athletes are expected to wear presentable clothing when traveling to/from other schools, as well as before/after a home game (Ex: JV team should dress

appropriately and represent TV Schools following a home JV game).

Dress at Awards Ceremonies

Students are reminded that they are to dress appropriately at school or league ceremonies. The following are not acceptable: jeans, non-collared shirts, shorts, hats, and sandals.

Transportation

Students may not ride with other student-athletes to and from away athletic contests. Teams shall travel to and from all events only by authorized transportation. Students will not be excused to ride back with friends. In order for an athlete to be excused to ride home with their parent, the coach responsible must see that parent in person to verify the athlete's request. Notes will not be accepted as parental permission.

Quitting

An athlete shall finish the sport's season, including through tournament play, in which he/she is participating before beginning another sport in a new season including open gyms or conditioning. This will not apply to an athlete who was forced to remove himself from a team due to injury and had approval of a physician.

Eligibility & OHSAA Bylaws

The rules and regulations of the Ohio High School Athletic Association and the Tuscarawas Valley Board of Education shall govern the academic eligibility of the athlete to participate in interscholastic athletics at the high school and middle school levels.

Academic Eligibility

To be eligible in grades 9-12, a student-athlete must have passing grades in a minimum of five one-credit courses in the immediately preceding grading period (Students taking post-secondary options must comply with these standards) and have earned a GPA of 1.7 or higher. In grades 7-8, a student athlete must have received passing grades in 5 of the subjects in which enrolled the immediately preceding grading period. For eligibility, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period. Academic eligibility, or ineligibility, will continue until the start of the fifth school day of the next grading period. Students who are academically ineligible may practice and travel with the team, but may not dress for contests or compete in interscholastic contests, scrimmages, or pep rallies. Ineligible athletes may wear a team jersey on game days with the coach's permission.

Age Limitations

If a student enrolled in high school attains the age of 19 years before August 1, the student shall be ineligible to participate in high school interscholastic athletics for the school year. If a student enrolled in middle school attains the age of 15 years before August 1, the student shall be ineligible to participate in middle school interscholastic athletics for the school year. A student who completes the eighth grade shall be eligible for a period not to exceed 8 semesters taken in the order of attendance, whether the student participates or not.

Conduct/Discipline

In matters pertaining to personal conduct of athletes in which gross violation of sportsmanship, attacks on

officials, or other acts of misbehavior in contest situations occur, the Ohio High School Athletic Association shall have jurisdiction to determine the penalties involved and whether or not the student may participate in athletics.

Players ejected from a contest will serve an OHSAA required suspension of seven (7) days. If the ejection occurs in football, the suspension is a minimum of one (1) game regardless of whether or not the next game is within the seven-day period. In any other sport, the minimum is two (2) games or seven (7) days. During this time, players are banned from the team bench and may not travel to games with the team.

Any players ejected from a contest a second time are suspended for the remainder of the season. Players ejected during the last game of the season will serve the suspension in the next sport in which they participate.

OHSAA regulations Apply to Regular Season and Tournament Games

Any disciplinary problems in school or in school-related activities involving the athlete, whereby the athlete is suspended from school classes, will result in suspension from practice and competition for the same amount of time. Any violation of the policies of the athletic code in school-related activities, both the school policy and training policy will be enforced. In all infractions, the school policy has precedence over athletic policy.

Athletic Regulations against Use of Tobacco, Alcohol, Drugs, and Theft

The Athletic Council and coaching staff have established the following guidelines regarding an athlete's use or possession of tobacco products and controlled substances. The following rules pertain to the athlete while away from school or school activities. Those infractions, which occur within the school setting or at a school-related activity, shall also be governed by those policies found in the Code of Conduct section of the Student Handbook. Athletic regulations and penalties may be more restrictive, but may not be less than those found in the Code of Conduct. The guidelines are as follow:

- 1st Offense-A denial of participation from the team for a number of games that is equal to 10% of the regular season games and completion of an assessment and counseling program coordinated by the Tuscarawas Valley School's Guidance Department, or a denial of team participation for a period equal to 30% of the season without counseling, or quit the team.
- 2nd Offense-A denial of participation from the team for a number of games equal to 50% of the regular season games plus counseling and evaluation from a trained professional specializing in substance abuse prevention, or quit the team.
- 3rd Offense-Removal from the team and any other sport for one (1) year. Future participation will not be permitted until the athlete provides proof that he/she has successfully received help from a trained professional in substance abuse.

Trafficking

The sale or distribution of drugs or alcohol will result in the immediate denial of participation from the team for a number of games that is equal to 50% of the regular season games. (2nd Offense Level)

Crimes

An athlete shall not commit any crime in any manner or degree or have any police involvement that results in

prosecution other than minor traffic violations. Conviction of a felony will result in denial of participation for one school year. If the penalty is greater than the number of contests left for the season in a particular sport, it will carry into the next sport in which the athlete participates.

- 1st Offense-A denial of participation from the team for a number of games that is equal to a minimum 10% of the regular season games.
- 2nd Offense-A denial of participation from the team for a number of games equal to a minimum 50% of the regular season games.
- 3rd Offense-Removal from the team and any other sport for one (1) year.

Continuity of Regulations

These regulations are continuous each year of athletic participation during the 9-12 academic years. They do not start over each year. If the first offense came in the freshman year and another offense came in the junior year, the junior year offense will be consider the second offense.

Term of Denial of Participation

The denials of participation would be during the official schedule event, not during the conditioning or pre-season period. EXAMPLE: If one breaks a rule during the first week of “two-a-days” during the football pre-season, that individual would be required to continue to practice and then begin their denial of participation the first week of the regular season games.

Violation of School Rules

Student athletes are deemed to be at school when they are at practice, traveling to and from contests, at games, scrimmages, or tournaments. Therefore, any violation of school rules will be dealt with by the administration according to the Code of Conduct in the Student Handbook. Coaches may also wish to add additional punishment according to policies that they have set for members of their team.

Addressing a Problem or Complaint

If a student, parent, or community member has a complaint, they must follow this procedure. Hopefully, most issues can be resolved when lines of communication are open and issues are handled directly. However, if the issue cannot be satisfactorily resolved at the initial level, the complainant must use this chain of command. Anyone who skips a level will be sent back to the appropriate level before any action is taken.

| | |
|--------------|-------------------|
| Level One: | Coach |
| Level Two: | Athletic Director |
| Level Three: | Principal |
| Level Four: | Superintendent |

Awards

The award system at Tuscarawas Valley Local Schools is structured to honor participation and performance in sports. The “Letter” will be awarded to students who have played in more than half of the total contests of the scheduled varsity games. The coach has the privilege of adding to or deducting from this rule. The principal and athletic director must approve any action different from this in advance. He must make sure his decision is best for the individual, the sport, and the school. In track, an athlete will be considered to have earned a letter if they score 10 points in a season.

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|------------------------------|--|
| Freshman Award: | Certificate of Participation |
| Reserve Award: | Certificate of Participation |
| Varsity 1st Year Award: | 6" Chenille Award Letter "TV" With Metal Sport Insert |
| Varsity 2nd Year Award: | Custom Certificate with Metal Sport Insert |
| Varsity 3rd Year Award: | Custom Certificate with Metal Sport Insert |
| Varsity 4th Year Award: | Plaque, Custom Certificate, Metal Sport Insert |
| Team Managers/Statisticians: | Certificate of Participation, 4 Years of Service-Chenille Letter |

Scholar-Athlete Award

Four of these awards will be given at the spring banquet each year to recognize the well-rounded student/athlete within our system. Coaches will vote on all qualified individuals.

Girl's Memorial Award

This award is presented to the female athlete who has made a major contribution during her high school years.