

**USV Local Schools
2018-2019**

August	13 Teacher Workday (Monday) Open House 6:00-7:15 15 First Day of Classes (Wednesday) 31 Teacher In-service, No School for students (Friday)
September	3 Labor Day, No School (Monday) 4 Fair Day, No School (Tuesday) 19 Midterm- 1 st nine weeks (Wednesday)
October	18 End of the 1 st nine weeks (44 days) (Thursday) 19 No School (Friday) 22 Start of the 2 nd nine weeks 29 Fall Conference Night K-12 (Night 1, Monday 3:30-7:00)
November	1 Fall Conference Night K-12 (Night 2, Thursday 3:30-7:00) 21 Conference Workday, No School (Wednesday) 22-26 Thanksgiving Break, No School (Thursday/Friday/Monday) 27 Classes Resume (Tuesday) 27 Midterm- 2 nd nine weeks (Tuesday)
December	19 Last day of Classes (Wednesday) 20 Christmas Break begins (Thursday)
January	3 Classes resumes (Thursday) 10 End of 2 nd nine weeks (Thursday) (45 days) 11 Professional Development ½ day, Teacher Work Day ½ day, No school for students (Friday) 14 Classes resume (Monday), start of the 3 rd nine weeks 21 Martin Luther King Jr. Day, No School (Monday)
February	12 Winter Conference K-12 (Night 1, Tuesday 3:30-7:00) 13 Winter Conference K-12 (Night 2, Wednesday 3:30-7:00) 14 Midterm- 3 rd nine weeks 15 Conference Workday, No School (Friday) 18 President's Day, No School (Monday)
March	15 End of 3 rd nine weeks (42 Days) 18 No School (Monday) 19 Start of the 4 th nine weeks
April	18 Midterm- 4 th nine weeks (Thursday) 19 No School , Good Friday (Friday)

22 No School (Monday)
23 Classes Resume (Tuesday)

May **23** Last day of School/End of 4th nine weeks (46 days)
 24 Teacher Workday (Friday)
 25 Graduation

1st nine weeks – 44 days, 2nd nine weeks – 45 days, 3rd nine weeks 42 days, 4th nine weeks 46 days,
2 Conference Workdays, 4 Professional Development/Workday = 183 days

Make-up days Monday, February 18, Monday, March 18, Monday, April 22 and at the end of the school year

Every Wednesday will be a 1-hour delay. These will be alternated between data days, teacher professional development and building leadership teams. If there is a 2-hour delay, the 1-hour delay will be cancelled.

UPPER SCIOTO VALLEY SCHOOL STUDENT HANDBOOK

Welcome to Upper Scioto Valley. This student handbook contains policies and procedures that are of particular importance to our students and their parents or guardians. These policies have been designed to provide students with an environment most conducive to learning. Our goal is to challenge each student to reach their highest potential, to strive towards independent and critical thinking, and to grow in both personal and social awareness, while recognizing each student's community. Cooperation between these groups will ensure the successful personal development of each of our students. It is imperative that the parents/guardians and students review this handbook and become familiar with it. If you have any questions about the information in this handbook please contact the school at (419) 757 – 3231.

This book is a guide for your success at Upper Scioto Valley this year. You and your parents should read through the student handbook so that you understand the rules and expectations for this year.

UPPER SCIOTO VALLEY SCHOOL MISSION STATEMENT

With students, parents, teachers and community cooperation, we will strive in a safe supportive environment to create successful, respectful and responsible citizens by challenging, inspiring and empowering all learners through rigorous and meaningful curriculum using effective instructional strategies and technology.

ATTENDANCE POLICY

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class

for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

TYPES OF ABSENCES

The State of Ohio addresses the issue of school attendance in ORC 3321.04. In brief, the policy is as follows: Absences from school for any reason other than those listed below and recommended by the State Department of Education are not acceptable and will carry disadvantages to the student. Those reasons are:

EXCUSED: AUTHORIZED (A)

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. out-of-state travel (up to a maximum of four (4) days per twenty-four (24) hours per school year that the student's school is open for instruction school year) to participate in a District-approved enrichment or extracurricular activity.
- H. such good cause as may be acceptable to the Superintendent
- I. medically necessary leave for a pregnant student in accordance with Policy 5751
- J. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff

member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for his/her parents or guardians. Such excuse should not exceed five (5) days and may at the discretion of the Superintendent be renewed for five (5) additional days. At no time, however, shall such excuse cause a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent or his/her designee, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

Attendance shall be taken at the beginning of every block/period in buildings with block/period-based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour.

Attendance shall be taken at the commencement of the school day in buildings with non-period-based schedules. Attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.

Excessive Absences

When a student of compulsory school age is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year, the attendance officer shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually or chronically truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C. 3321.04; or
- C. the student has received an age and schooling certificate.

Absence

Intervention

Team

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian, with written notice of the plan.

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the Principal shall make at least three meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, contacting (or attempting to contact) the parent by telephone, email, or regular mail. If the student's parent responds to any of those attempts, but is unable to participate for any reason, the Principal shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse and the student's parent/guardian/custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the attendance officer shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children services agency. At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent/guardian/custodian, guardian ad litem, or temporary custodian.

If a student who is habitually truant violates the order of a Juvenile Court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

In order to address the attendance practices of a student who is habitually truant, the intervention team may take any of the following intervention actions:

- A. notify the Registrar of Motor Vehicles of the student's absences
- B. take appropriate legal action

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the Principal may, in his/her discretion, assign a school official to work with the child's parent/guardian/custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer.

The plan shall be implemented no later than seven (7) days prior to the first day of instruction of the next school year.

OR

The absence intervention process shall commence upon the first day of instruction of the next school year.

Reporting Requirements

The attendance officer shall file a complaint in the juvenile court against a student on the sixty-first (61st) day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:

- A. The student is habitually truant.
- B. The school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.
- C. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one school month, the attendance officer shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

In the event that the sixty-first (61st) day after the implementation of the absence intervention plan or other intervention strategies falls on a day during the summer months, the attendance officer may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety hours of unexcused absence from school during the school year, s/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of absences as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's unexcused absence.

If a student who is habitually truant violates the order of a juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

The District shall report to the Ohio Department of Education, as soon as practicable, and in a format and manner determined by the Department, any of the following occurrences:

- A. When a notice that a student has been absent with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year is submitted to a parent/guardian/or custodian;
- B. When a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one school month, or seventy-two (72) or more hours in a school year;
- C. When a child of compulsory school age who has been adjudicated an unruly child for being an habitual truant violates the court order regarding that adjudication;
- D. When an absence intervention plan has been implemented for a child under this policy.

This policy was developed after consultation with the judge of the juvenile court of Hardin County/Counties, with the parents, guardians, or other persons having care of the students attending school in the district, and with appropriate State and local agencies.

*** Suspension of Driving Privileges:** pursuant to Board Policy, if a student of compulsory school age has been absent without legitimate excuse for more than ten consecutive school days or for at least fifteen total school days, the student's parent or guardian will be notified in writing that the student's temporary instruction permit or driver's license may be suspended or that the opportunity to obtain such a permit or license will be denied. All sign in / out policies apply CCP students.

Parental excuses for absences shall not exceed four (4) days / 24 hours. Therefore, parental excuses for absences in excess of four (4) days / 24 hours per semester will be considered unexcused absences unless a valid written doctor's excuse is provided within 72 hours. After 72

hours the excuse cannot be changed. Any reason the student misses for parent excuse will count for the four days, this includes vacations.

When family trips are unavoidable, the school should be notified in advance to avoid truancy a form to be filled out can be obtained from the secretary. These days will count toward the four (4) days / 24 hours parent days per semester.

UNEXCUSED ABSENCES:

The following procedures will be used in relation to unexcused absences to school as a means to provide structured time to complete missed class work. This will be for each semester.

18 Hours of Unexcused Absences.....administrative warning

21 Hours of Unexcused Absencesdetention

24 Hours of Unexcused Absencesdetention

27 Hours of Unexcused Absencesdetention

Saturday Schools assigned for each additional 3 Hours of Unexcused Absence.

SIGN IN/SIGN OUT SHEET

A form is maintained in the main office for the purpose of allowing a student to sign in or out of school. Students arriving late or returning from an appointment (doctor/ dental appointment, funeral, etc.) must sign in and provide the required information on the form. Students cannot leave the school building/grounds during the day without parental permission, signing out, and obtaining permission from the adult office personnel to leave the school.

MARKING ABSENCE OF STUDENTS

Per House Bill 410, student absenteeism will be identified by hours.

EXCUSING CHILD FROM SCHOOL

1. If possible, parents should write a note with child's name, time, and reason for leaving and the student should bring it to office for approval before the start of school.
2. If parent is picking the student up at school, he or she should come to the front office and his or her teacher will release the student at the time indicated on the note.

TARDINESS

When you arrive late to school you first report to the office, in order to "sign in". We realize that emergencies may happen from time to time. However, we believe that it is important

to be punctual. Tardies are based on the students start time. Therefore, the following procedures will be used in relation to tardiness to school. This will be for each semester.

- First Tardy.....no punishment
- Second Tardy.....no punishment
- Third Tardyadministrative warning
- Fourth Tardydetention
- Fifth Tardy.....detention
- Sixth Tardy.....detention

Saturday Schools assigned for each additional tardy.

ACADEMIC INTEGRITY (CHEATING/PLAGIARISM)

Absolute integrity is expected of everyone at Upper Scioto Valley. Academic and personal integrity entail a firm adherence to a set of values essential to an academic community grounded in honesty, trust, fairness, respect, and responsibility for all.

Violations -The following are examples of activities that violate the spirit of academic integrity. This is not a definitive list:

1. Knowingly representing the work of others as one's own;
2. Using, obtaining, or providing unauthorized assistance on examinations, papers, or any other academic work;
3. Forging a signature to certify attendance, completing of a course assignment, or any other gain for any purpose not authorized;
4. Altering a teacher's grade book or computer records;
5. Changing answers and seeking credit on assignments or examinations after work has been graded or returned;
6. Communicating, copying materials, allowing another to copy your materials, using unauthorized materials during a quiz, test, project, or homework assignment;
7. Submitting falsified information for grading purposes;
8. Removing tests or parts of tests with the knowledge or consent of the faculty member;

- 9. Stealing, using or accepting stolen copies of test or answer keys;
- 10. Committing any other violation intended to obtain credit for work that is not one's own.

The following statement is applicable for all documents submitted at USV:

I will neither give nor receive unauthorized aid in class work, quizzes, tests, preparation of reports or projects, or in any other work that is used to evaluate me with specific permission for collaboration or with proper citation. All work may be submitted to a variety of sources to check for plagiarism. A zero (0) will be assigned for any assignment, quiz, test, project, or activity on which a student cheated along with additional disciplinary action

STANDARD OF GRADUATION

A total of 21 credits are required for graduation. These units must include the following minimum requirements:

- English4 units
- Social Studies3 units (inc. American History, Govt.)
- Mathematics4 units
- Science3 units
- Phys. Ed, Health1 unit
- For. Lang./Bus. Tech./Art1 unit

** All obligations must be taken care of before graduation privileges take place.

Successful completion of Senior Project is required.

Graduation Requirements

For the Class of 2018 and beyond, a diploma shall be awarded to students meeting the curriculum credit requirements and who achieve one of the following three options: a cumulative passing score with the required number of points in each area on end of course exams, earn the required points on the WorkKeys assessment and an approved industry-recognized credential, or earn a remediation-free score in English language arts and mathematics on the ACT or SAT, subject to limitations on assessments as outlined below.

Additionally, all students must receive instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator from an approved source during Grades 9-12, unless the student is exempted from such training due to disability or by written request of the parent.

For students graduating in the class of 2018 and beyond:

The District will comply with State Board of Education requirements for graduation. Students shall earn required credits for graduation in the appropriate subject areas, and achieve one of three pathways:

- A. earning a State Board of Education approved, industry recognized credential or group of credentials and a workforce readiness score on the Workkeys assessment; or
- B. earning a cumulative score on end of course exams equal to State Board requirements for the year of graduation; or
- C. earning remediation-free scores in English language arts and math on a nationally recognized college admission exam.

CLASSIFICATION OF STUDENTS BY CLASSES

Your classification in the high school is based on having the following minimum credit as of the opening day of school each year.

- Senior.....14 units
- Junior.....9 units
- Sophomore.....5 units
- Freshman.-Promotion from 8th grade

CREDIT FOR CLASS

The final grade for any student will be figured with the percents he/she receives on six grades. These are the four nine weeks grades, the midterm exam and the final exam. Each of the four nine weeks grades will count as 20% of the final grade. The midterm and final will each count as 10% of the final grade.

For a semester class the final grade will be figured using the two nine week's grades the final exam. Each nine weeks will count as 40% of the grade with the final exam being the other 20%. The sixth grade will be figured by computing an average of the four nine week's percentage grades. In this instance each nine weeks will count 25% of the final grade.

Diploma with Honors

High School Academic Diploma with Honors for Graduating Classes of 2011 and Beyond
Students need to fulfill only 7 of the following 8 criteria

Subject	Criteria
English	4 units
Mathematics	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
Science	4 units, including physics and chemistry
Social Studies	4 units
Foreign Language	3 units, including at least 2 units in each language studied
Fine Arts	1 unit
Career-Technical	Not counted toward requirements and may not be used to meet requirements
Electives	Not counted toward requirements
Grade Point Average	3.5 on a 4.0 scale
ACT/SAT Score [excluding scores from the writing sections]*	27 ACT / 1210 SAT
Additional Assessment	None

**ELIGIBILITY CRITERIA FOR
AWARD OF MERIT**

The requirements listed below have been adopted for the Award of Merit. This certificate will be awarded by the State Board of Education to all those who meet the criteria specified in **A and C** or **B and C** below.

A. College Prep Requirements – complete the following minimum requirements:

1. English – 4 units (May include 1 unit of fundamentals of speech.)
2. Mathematics – 3 units (Must include 1 unit of algebra and 1 unit of geometry.)
3. Science – 3 units (Must include 2 units from among biology, chemistry and physics.)

4. Social Studies – 3 units (Must include 2 units of history and 1/2 unit of civics or government.)
5. Foreign Language – 3 units (Must include no less than 2 units of any language for which credit is sought i.e., 3 units of one language or 2 units each of two languages.)
6. Complete 2 units from one or more of the following, or 2 additional units from one or more of the areas listed A.1 through A.5 above.
 - a. Business
 - b. Computer Science
 - c. Visual or Performing Arts

B. Career-Technical Curriculum Requirements

1. Complete a career technical occupational preparation program
2. Complete the following curriculum requirements
 - a. English – 4 units
 - b. Mathematics – 3 units
 - c. Science – 3 units
 - d. Social Studies – 3 units

Applied academic credits earned via career-technical education shall apply to the criteria for the Award of Merit.

NOTE: Courses completed prior to ninth grade, taught by a teacher licensed to teach high school, and recognized as high school level work by the local school district board of education. Courses that are part of the Postsecondary Education Options Program also apply to the criteria for the Award of Merit.

3. Complete two units from one or more of the following, or two additional units from one or more of the areas listed in B.2 above.
 - a. Business
 - b. Computer Science
 - c. Foreign Language
 - d. Visual or Performing Arts

C. Performance Criteria (applies to both curricula)

1. Maintain above average attendance for grades nine through 12 (compared to a rolling four-year state average). For 2009, the four-year state average is 94.20 percent attendance.
2. Demonstrate outstanding achievement in the curriculum as evidenced by one of the following: earning the equivalent of an overall grade point average of 3.25 on a four point scale for grades nine through 12; earning the equivalent of an overall grade point average of 3.5 on a four point scale for grades 11 and 12; or ranking in the top 25 percent of the class, whichever is more inclusive.
3. Participate in co-curricular, extracurricular or community activities in accordance with procedures established by the district board of education.
4. Demonstrate outstanding citizenship/character traits in accordance with criteria established by the district board of education.

END OF COURSE EXAMS

These are the new graduation requirements that take effect with the class of 2018.

REQUIRED COURSES

The new requirements did not change the current courses or number of course credits that students must complete to be eligible for graduation.

ASSESSMENTS

In addition to course credits, students will earn points toward graduation on seven end-of-course exams. These exams will replace the Ohio Graduation Tests.

The courses in which students take an end-of-course exam will be: English I and II, Algebra I or Geometry or Integrated Math II, Biology, American History and American Government. Beginning in 2015-16 districts may have the option to use the state end-of-course exams to replace their current course final exams and use the state's test as part of the class grade. This will help avoid double testing in future years.

Students can earn from 1-5 points for each exam, based on their performance.

- 5 – Advanced
- 4 – Accelerated
- 3 – Proficient
- 2 – Basic
- 1 – Limited

Students who take American History or American Government as part of Advanced Placement, International Baccalaureate, college dual credit or Credit Flexibility programs can use their scores from the programs' end-of-course exams in place of the state end-of-course exam scores to accumulate graduation points.

A student who earned high school credit in any of the above courses before July 1, 2015 and a required end-of-course exam was not available automatically will receive a score of three points per course exam toward the total points needed for graduation. Middle school students, in current year, who take one of these courses for high school credit must take the corresponding state end-of-course exam in this school year.

EXAM RETAKES

Students that score below proficient on an exam may retake it after they receive some extra help on the material. Students that score proficient or higher on an end-of-course exam can retake exams only if, once they take all the exams, they have not met the minimum graduation points to graduate. In this case, a student can retake any exam after receiving some extra help on the

material. The same rules apply to substitute exams, which may be used interchangeably with approved tests.

GRADUATION POINTS

With few exceptions, students must accumulate a minimum of 18 points from scores on their end- of-course exams to become eligible for a diploma. All students must accumulate four (4) points in Language Arts, four (4) points in Mathematics and six (6) points in Science/Social Studies.

CHANGING SCHEDULES

Once a student has selected his/her courses for the year and has had his/her pre-registration approved by the counselor; there should be no necessity for changing a schedule. The exception could be when a course is not offered due to insufficient registration or a change in your career objectives. Students will be given the opportunity to change schedules in August before school starts. After the start of school schedules will not be changed.

GRADE REPORTING PROCEDURES

Report cards will be issued every nine weeks and will be sent home in the mail. Interim reports will be issued for all and will be sent near the midpoint of the grading period. Parents are urged to contact the school when a problem or a question arises. These dates are listed on the first page of this book.

HONOR ROLL

Principal's List – 3.85 GPA or above (no D's, U's, F's or Inc.)

Honor Roll – 3.8499 – 3.000 GPA (no D's, U's, F's or Inc.)

Note: students earning a 2.999 are not on Honor Roll

STUDY HALL: General Rules

1. If students are going to another classroom, they must have a pass or their agenda signed by that teacher. Even with a pass, they must still sign out.
2. All students leaving study hall must sign out and have their agendas signed by the study hall teacher. No one may be in the hallway without an agenda.
3. Students going to the Media Center for magazines need to be excused, but do not need to sign out unless the study hall teacher prefers that they do. Only students going to the Media Center to stay and do research or to look for a book need to sign out.
4. No sleeping or putting your head down.
5. Must have school related work to do.
6. No talking.
7. No sitting on tables.
8. No gum, no beverages, no food.
9. Privileges including the use of electronic devices and passes may be limited due to poor academic or behavioral performance.

VACATIONS:

Vacations during the school year are discouraged because school attendance is directly related to school success. If it is absolutely necessary for students to be on vacation with parents/guardians, the appropriate form must be filed in the office and signed by all teachers at least seven (7) days prior to leaving school for the vacation. Vacation days will be counted toward the absence policy. Vacations will not be excused the last week of the semester. It is the student's responsibility to secure any work necessary for his/her classes **PRIOR TO** leaving on vacation. All make-up work will be due to the teacher within two days of the student's return to classes.

TECHNOLOGY GUIDELINES

Computer use is encouraged and made available to students for educational purposes. The use of school equipment and access to the Internet (or e-mail) is a privilege, not a right. The school retains the ownership of all hardware and software. Users have no expectation to privacy regarding the use of any school district equipment at any time. Use of the Internet will be controlled based upon content. Devices are controlled and monitored by a Google Management System. This prevents most viruses from infecting the devices. Go Guardian will also be used to monitor student chromebooks on and off campus. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned computers. Students need to understand that “delete” does not equate to “destroyed”. Students will be given an acceptable use policy and required to sign an agreement before being assigned a network password. **Violation(s) of the acceptable use policy may result in discipline under the Student Conduct Code.** The use of school computers and other technology is privilege not a right. This privilege may be taken away for misuse.

STUDENT FIRE DRILL PROCEDURES

Fire drills are held at irregular intervals throughout the school year. Please remember these basic rules:

1. Follow your teacher’s instructions as to the proper exit.
2. Keep calm, do not talk, push or run.
3. Stay with your class at all times and stay in line.
4. Walk at a moderately fast pace.
5. Do not re-enter the building until instructed to return.

EMERGENCY TORNADO/DISASTER PLAN

1. WARNING INSTRUCTION – A warning bell or public address system will be used to alert teachers and students to proceed to the designated areas.
2. PROCEDURES
 - A. Teachers in rooms adjacent to a restroom or other rooms not under supervision of a teacher at the time shall be sure that anyone in the room receives the warning and evacuates the room to the shelter areas.
 - B. Teachers shall take attendance registers or class records from which attendance can be taken once students are secure in the shelter areas.
 - C. Students shall be instructed to leave all books, coats, and other belongings and to proceed to the shelter as quickly as possible.
 - D. While going to the shelter, there shall be no talking or running. Lines will move quickly and in order to the shelter areas.
 - E. If time does not allow going to the designated shelter or “safe” area, students and teacher shall assemble in the safest area in a room along an inside wall away from openings, windows, or doors. Children shall be quickly seated with hands on neck or head.

Students may be directed to crawl under desks or other large pieces of furniture to afford some protection.

CONDUCT AND DISCIPLINE CODE POLICY

Education cannot proceed without discipline. Discipline is the presence of a friendly, yet business-like rapport in which students, teachers, and administrators work toward **POSITIVE GOALS**.

STUDENT CONDUCT CODE

The items in this code are applicable to all Upper Scioto Valley School students during a school activity, function, or event whether on school property or other property. Additionally,

this code applies to students if the misconduct take place off of property owned or controlled by the school district but the misconduct is connect to activities or incidents that have occurred on property owned or controlled by the school district. Further, this code applies to students regardless of where the misconduct occurs, when the misconduct is directed at a district official or employee, or the property of such official or employee.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include, but not limited to verbal apology, written assignment, loss of privileges, community service, detention, Saturday school, parental contact, referral to legal authorities, emergency removal, disciplinary removal, out-of-school suspension, in-school suspension, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings. The consequences set forth below are to be used as general guidelines and may be altered within the discretion of the appropriate teacher/administrator.

CODE OF CONDUCT RULE: Definition

ALCOHOL: Use, possession, concealment, transmitting, or being under the influence of an alcoholic beverage, brewed or fermented, is prohibited.

ASSAULT, ASSAULT AND BATTERY: Assault and/or battery or threat thereof to any school personnel, other student, or visitor will not be tolerated.

BOOKBAGS / BACKPACKS: Must be secured in lockers at all times and are not allowed in the classroom setting. Small purses no larger than 8 inches will be allowed.

CAFETERIA VIOLATION: Removing food, candy, juice, etc. outside of the auditeria area is prohibited as well as throwing food, utensils, etc. in order to ensure safety and protect the rights of others.

CARS/VEHICLES IMPROPER USE: No student shall violate traffic and parking regulations on school premises or while under the jurisdiction of the school authorities and cars/vehicles must be operated in compliance with state and local laws.

CHEATING: Giving or receiving assistance (written, oral, or otherwise) on any assignment to be graded as work of a single individual is prohibited.

CHRONIC FAILURE TO BE PREPARED FOR CLASS: Students are expected to have teacher-required materials for class.

COMMUNICATION/ELECTRONIC DEVICES:
Teacher discretion.

DANGEROUS WEAPONS:

A student shall not possess, transport, transmit, conceal or attempt to possess, transport, transmit, or conceal a dangerous weapon, explosive ordnance, dangerous instrument, or “look-alike” weapon, ordnance, instrument or any other object a reasonable person might consider a dangerous weapon, firearm, knife, explosive ordnance or dangerous instrument.

DEFIANCE/ DISRESPECT: The refusal to accept the authority or to carry out the directions, of any school staff will not be tolerated because it destroys a safe and orderly environment. School staff means any teacher, substitute, aide, custodian, cafeteria worker, volunteer, chaperone, bus driver, coach, sponsor, secretary, administrator, or school support staff.

DISCRIMINATION: All persons and groups within the school will be treated with dignity and respect because discrimination destroys the learning environment. Discrimination on the basis of age, gender, race, color, religion, national origin, disabilities, economic status, personal or physical characteristics, or other characteristics of individuals or groups will not be tolerated. This includes actions, gestures, statements (spoken or written), dress, or symbols that insult, offend, taunt, or demean others because of their individual or group differences.

DISRUPTION: Instructional time and/or any extra-curricular time will not be disrupted by students because disruptions interfere with the learning of others and destroy the continuity of the learning process. This includes classes where there is a substitute.

DRESS CODE VIOLATIONS

See specific dress code section

DRUGS AND OTHER SUBSTANCES: The possession, use, distribution or attempted distribution of drugs, (illegal, prescription, and/or over-the-counter drugs), alcohol, inhalant intoxicants, or look-a-like (placebos) or medicine that is not permitted on the school grounds in accordance with the district’s policy governing the use, distribution, and/or possession of medication is expressly forbidden.

FAILURE TO REPORT: It shall be the responsibility of the student to notify a teacher or an administrator immediately if they have reason to believe that there is a legitimate threat that jeopardizes the safety of the school, the school grounds, a school bus, the bus stop, or any school related activity.

FALSE ALARMS: Reporting false alarms, which include fire, and/or bomb threats are expressly forbidden.

FALSE REPORTS: Reporting incidents, making accusations, or giving false testimony, written or verbal, to school personnel is not permitted.

FIGHTING/PHYSICAL ABUSE: Fighting and/or physical abuse among two or more students will not be tolerated. This shall include inciting and/or encouraging others to fight.

GAMBLING: Gambling for money, valuables, or other considerations is forbidden.

HALL PASSES: Students must carry a hall pass when in the hallway during instruction/class/study hall periods.

HARASSMENT: Word, gestures, or physical contact, which offend, intimidate, threaten, abuse, persecute or demean anyone are not allowed. Harassment of students or staff for any reason is prohibited.

IMMORAL ACT: Intentional exposure of part of one's body in a place where such exposure is likely to be an offense against the generally accepted standards of decency in school, including but not limited to rude or inappropriate behavior, is prohibited.

INDECENT MATERIAL: Materials that are vulgar, obscene, profane, or offensive are not allowed because they show a lack of respect for others and distract from the educational process.

MISUSE OF TECHNOLOGY: Computers, computer networks, and other electronic technology shall only be used for valid educational purposes and shall not violate the "Acceptable Use Policy".

OBSCENITY/PROFANITY: The use of vulgar or indecent language or gesture, including actions or displays of an obscene nature is prohibited because it is offensive, illegal, shows a lack of respect for others and disrupts the learning environment.

PLAGIARISM: Students are responsible for giving due recognition of sources from which material is quoted, summarized or paraphrased, as well as to persons from whom assistance has been received.

POSSESSION OF A FIREARM: Students are forbidden to bring a firearm or possess a firearm (including a starter gun or any destructive device) at a school operated by the Board or on to any other property owned or controlled by the Board or to an interscholastic competition, an extracurricular event, or any other school program or activity that is not located in a school or on property owned or controlled by the school. See 18 U.S.C. Section 921.

POSSESSION OF A KNIFE: Students are forbidden to bring a knife or possess a knife at a school operated by the Board or on to any other property owned or controlled by the Board or to an interscholastic competition, an extracurricular event, or any other school program or activity that is not located in a school or on property owned or controlled by the school. See 18 U.S.C. section 921. "Knife" shall be defined as any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material and that is designed or can be used for cutting, slicing, or stabbing; this definition shall include, but is not limited to, straight razors, utility knives, box - cutters, ice picks, pocket knives, switchblades, and buck knives

PUBLIC DISPLAYS OF AFFECTION: Physical displays of affection between students at school or on school property or at a school function is not permitted. No hand holding, no kissing, etc.

REPEATED VIOLATIONS:

SETTING FIRE or ATTEMPTING to SET FIRE: This includes possession of a lighter.

SEXUAL MISCONDUCT: Unwelcome acts of a sexual nature committed by a student against another student without consent including sexual advances, requests for sexual favors and/or other verbal or physical conduct, including written communications of an intimidating, hostile or offensive nature, or action taken in retaliation for the reporting of such behavior are strictly forbidden.

SKIPPING CLASS: When a student is in attendance, skipping a class including study hall or any other assigned activity for a class (without proper authorization) is not allowed.

TARDINESS: Students will be on time to both school and to class.

THEFT: Theft of school property or equipment, theft of personal property of any school personnel, or of another student or visitor, including property at school-sponsored activities is forbidden.

TEMPORARY DENIAL OF ADMISSION: A student may temporarily be denied admission to school after offering an opportunity for a hearing, if the student has been suspended or expelled from an Ohio or out-of-state school district and the period of suspension or expulsion has not expired.

TRUANCY: Truancy from school or any other assigned activity for part or all of a day without school authorization is not allowed.

TOBACCO: A student shall not possess, use, transmit or conceal and tobacco products, including rolling papers, on school premises, during school activities, or events off school grounds. No student shall smoke on school property. Holding a lighted or unlighted cigarette is interpreted as smoking. This includes e-cigarettes.

UNAUTHORIZED SALES: Unauthorized sales are prohibited because they create disruptions.

UNSPORTSMANLIKE OR INAPPROPRIATE BEHAVIOR AT A SCHOOL-SPONSORED ACTIVITY: Students are expected to comply with the rules established by the school and with the rules of the sports, clubs, and activities in which they participate or spectate.

VANDALISM: Vandalism and destruction of school property and/or personal belongings of others is not allowed.

VERBAL ASSAULT: The use of obscene or profane language, harassment, or threats on a staff member or student is prohibited.

BULLYING/HARASSMENT OUTSIDE OF SCHOOL

Students may be given school consequences and discipline if bullying, harassment or intimidation takes place outside of school and materially or substantially disrupts the educational environment and discipline of the school.

DETENTIONS

Students given a detention will have a minimum of 24 hours to notify their parents. A detention may be before or after school. A student should come to this period with materials for study. **Students are required to provide their own transportation.** Failure to report to assigned detention periods may result in additional discipline.

RULES FOR DETENTION:

1. Be on time. You cannot leave until the detention is over and the Detention Supervisor has dismissed you.
2. An administrator or the Detention Supervisor may assign you writing projects to complete before beginning your homework. Bring school assignments and materials for study.
3. Bring paper, pencils, and other necessary materials.
4. Stay busy with school assignments the entire time. Students may not sit idly or sleep in detention. Students who do not bring homework will be assigned work by the detention supervisor.
5. Do not talk or cause any distractions or disruptions.
6. Students who do not attend detention will be assigned additional disciplinary action. The only permissible excuses are personal illness or death in the family. If a student is at school and does not attend detention, a doctor excuse must be provided or the student will face further disciplinary action. **Transportation problems are not reasons to miss detention. Students are required to adjust extracurricular schedules to accommodate assigned detentions.**

SATURDAY SCHOOLS

Students given a Saturday School will be given a minimum of one day to notify their parents. Saturday Schools will be held on Saturday mornings from 8:00 until 11:00. Failure to report to assigned Saturday School may result in additional discipline. Students are required to provide their own transportation.

RULES FOR SATURDAY SCHOOL:

1. Be on time. You cannot leave until the Saturday School is over and the Saturday School Supervisor has dismissed you.
2. An administrator or the Saturday School Supervisor may assign you writing projects to complete before beginning your homework. Bring plenty of work. You will need schoolwork to last the entire three-hour time period. Students who do not bring work will be assigned work by the supervisor. Failure to complete that assignment will result in removal from Saturday School and suspension from school.

3. Bring school materials including paper, pencils, books, and other necessary items. Do not bring candy, beverages, radios, cards, magazines, or any other food or recreational items.
4. Be ready to work. You will not be allowed to put your head down on the desk and/or sleep.
5. Wear clothes that follow the school dress code.
6. Follow all rules, behave, and cooperate with the teacher in charge; Failure to do so can result in removal from Saturday School.
7. Students who do not attend Saturday School will face additional disciplinary action. The only permissible excuses are personal illness or death in the family. **Transportation problems are not reasons to miss a Saturday School. Students are required to adjust extracurricular schedules to accommodate assigned Saturday Schools.**

IN-SCHOOL SUSPENSION

In-School Suspension is a disciplinary action which results when a student's behavior warrants the student to be excluded from the everyday school environment yet still remain in school. This method of discipline is on the progression of discipline. During In-School Suspension, a student is able to complete the assigned school work and receives credit for the completed school work. The time a student spends within In-School Suspension does not affect a student's attendance. During this time the student will have limited lunchroom and restroom privileges and may be excluded from assemblies or additional activities. The In-School Supervisor, teachers and/or principal may assign additional seatwork if necessary.

SUSPENSION/EXPULSION

A student may be suspended or expelled in accordance with Board Policy and the law, for violation of the Student Conduct Code and other school rules and Board Policy.

Suspension or expulsion from school means that the student shall not be on school property and shall not attend classes or activities during the inclusive times of suspension or expulsion. Suspensions and expulsions that are out of school and the days missed may be considered unexcused absences. A student who is suspended shall be permitted to complete any classroom assignments missed during the suspension.

The Superintendent may prohibit a student from attending and/or participating in the District's graduation ceremonies as part of a student's suspension, expulsion, or removal from school.

EMERGENCY REMOVAL

If a student's presence on school premises poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the student may be removed from school premises on an emergency basis, without notice and a hearing under the normal due process

procedures. If a student is so removed, written notice of a hearing and the reason for the removal will be given to the student as soon as practicable before the hearing, and such hearing will be held within three school days from the time the initial removal was ordered. If a student is so removed for a period of less than one school day and suspension or expulsion is not contemplated, no notice or hearing will be given.

EXPULSION FOR ONE YEAR

A student will be expelled for one year for bringing a firearm to school or to any other property owned or controlled by the Board.

A student may be expelled for one year for bringing a firearm to an interscholastic competition, and extracurricular event, or any other school program or activity that is not located in a school or on property owned or controlled by the Board.

PHYSICAL RESTRAINT

Section 3319.41 of the Ohio Revised Code specifies that: A person employed or engaged as a staff member, teacher, principal or administrator in a school, whether public or private, may, within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil for the purpose of self-defense, or for the protection of persons or property. USV administration and staff have been trained in the CPI physical restraint program.

PERMANENT EXCLUSION

In accordance with the law, the Board of Education may seek to have the State Superintendent of Public Instruction permanently exclude a student who has been convicted of or adjudicated delinquent for the reason of the following offenses, committed while the student was sixteen years of age or older:

1. Carrying a concealed weapon, or conveying or possessing a deadly weapon or dangerous ordinance on property owned or controlled by a Board of Education or at an activity under the auspices of this Board.
2. Possession, selling, offering to sell, and/or trafficking in controlled substances on property owned or controlled by a Board of Education or at an activity under the auspices of this Board.
3. Murder, aggravated murder, voluntary or involuntary manslaughter, assault or aggravated assault, or rape.
4. Gross sexual imposition that was committed on property owned or controlled by the Board of Education or at an activity under the auspices of a Board of Education, if the victim was an employee of the Board of Education.
5. Complicity to commit any of the above offenses, regardless of where the complicity occurred.

COMMUNITY SERVICE

The Superintendent may instead require a student to participate in a community service program or another alternative consequence for a number of hours equal to the remaining part of the period of the suspension. The student shall be required to begin such community service program or alternative consequence during the first full week day of summer break.

The Superintendent may develop a list of appropriate alternative consequences, and set forth such list in the applicable guidelines.

In the event, the student fails to complete the required community service or the assigned alternative consequence, the Superintendent may determine the next course of action. Such course of action, however, shall not include requiring the student to serve the remaining time of the suspension at the beginning of the following year.

PROHIBITION FROM PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

The Board authorizes the Superintendent or other district administrative personnel to prohibit a student from participating in any particular or all extracurricular activities for such period of time as the person implementing the prohibition determines to be appropriate.

The decision of the person implementing the prohibition is final. No appeal is permitted.

Upper Scioto Valley **Athletic Code of Conduct**

It shall be the purpose of Upper Scioto Valley High School and Junior High School to provide a well planned and well-balanced program of interscholastic athletics for our students, who are enrolled, attend, and who meet the academic and residential standards of the Upper Scioto Valley School District. Competitive sports are an important part of the total education program for students in our school. Athletic activities will provide educational experiences not otherwise provided in the curriculum. Emphasis will be upon teaching through activities in addition to teaching the skills of the activities. Every attempt will be made to provide numerous opportunities for students to participate in activities, which promote growth and development, teach social and recreational skills, and develop leadership qualities. Participation in athletics is not a right but a privilege to those students that follow the rules of the code of conduct. The interscholastic athletic program will operate and be managed under policies and guidelines set forth by the Upper Scioto Valley Board of Education, the Ohio High School Athletic Association, and the Northwest Central Conference.

The athletic program shall be based on the following premises:

1. That interscholastic athletics are an integral part of the overall educational program.

2. That the total development of the student is our main concern.
3. That the fundamental functions of the school lie in the work within the classrooms and that extracurricular work should supplement, not interfere with the basic functions for which schools are established and maintained.
4. That the contest rules, regulations, and supervision of the programs should ensure the maximum protection of the health and safety of the participants.
5. That athletics is an important area, in the total operation of the school program, which is exposed to public view.

Eligibility and Training Rules

By participating in athletics at Upper Scioto Valley High School and Junior High School, students are accepting the responsibilities of an athlete and will abide by all policies, rules, and regulations established by the Upper Scioto Valley Board of Education, the Ohio High School Athletic Association, the Northwest Central Conference, and the coach. The Code of Conduct takes effect the first day of practice and continues to the end of the season as described by the OHSAA.

Members of the athletic teams at Upper Scioto Valley must be aware of the important role they have in representing their school and community. Team members are recognized outside the school. For this reason, students must be willing to accept this unique role as ambassadors of the school. If athletes are to truly accept this role, they will reflect this in their conduct and training all year as well as the time in season.

The following rules and regulations have been developed to serve as a basis for all sports at Upper Scioto Valley Junior High School and Senior High School.

I. Participation

The seasons for two or more sports may be held concurrently. An athlete may participate in two sports at the same time. A primary sport must be identified and documented, prior to the season beginning, per a district form. Cheerleaders wanting to cheer and play a sport can do so under the same guidelines. If an athlete is on a squad after the first 2 weeks of participation in that sport, he or she cannot be a candidate for another concurrent sport during the school year.

II. Scholastic Eligibility

Students must meet all Ohio High School Athletic Association scholastic eligibility requirements as well as those established by the Upper Scioto Valley Board of Education. Eligibility for each grading period is determined by the grades received the preceding grading period. **Semester average, exams, and yearly averages have no effect on eligibility.**

ATHLETIC ELIGIBILITY

To be eligible to participate in athletics a student must meet the following requirements:

1. During the preceding grading period, the students in grades 7-12 starting must have received passing grades in all classes taken or a GPA of 2.5.
2. Any student must pass a minimum of five credits.
3. The eligibility or ineligibility of a student for the first grading period commences with the start of the fall sports season. At all other times eligibility or ineligibility continues until the start of the new grading period. Note: Follow the calendar for the student's school of record for the grading period (i.e. Ohio Hi-Point).
4. Any student that is ineligible in grades 7-12 that has only one F, can become eligible at interim time provided they have **no** F's at this time.
5. An athlete who is academically ineligible may practice with the team with the approval of the head coach, the athletic director, and the high school principal.
6. **Meet all other eligibility requirements mandated by the Ohio High School Athletic Association.**

Note: An athlete may begin practice for a sport during the grading period in which he/she is ineligible upon the approval of the Head Coach, Athletic Director and Principal, but he/she may not participate in any scrimmage or game contest until he/she is eligible for participation.

III. Non-Interscholastic Participation

Participation in a non-interscholastic contest, while a member of a school squad in the same sport, is prohibited. An athlete becomes a member of a squad by participating in an interscholastic event (scrimmage, preview, or regular season contest). (10-3-1) An athlete may have no contact with the school coaching staff in a non-interscholastic program except from June 1 – July 31. (4.2)

IV. Citizenship

- A. The school has the right to subject any athlete to disciplinary consequences for any **misconduct by an athlete that occurs off of property**, but that is connected to activities or incidents that have occurred on property owned or controlled by the district. Also, any misconduct by an athlete that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee. This includes, but is not limited to, the promotion or creation of indecent material.
- B. Improper conduct will lead to direct disciplinary action by the administration. Improper conduct is anything deemed as such by school staff and administrators according to the athletic policies, student handbook, and board policies.

Disciplinary action to be determined based on the nature and severity of the offense.

- C. Hazing/Harassment of other athletes or students will not be tolerated and will be handled by the coaches and administration. No district employee shall plan, direct, encourage, aid in, permit, condone, or tolerate hazing or harassment in any form. An athlete involved in hazing or harassment will first be removed from the team while an investigation is conducted. Following the investigation, a determination will be made by the administration based on its finding as to whether or not the athlete will be permitted on the team again. Also, further disciplinary consequences could occur at the discretion of the administration.

V. Attendance

An athlete must attend school a half-day (11:40 a.m. - prior to / after) to be able to participate or play the same day. If an athlete has an excused absence from the office, other than illness, they will be able to participate or play that day with permission of the athletic director or principal. Athletes, too ill to be in school a half-day, are not permitted to practice or play in a game that night.

VII. Travel

All athletes and cheerleaders must ride the approved transportation to and from competitions. Exceptions will only be made through the principal or athletic director.

VIII. Drugs/Alcohol/Tobacco

A. Athletes shall not use, possess, transport, or furnish illicit drugs or other toxic materials this may include prescription drugs or over the counter drugs in the wrong manner; use, consume, or transport alcohol or tobacco products. This includes e-cigarettes. (steroids are considered illicit drugs unless prescribed by a physician).

B. Athletes shall not participate in criminal acts, which violate the sense of propriety and decent of community or law. **THERE WILL BE NO VERBAL WARNINGS. All punishments will begin immediately after all facts of the infraction have been reviewed.**

Alcohol/Tobacco Violations

1. **FIRST OFFENSE** – Athlete will be denied participation in the specified number of contests as follows:
 - a. 2 regular season/tournament contests – football and football cheerleading
 - b. 4 regular season/tournament contests – track, volleyball, golf, basketball, baseball, softball, and basketball cheerleading

Denial of participation in athletic contests will carry over into the next sports season. (ex: If only 1 game remains in the football season, and the athlete is

suspended for 2 games, the athlete will be denied participation in the first game of **the next sports season** in which he/she participates in.)

2. **SECOND OFFENSE** – Athlete will be denied participation for the remainder of the season and/or 40 % of the next sports season. In addition, the athlete must attend an assessment program and follow all recommendations made by the program. The athlete will be denied participation until this requirement has been met. The athlete has one week to contact a licensed/certified assessment group to set up sessions. All costs associated with the assessment/education will be the responsibility of the athlete and his/her family.
3. **THIRD OFFENSE**– Athlete will be denied participation in all athletic activities for one calendar year. The athlete must also receive an assessment and follow all recommendations of the assessment. The athlete will be denied participation until this requirement is met.
4. **FOURTH OFFENSE** – Athlete will be denied participation in all athletic activities for the remainder of his/her high school career.

In order for an athlete who has been denied participation due to drugs/alcohol/tobacco use to return to the athletic program, he/she must complete the recommendations of the assessment program including a written report indicating the athlete's successful completion of the recommendations presented to the principal.

Illicit Drugs

1. **FIRST OFFENSE** – Athlete will be denied participation for the remainder of the season and/or 40 % of the next sports season. In addition, the athlete must attend an assessment program and follow all recommendations made by the program. The athlete will be denied participation until this requirement has been met. The athlete has one week to contact a licensed/certified assessment group to set up sessions. All costs associated with the assessment/education will be the responsibility of the athlete and his/her family.
2. **SECOND OFFENSE** – Athlete will be denied participation in all athletic activities for one calendar year. The athlete must also receive an assessment and follow all recommendations of the assessment. The athlete will be denied participation until this requirement is met.
3. **THIRD OFFENSE** – Athlete will be denied participation in all athletic activities for the remainder of his/her high school career.

In order for an athlete who has been denied participation due to drugs/alcohol/tobacco use to return to the athletic program, he/she must complete the

recommendations of the assessment program including a written report indicating the athlete's successful completion of the recommendations presented to the principal.

Violations of the athletic code of conduct are cumulative from the beginning of the athlete's seventh grade year to the final day of possible participation of an athlete's senior year

GENERAL ATHLETIC GUIDELINES

Pre-Season Parent's Meeting

At the beginning of each sports season there will be a **mandatory preseason** meeting which requires the attendance of athletes and their parents. This meeting shall consist of (a) a review of the student-eligibility bulletin and key eligibility requirements; (b) a review of the school's Athletic Code of Conduct; and (c) a sportsmanship, ethics, and integrity component as directed by the OHSAA.

Squad Selections

It is the philosophy of Upper Scioto Valley High School and Junior High School that athletic participation be open to as many students as possible. However, due to limitations of space, equipment, and number of players needed, it is sometimes necessary to limit the number of athletes on a particular squad. The criteria and date for squad selections will be established by the coach and explained to all candidates. Coaches will have a one-on-one meeting with each individual who is not selected for a squad. Athletes and parents should note that squad selection is, by its very nature, subjective in judgment. As long as the coach follows the principles listed previously, the administration will not intervene.

Communication/Chain of Command

Any communication/grievance athletes or parents have must be channeled through the following people in the following order:

1. Coach
2. Athletic Director
3. Principal
4. Superintendent
5. Board of Education

Awards

Upper Scioto Valley athletes will be honored at the conclusion of the fall, winter, and spring sports seasons.

1. All athletes who complete a sport season will receive a certificate of participation. Awards will be made at the end of each sport season as determined by the head coach of each sport.
2. Additional awards beyond the above certificate are:

- a. A Varsity “U” will be awarded only once in an individual’s career
 - b. A sport insignia will be given for 2nd year awards
 - c. A bar will be given for 3rd year awards
 - d. A trophy/plaque will be given for 4th year awards
 - e. A RAM AWARD will be given to one individual per Varsity Team
3. An athlete who is selected 1st Team All-Ohio or has scored a point (1) in an individual sport at a state championship, will have their picture and plaque placed in the USV ALL OHIO HALL OF FAME in the Field House Lobby.
 4. Any league champion or regional qualifier teams will have a banner placed in the high school gymnasium.
 5. Any state championship or runner-up teams will have a team picture placed in the high school gymnasium.
 6. Any league champion or district champion teams will have patches awarded to team members.
 7. Coaches are permitted to award special awards for their sports individual efforts. These must be cleared through the athletic director before presentation. They will be $\frac{1}{4}$ of the total number of players on the squad. Example: If you have a total of 28 players on your team you will be allowed up to 7 special awards to be handed out.

Award Ceremonies

Any student/athlete who does not attend the awards ceremony will not be issued any type of an award that may have been earned. An excuse would have to be approved by the Head Coach, Principal, and Athletic Director and be approved before the ceremony.

Inclement Weather Practice Sessions

In the event of cancellation of school, practices at the varsity level are allowed if traveling conditions have improved. The safety of the athlete is to be given prime consideration in making the decision to hold practice. At no time will the athlete be required to attend a practice if the safety of the athlete is in question. All junior high practices/games will be cancelled.

Dismissal/Quitting

Any athlete who has been dismissed from a squad for any violation during a sport season will not be eligible to participate on any other athletic squad or conditioning program including weight room during the same sports season. If an athlete quits a squad after the first scheduled contest, they must obtain a release from the head coach in that sport and be given approval by the athletic director/principal before they enter a conditioning program of another sport in the same season.

DRESS CODE

The Principal/Assistant Principal will decide if parents should be called to bring clothes or

clothes may be issued to the student. Any time out of the classroom for dress code violations will be counted as unexcused and the student will be unable to receive credit for missed assignments.

1. No low-cut or revealing clothing. Tops must not be cut low under the arms, and they must overlap the pants at all times. All tops must be factory hemmed at the sleeve, neck and bottom.
2. No clothing or accessories with offensive language or designs promoting alcohol, drugs, tobacco, sex or discriminating images.
3. Shorts, dresses and skirts must be fingertip in length.
4. No tank tops, undershirts, halter shirts or blouses exposing the shoulder / neckline, will be worn as outer garments.
5. Shoes must be worn at all times.
6. Heavy winter coats may not be worn during school. This includes Varsity jackets.

SEARCH AND SEIZURE

A student shall not use school property to store items considered to be dangerous, prohibited by law or school rules. If there is reason to believe that such items are being stored on school property or at school activities, or if such items may be on a student's person or in personal items, then a reasonable search and seizure will result. If a school official believes that a student has on his person a weapon or substance dangerous to persons or property, then the official has the right and duty to conduct an immediate search and seizure.

LOCKERS

Each student will be assigned a school locker. The locker is the school's property and the school reserves the right to inspect the locker at any time with or without the student being present and without prior notice. The administrator in conjunction with at least one other staff member will do the inspection. Lockers are to be kept neat, cleaned, and locked. Each student is liable for contents of his/her locker. Any contents that are a violation of school code will result in disciplinary action. If you do not want to abide by the above locker rules, you may refuse use of the locker. If so, you will then have to carry your books and paper with you to each class. All bookbags, backpacks and purses (of any kind) are to be placed in lockers and not transported into classroom settings, during school hours.

USE OF MOTOR VEHICLES

Students are allowed to drive to and from school under the following conditions. Students must complete the Student Vehicle Form 5515 F1 and provide the principal with a copy of his/her

driver's license. Students must realize that driving to school is a privilege and this may be revoked at any time.

FEES AND FINES

The Upper Scioto Valley Board of Education furnishes textbooks for each pupil, but the student must pay for expendable items such as notebooks, paper, pencils, workbooks and lab fees. Each grade/class will have fees that should be paid as soon as possible. The library and various departments will charge a normal fine for overdue, damaged or lost books.

ANNOUNCEMENTS

Announcements are given every morning. Students need to listen carefully to know what is expected of them. The staff member must sign and date all announcements to be made.

FIELD TRIPS

Field trips are an additional educational experience to connect learning both in and out of the classroom. However, they are a privilege, and not a right. Students must meet the following criteria in order to participate:

Teacher / Field Trip Supervisor Responsibilities:

- Designated form: completed by the 15th of the previous month for busing
- Principal approval required
- Email a list of students to affected teachers 3 days prior
- Determining of student eligibility for field trip attendance
- Must have an emergency medical for each student and a parent consent form (board policy)

Student Responsibilities:

- Good academic standing (no grade lower than C-)
- 2 or fewer discipline referrals
- Non-excessive absenteeism

18 YEARS OLD

Although the 18-year-old is at the age of majority and therefore can legally make decisions, the 18-year-old must abide by the school rules required of all students. Permission granted from office and parental contact will still be made on early dismissals or late arrivals.

LUNCH ROOM

Occasionally school activity groups will have lunch brought in from outside. Provided the

advisor supervises, this action will be accepted with prior approval. All other lunches are to be handled in one of two ways.

1. Bought in the cafeteria
2. Brown bagged in the morning. Occasionally, a parent may bring their child's lunch to them at lunchtime. This would be considered brown bagging, and we ask that this arrangement be made prior to the start of the day to avoid disruption.

VISITORS

Visitation by parents is welcome. Classroom observation requires advance notice and approval. Student visitors are not permitted except under very special circumstances. We do not permit the visitation of little brothers or sisters. All visitors should report to the office upon entering the building to sign in on the visitor sign in sheet.

LOST AND FOUND

Lost and found articles are kept in the office or other areas around the building. Students who are looking for lost articles should check in the office immediately. The office will dispose of any article not claimed within a reasonable length of time.

STUDENT INJURIES

If you are injured coming to school or while at school, you should report to the duty teacher or to the office immediately to see if first aid treatment is necessary. If the nurse, principal, secretary or teachers cannot treat the injury, parents will be called. A pupil will not be sent to the doctor or hospital without parent's consent or authorization except under emergencies. The rescue squad will be called on all serious injuries.

ASSEMBLIES

All assemblies will be held on school grounds. The following is a list of important assembly manners:

1. Stay with your class / ram time on the way to the program.
2. Sit with your class / ram time during the assembly
3. You may talk quietly with your neighbor before the program begins.
4. Appearance of a speaker is your cue to stop talking and come to attention.
5. Do not talk during the assembly.
6. Leave the assembly only when excused and in an orderly manner.

STUDENT INSURANCE

Students choosing to purchase insurance through the school should pick up a form in the office and return it before September 15.

TAKING MEDICATION IN SCHOOL

A student taking medication during school hours must bring the medication and the physician's request form for administration of medication, if applicable, to the office when arriving at school. This includes over the counter medications the child wishes to take at school. The administration of prescribed medications, the possession of emergency medications (asthma inhalers, epi-pens) and over the counter medications are governed by Board Policy.

NEWS MEDIA

Newsletters for the parents will be published throughout the year. A monthly calendar of events will be available in the high school and middle school office. Special events and articles about our students and the school will appear in the Ada Herald and Kenton Times throughout the year.

SCHOOL DANCES

All school dances including but not limited to Homecoming and Prom are for high school students only, unless otherwise noted. If you are bringing a date from another school or someone who is out of school permission must be obtained from the high school office. This permission slip must be filled out five days before the dance or event.

SCHOOL DELAYS/CANCELLATIONS

The arrival of winter brings severe weather conditions and possibly school delays or cancellations. When conditions warrant delays or closing school, stations carrying the announcements include:

<u>Station</u>	<u>Call No.</u>	<u>Location</u>
WIMA	1150 AM	Lima
WIMT	102.1 FM	Lima
WKTN	95.3 FM	Kenton
WZOO	92.1 FM	Lima
WLIO TV	Channel 35	Lima
WBNS TV	Channel 10	Columbus

BUS TRANSPORTATION

The bus drivers will give the students a copy of bus rules for behavior when riding the bus. Failure to obey these safety rules may result in temporary or permanent suspension from riding your assigned bus. Students are permitted to ride only the bus they have been assigned. School

bus transportation is a privilege and not a right; and the bus driver is the sole authority on the bus while students are being transported. (A.C. 3301-83-08) Parents are responsible for: (A.G. 8600)

- a. the safety of their child while going to or from the bus stop and while waiting for the school bus, including waiting for a school bus at their designated place of safety;
- b. their child being at the bus stop prior to scheduled pick-up time;
- c. damage by their child to school buses, personal property, or public property.

In order to provide children riding the bus the safe transportation they deserve, the district has adopted the following rules, believing all students can behave appropriately and safely while riding on a school bus. Misbehavior will not be tolerated. At times during the year your child may be videotaped on the bus.

The Student Conduct Code as stated in the student handbook must be followed.

1. All students are assigned a permanent pick-up and drop-off point, when riding the bus students will only be permitted on or off at that point.
2. Students that cross in front of the bus must stop at their designated place of safety and wait on the driver's hand signal before crossing. All students upon exiting the bus must go directly to their designated safe spot and stay there until the bus has safely cleared the area. Students needing to go to the mailbox should do so after the bus is out of sight.
3. Stay in assigned seat while the bus is moving.
4. Keep hands, feet and personal objects to yourself and inside the bus.
5. Do not distract the driver through misbehavior.
6. No smoking, bad language, rude gestures, teasing, or bullying on the bus.
7. No eating or drinking on the bus.
8. Animals, firearms, ammunition, weapons, explosives, or other dangerous materials or objects are prohibited on buses. (AG 8600)
9. Pupils must not have alcohol or drugs in their possession on the bus.
10. There shall be no use of cell phones on the school bus.

If a student chooses to break a rule, the following consequences will be applied:

1st Incident: Driver warns student

2nd Incident: Reassign seat and conference with driver

3rd Incident: Discipline slip sent to principal

Severe, illegal, or continuous misbehavior: Student will lose bus privileges

7th – 8th Grade

First offense – Bus suspension for one (1) day

Second offense – Bus suspension for three (3) days

Third offense – Bus suspension for five (5) days

Fourth offense – Bus suspension for ten (10) days

Fifth offense – Bus suspension for the remainder of the school year

9th – 12th Grade

First offense – Bus suspension for three(3) days

Second offense – Bus suspension for five (5) days

Third offense – Bus suspension for ten (10) days

Fourth offense – Bus suspension for the remainder of the school year

The transportation policy has already been discussed with your child. Please discuss it with him or her to be sure it is understood. Thank you in advance for your support of the district's program. If you have any questions or comments, please contact the school administration at 419-757-3231

SEXUAL HARASSMENT

The Upper Scioto Valley School District is committed to eliminating and preventing sexual harassment from all school and facilities. Sexual harassment is improper, immoral, illegal, and will not be tolerated within the district. This policy is implemented to inform both students and personnel as to what sexual harassment is and what procedures are to be followed in dealing with sexual harassment within the district.

Definition of Sexual Harassment

Prohibited harassment includes, but is not limited to the following:

1. Unwanted sexual advances, including propositioning, repeatedly asking someone out for a date after it is clear that the person is not interested.
2. Making or threatening reprisals after a negative response to sexual advances.
3. Non-verbal conduct: leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoon, or posters.
4. Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes, making sexually based remarks about another person's or one's own body.
5. Verbal abuse of sexual nature, graphic verbal commentaries about an individual, suggestive or obscene letters, notes or invitations.
6. Physical conduct: touching assault, impeding or blocking movement.

The Board's sexual harassment policy is intended to protect against sexual harassment before it becomes actionable sexual harassment. The term "sexual harassment" is intended to mean sexual harassment in the broadest meaning of that term in current popular as well as legal usage.

AGGRESSIVE BEHAVIOR TOWARD STUDENTS

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. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes, physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property 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, or where an employee is engaged in school business.

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 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, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student that 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 a teacher or counselor 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.

If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

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. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. 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.

“Bullying” is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

“Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

“Intimidation” includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another’s property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

“Menacing” includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

“Harassment, intimidation, or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- A. physically harming a student or damaging a student’s property;
- B. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property; or
- C. creating a hostile educational environment.

Students may be given school consequences and discipline if bullying, harassment or intimidation takes place outside of school and materially or substantially disrupts the educational environment and discipline of the school.

“Staff” includes all school employees and Board members.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intro-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as **hazing**, consult Policy 5516.

Confidentiality

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building.

The superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

Students may be given school consequences and discipline if bullying, harassment or intimidation takes place outside of school and materially or substantially disrupts the educational environment and discipline of the school.