

Valley View Junior High

2021 - 2022

Student/Parent

Handbook

202 Jackson Street
Farmersville, Ohio 45325
Phone (937) 696-2591
Fax (937) 696-1007

Valley View Web Site www.valleyview.k12.oh.us

Approved by the Valley View Board of Education



Principal's Message

Principal's Message

We would like to welcome you to the 2021 - 2022 school year. As a new principal this year in the district, I am very excited to get to know all of our staff, students, parents and community members as well as be a part of the Valley View family. The staff and I are excited to have you as a student in our hallways and we will do everything we can to make your high school experience one that is memorable and successful. This handbook was developed to answer many commonly asked questions and contains important information that you are responsible for knowing. Expectations and procedures outlined in this handbook are designed to allow all Valley View students an opportunity to maximize their experience here with us and receive the education they need to propel them into their futures. All students are expected to arrive on time for the school day as well as to all classes, adhere to all staff members expectations, be respectful and respected, and embrace a growth mindset throughout your years at Valley View Junior High School.

Clear communication between staff, students, and parents will be crucial to ensure the success of all students here at Valley View. In order to keep parents and students informed of progress in school, information is provided on Progress Book. Parents are also encouraged to engage in two-way communication with their child's teachers and support staff by informing them of suggestions or concerns that may help their child better accomplish their educational goals. **ParentSquare** is the primary tool used by Valley View Local Schools to communicate with parents. Safety is a top priority here at Valley View. Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures, and drills are held to teach students how to respond in emergencies. It is required that all students have an Emergency Medical Authorization Form completed and signed by a parent or guardian on file. Parents whose child has specific health care needs should alert the school regarding those needs in writing and with proper documentation by a physician to the school attendance office.

Our goal is to allow all students to have a successful year and make the most of their experience here at Valley View.

Patrick McKee
VVJH Principal

Vision: Forging our future, growing our community.

Mission: We are an educational community committed to fostering lifelong learning.

Core Values: Valley View Spartans are committed to educational excellence by demonstrating collaboration, inclusivity, responsibility, respect and resourcefulness.

Equal Education Opportunity

This district provides an equal educational opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, or national origin, has the right to file a complaint. Complaints and/or questions should be directed to the School District Compliance Officer, Mr. Ben Richards-Superintendent – 855-6581. Complaints will be investigated and a response provided to the person filing the complaint. The

Compliance Officer can provide additional information concerning equal access to educational opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises a complaint.

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

Nondiscrimination

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

Complaint Procedure

Section I

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

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

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

Section II

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

Step 1

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

days of the written complaint being filed. The Civil Rights Coordinator will notify the complainant in writing of his/her decision and will maintain the District's files and records relating to the complaint.

Step 2

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

Step 3

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

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

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

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

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

Prohibition Against Retaliation

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

Student and Staff Well Being

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

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

For Individual Information & Email Addresses go to Valley View Web Site – www.valleyview.k12.oh.us

Central Office Personnel

Mr. Ben Richards	Superintendent
Mr. Rick Wharton	Transportation
Ms. Laura Sauber	Treasurer
Mr. Kevin Phillips	Director of Student Services
Mrs. Nicole Thomas	Director of Curriculum
Mr. Eric Depew	Director of Operations
Mr. Todd Kozarec	Director of Administrative Services
Mrs. Samantha Howard	EMIS
Mrs. Michelle Gephart	Food Service Coordinator

Board of Education

Mrs. Angie Valenti	President
Mrs. Spencer Izor	Vice President
Mr. Elliott Boyd	Member
Mr. Ben Degroat	Member
Mr. Tom Goglein	Member

School Information

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

Board of Education Office

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

Mrs. Lindsey Schmidt Principal Grades PK-6

Junior High School Personnel

Administration

Mr. Patrick McKee	Principal Grades 7-12
Mr. Andy Berry	Dean of Students

Secretarial Staff

Mrs. Cooper	Secretary
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Faculty

Mrs. Abner	Choir	Mr. Adams	Social Studies
Mrs. Boyd	Speech	Ms. Grunkemeyer	Math
Mr. Burns	Band/Music Tech	Mrs. Carmack	Guidance Counselor
Mrs. Weaver	STEM	Mrs. Evans	Art
Mrs. Firstenberger	Language Arts	Mr. Genslinger	Health/PE
Mr. Soliman	Science	Mrs. Harshberger	Language Arts
Mr. Kummer	Special Education	Mrs. Jarrell	Math
Mrs. Balfour	Cultural Explorations	Mrs. Kummer	Special Education
Mr. Tolliver	Social Studies	Mr. Stoutenborough	Science
Mrs. Phillips	SEL Coordinator	Mrs. Vance	Computers

Support Team

Mr. Focht	Day Custodian	Mr. Pitsinger	Evening Custodian
Mr. Moyer	Evening Custodian	Mr. Sears	Evening Custodian
Mrs. Littrell	Instructional Aide	Mr. Stubbs	Instructional Aide
Mrs. Lucas	Library/Instructional Aide	Mrs. Lisa Izor	Library/Study Hall

Cafeteria Team

Michelle Gephart, Food Services Coordinator

Kathy Stebbins

Mary Shank

Barbara Bunger

School Meal Prices For 2021 - 2022

*Grades 7 – 8 \$2.65 *Spartan Special \$3.15 Reduced \$.40

*Prices subject to change

Breakfast is offered daily from 7:-7:30

Regular \$1.75 Reduced Price \$.30

School Contact Information

Board of Education / Superintendent – (937) 855-6581

Valley View Primary – (937) 855-6571

Valley View Intermediate – (937) 855-4203

Valley View Junior High – (937) 696-2591

Valley View High School – (937) 855-4116

VVJH Daily Schedule

7:23	Warning Bell
7:28-8:21	First Period (53 minutes)
8:24-9:16	Second Period (52 minutes)
9:19-10:11	Third Period (52 minutes)
10:14-11:06	Fourth Period (52 minutes)
11:09-12:34	Fifth Period
Lunch A 11:09-11:39	Class 11:42-12:34 (52 minutes)
Lunch B 12:04-12:34	Class 11:09-12:01 (52 minutes)
12:37-1:29	Sixth Period (52 minutes)
1:32-2:25	Seventh Period (53 minutes)

Spartan Time Schedule

7:23 Warning Bell

7:28-7:58 Spartan Time (Advisory Class)

8:01-8:48 First Period (47 minutes)

8:51-9:38 Second Period (47 minutes)

9:41-10:28 Third Period (47 minutes)

10:31-11:18 Fourth Period (47 minutes)

11:21-12:41 Fifth Period

Lunch A 11:21-11:51 Class 11:54-12:41 (47 minutes)

Lunch B 12:11-12:41 Class 11:21-12:08 (47 minutes)

12:44-1:33 Sixth Period (49 minutes)

1:36-2:25 Seventh Period (49 minutes)

Two-Hour Delay Schedule

9:23 Students enter the building

9:28-10:04 First Period (36 minutes)

10:07-10:42 Second Period (35 minutes)

10:45-11:20 Third Period (35 minutes)

11:23-12:31 Fifth Period

Lunch A 11:23-11:53 Class 11:56-12:31 (35 minutes)

Lunch B 12:01-12:31 Class 11:23-11:58 (35 minutes)

12:34-1:09 Fourth Period (35 minutes)

1:12-1:47 Sixth Period (35 minutes)

1:50-2:25 Seventh Period (35 minutes)

Two-hour Early Dismissal Schedule

7:23 Warning Bell

7:28-8:04 First Period

8:07-8:43 Second Peirod

8:46-9:23 Third Period

9:26-10:02 Fourth Period

10:05-10:41 Seventh Period

10:44-11:20 Sixth Period

11:23-12:25 Fifth Period

Lunch A 11:20-11:50 Class 11:53-12:25

Lunch B 11:55-12:25 Class 11:23-11:55

Valley View Junior High Philosophy and Objectives

The purpose of Valley View Junior High is to provide a positive educational atmosphere for the development of the individual student's intellectual capacity and the skills and attitudes necessary for becoming a self-fulfilled and contributing member of a changing society. We recognize that each student is unique, but share common needs. Learning activities will be developed that will address the needs of the entire school population. Teachers, administrators and others involved in the educational environment should work with parents, students, and community in the educational process. It is the duty of all educators to work toward providing the conditions under which education is most relevant and effective.

Objectives

1. The overall school environment will:

Provide training in the basic skills of reading, writing, computation, life skills, and help the student express his/her ideas clearly, accurately, and logically in writing and speaking.

2. To encourage imaginative and innovative thinking to help the student discover and foster individual talents.

3. To offer various curricular and extracurricular activities to help the student discover and develop interests and abilities.

4. To enable the student to understand motives, emotions, limitations, and capabilities.

5. To create an atmosphere conducive to enthusiastic learning and to promote the idea of learning as a life-long process.

6. To encourage self-reliance and acceptance of responsibility.

7. To provide physical training and instruction to develop sound and healthy bodies, encourage enjoyment of leisure activities, and promote good sportsmanship.

8. To help the student become aware of the dangers of using and abusing alcohol and other drugs.

9. To encourage cultural development by providing opportunities for aesthetic development and by promoting an understanding of persons belonging to a different racial, cultural, or ethnic group.

10. To provide the handicapped student with the least restrictive environment possible to promote growth of the whole child.

Education is a partnership between families and schools.

Parents/Guardians responsibilities:

- encourage students to do their best work in school
- stress regular and timely attendance as required by law
- provide children with a suitable place to study in a quiet environment
- spend time with children to check on and encourage progress in learning, including the completion of homework
- teach children respect for people and property
- understand school rules and cooperate with school personnel in enforcing them
- treat school personnel with respect and dignity
- participate in orientation programs, conferences, and special programs at school
- inform school of changes in custody, address and telephone numbers
- inform school of changes in their child's health and provide information necessary to update student health records

Student Rights

No student on the basis of sex, race, or handicap should be excluded from the participation in, be denied benefits of, or be subject to discrimination in any education program or activity. Students who feel that they have been discriminated against for the above reasons have grievance procedures available to them and should contact the principal. Valley View Junior High offers its students considerable freedom; an opportunity to demonstrate self-discipline. Students' behavior should conform to that which would be expected of members of the Germantown/Farmersville community. A student should never behave in a manner which deprives others of their rights or is detrimental to their welfare.

Students have the responsibility to:

- strive to do their best work at all times
- arrive on time to school and class
- attend each class prepared for work with all necessary supplies
- comply with the authority of teachers, principals, bus drivers, aides and other school staff members
- obey all school rules and regulations
- respect the rights and human dignity of fellow students and all school personnel
- conduct themselves in a manner which will not disrupt or deprive others of their education
- respect the property of others

For learning to take place, safe and orderly schools are a necessity. Every person has to help make school a good place in which to learn. Self-discipline and fair treatment of all people are necessary for orderly schools. The principal and staff are responsible for providing consistent, firm and fair discipline to insure an orderly school.

Valley View Junior High Code of Conduct

VALLEY VIEW JUNIOR HIGH ATTENDANCE POLICY

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

Attendance Procedure – Good attendance results in success at school. Therefore, Valley View Junior High School strongly encourages regular attendance in accordance with the Ohio Compulsory Attendance Laws and the Missing Children's Act (ORC. 3321.04). **Parents are asked to call to report their child's absence from school at 937-696-2591** as soon as they are aware of their child's absence. The school will attempt to contact the parent of each absent student who is not reported. **Regardless of whether communication is made, students who miss all or part of the previous day must report to the attendance office with a signed parental note or doctor's certification upon their return, prior to the start of the school day (before 7:28 am).** Failure to supply an acceptable note upon return to school results in an unexcused absence. **Absences are either excused or unexcused. It is possible**

for a student to be unexcused even though a parent gives permission for the absence. Students arriving or leaving school for a doctor's appointment must bring a doctor's certification upon return to school, in order for the absence to be excused.

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

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

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

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

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

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

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

- Truancy; includes but not limited to exceeding 5 note parent limit per semester
- Suspension;
- Shopping;
- Trips not approved in advance;
- Missing the school bus, and/or car trouble, and/or oversleeping;
- Hunting;
- Fishing;
- Attending games;
- Gainful employment;
- Birthdays;
- Taking your son or daughter to work day or other celebrations;
- Hair appointments;
- Job hunting;
- Any other absences deemed unexcused by the administration.

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

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

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

Habitual Absences/Tardy/Truancy Policy

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

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

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

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

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

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

District Schedule to Notify Parents of Accumulated Student Absences:

With or Without Legitimate Cause	38 hours in one school month (approx 5 days)	65 ours in one school year (approx 6 days)	
Unexcused	30 or more consecutive hours (approx 4 days)	42 or more hours in 1 school month (approx 6 days)	72 hours in a school year (approx 10 days)

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

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

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

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

Student Consequences for Unexcused Absences

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

Loss of Credit Policy

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

Tardies – Students who arrive at school after the school day has begun **through the first thirty (30) minutes of their school day will be counted tardy.** Students arriving late to school are to report directly to the attendance office for an admit slip. Students may have three tardies per quarter without penalty, but all other tardies will receive discipline as per Code of Conduct, unless a doctor's note is supplied. A student who arrives at school after 7:58 am, or 30 minutes after the start of their school day, will be counted a ½ day absent, as will those who leave school before 1:55 pm. Students leaving school after 2:08pm will be counted as ½ day absent unless they provide a doctor's excuse. Any absence of more than 3.5 periods may be counted as a full day of absence.

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

SPECIAL NOTE

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

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

Student Consequences for Tardies (per quarter)

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

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

Consequences for class cut:

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

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

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

Pre-Excused Absences

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

receipt of the parent note, to teachers to receive missed assignments. These assignments are due the day the student returns to school.

The **administration will approve or not approve** these requests based on the student's academic standing, attendance record, and teachers' input. **It is the student's responsibility to know whether the absence was approved or not approved by an administrator prior to missing school.** (Refer to the "Guidance" section of this student handbook to read about college visits.)

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

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations.

The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

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

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

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building. Adoption Date: 5/27/99

Legal, Ref: Orc.33113,20;3313.534;3313.66;3313.661;3313.662 OAC 3301-35-03

Cross Refs:ABC, Student Involvement in Decision Making EBC, Emergency Plans JFCAA, Student Dress Code JFCEA, Gangs JFCJ, Dangerous Weapons in the Schools JG, all subcodes Student Handbooks Valley View Junior High Code of Conduct

Student Conduct

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

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

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board

directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are able to be disciplined.

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

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building. Adoption Date: 5/27/99

Legal, Ref: Orc.33113,20;3313.534;3313.66;3313.661;3313.662 OAC 3301-35-03

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

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

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

IT IS IMPOSSIBLE TO LIST OR CATEGORIZE ALL POSSIBLE OFFENSES FOR WHICH A STUDENT MAY BE DISCIPLINED. THE PRINCIPAL SHALL HAVE THE AUTHORITY TO DEAL WITH OFFENSES NOT SPECIFICALLY DISCUSSED IN THE STUDENT CODE OF CONDUCT, AND HAS THE AUTHORITY TO DISCIPLINE STUDENTS BASED ON THE FACTS AND MERITS OF ANY SITUATION. THE PRINCIPAL MAY USE THE SEVEREST DISCIPLINE POSSIBLE FOR ANY STUDENT BEHAVIORS.

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

Scope of Jurisdiction:

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extra-curricular events, or other school activities or programs.

In addition, this Code of Conduct includes:

- 1) misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
- 2) conduct by a student that, regardless of when and where it occurs, is directed at a district official, employee, outsourced personnel, or the property of an official or employee.

Potential results of violating the Code of Conduct:

Verbal or written warning or reprimand, referral to guidance counselor, parental contact or conference, peer mediation/conflict resolution, detention, lunch detention, double detention, in-school study group (usually during lunch), Extended School, Alternate Education Plan (AEP), Miamisburg Satellite Court, community service, emergency removal, referral to law enforcement agencies, suspension or expulsion..

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

Definitions (in order of severity)

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

1) Conflict Management - In order to maintain a safe and effective learning environment, students are encouraged to resolve conflicts peacefully. Counselors and administrators are available for students who are willing to discuss problems.

2) Lunch Detention-Requiring a student to spend 30 minutes in a supervised area during their lunch time. A lunch detention may be assigned by either a teacher or Administrator or both.

3) In-School Study Group - This requires the student to attend a study session supervised by a school employee who oversees that students complete school assignments and/or receives instruction related to their coursework or required testing. This may be assigned by a teacher, administrator, or both.

4) Detention/Double Detention- Requiring a student to spend 30-60 minutes after school in a supervised area. Detention may be assigned by either a teacher or Administrator or both. Students must provide their own transportation, as per Board policy. Detention is held two days per week, from 2:30-3:00 or 2:30-3:30. Teacher detentions will be spent in the teacher's room and the time limit assigned.

5) Emergency Removal - Taking a student away from a classroom or other school event, function or activity for a class period up to one day. An emergency removal can be exercised only by the principal.

6) Extended School - An alternative to suspension. Extended School is considered a privilege which the student may be offered. There are specific written Extended School rules with which the student must agree to abide. Extended School will be assigned by the Administration. Extended school will be held from 2:30-4:00.

7) Alternative Educational Placement- An alternative to suspension. Students are placed in a supervised classroom in which they are expected to work quietly on school assignments. Students are responsible for all work that is assigned and completed in their classes.

8) Satellite Court - Satellite Juvenile Court is to prevent juvenile delinquency by providing an immediate response and consequences to first-time offenders.

9) Suspension - Denying a student the privilege of attending school (academic suspension) or any other school function, event or activity including school transportation for a period of not more than 10 consecutive school days. A student may serve multiple suspensions during a school year for repeated violations of the Code of Conduct. During a suspension a student may not be on any school property without permission from either the Principal or Superintendent.

A suspension may be ordered by the Principal, Assistant Principal or Superintendent. **At the Principal's discretion**, a suspended student may be allowed to make up standardized tests and class exams, and may make up work and earn up to 100% credit of missed work during the first suspension, up to 80% of the missed work on a second suspension, and 60% for third and subsequent suspensions.

10) Expulsion - Denying a student the privilege of attending school or any school activities, school transportation, or events for a period of more than 10 days up to one calendar year. The Superintendent

may expel a student. During an expulsion a student may not be on any school property without the permission of the Superintendent. Expulsion hearings will be held even if students are withdrawn.

11) Permanent Exclusion - Permanently denying a student the privilege of ever attending school or any school activities or being on any school property at any time without the permission of the Board of Education.

Administrative Discipline Procedures & Reasons

Reasons for Detentions

A. A student may be given detention in order to preserve the safety of others or to prevent damage to property or to preserve an effective learning environment.

Procedure for Detentions

- A. The student will be given written or oral notification of the detention.
- B. The student will be given a specific reason why the detention is being assigned.
- C. The student will be given at least one day to make any necessary arrangements for transportation. (Transportation is not provided by the school for students in detention.)
- D. The student will be told the specific time and place of the detention.

Reasons for Assignment to In-School Study Group

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

Procedure of Assignment to In-School Study Group

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

Reasons for Emergency Removals

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

Procedure for Emergency Removals

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

Reasons for Extended Schools

- A. The student may be offered the opportunity to serve an Extended School instead of a suspension.
- B. The Principal may use his administrative experience and judgment in offering a student an Extended School. Any violation of the Code of Conduct, which does not automatically require a suspension, can be a cause for an Extended School. Extended School will be held from 2:20 – 4:20.

Procedure for Extended Schools

- A. The student will be given written notification of the Extended School. A specific date for the Extended School will be assigned.
- B. The student will sign the Extended School contract indicating that he will abide by the rules written on that contract.
- C. The student will receive a copy of the Extended School contract at least one day before the Extended School takes place.

Reasons for Alternative Educational Placements

An Alternative Educational Placement may be given for any violation of the Code of Conduct.

Procedure for Alternative Educational Placement

- A. The student will be given a written notification of A.E.P.
- B. The student will sign the Alternative Educational Placement contract indicating that he/she will abide by the rules written on that contract.
- C. In all cases, parents shall be notified by phone or mail.
- D. A disciplinary report will be completed and filed.

Reasons for Satellite Court

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

Procedure for Satellite Court

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

Reasons for Suspensions

A suspension may be given for any violation of the Code of Conduct. Some specific violations of the Code of Conduct requiring an automatic suspension and or expulsion. Students may be allowed to make up standardized tests and exams at the discretion of administration. During a suspension students cannot be on school grounds or attend any school events or activities. Students may make up missed work during a suspension and earn up to 80% credit for work completed for their first suspension. Students may earn up to 50% credit for work completed for their second suspension. Students who receive three or more suspensions are not permitted to receive credit for work done.

Procedure for Suspension

- A. The student will be given a written "Intent to Suspend" form and will be asked to sign this form indicating that he/she understands their right of appeal. If the student refuses to sign, an administrator will note that the student refused to sign and a witness will initial the paper as well as the administrator signing the paper.
- B. The Student will be given an informal hearing with the Principal, Assistant Principal or Superintendent at which time he/she will be given the reasons for the suspension and an opportunity to tell his/her side of the story.
- C. In all cases, parents shall be notified by phone or mail.
- D.. A disciplinary report will be completed and filed.

Due Process & Appeals Process: As long as the in-school discipline is served in the school setting, it will not be subject to appeal. A suspended student shall have the right to appeal his/he suspension and has the right to be heard. A discipline decision may be appealed within 14 school days after it has been imposed. The appeal may be verbal or written and should be addressed to the Superintendent or his designee. Due process will consist of the following steps:

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

Reasons for Expulsions

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

Procedure for Expulsions

- A. The student will be given an informal hearing with the Principal, Assistant Principal or Superintendent at which time he/she will be given the reasons for expulsion and an opportunity to tell his/her side of the story.
- B. The student shall be temporarily placed on a suspension to allow time for notification and hearing procedure.
- C. The Superintendent's Office shall notify the student's parents of the time and place for the expulsion hearing.
- D. Expulsions shall be carried out by order of the Superintendent.
- E. In the case of an expulsion, the parent, guardian, or custodian must provide a written notice of appeal to the Superintendent within 14 days after the notice of the expulsion was received.
- F. A disciplinary report will be filed and a copy placed in the student's file.
- G. The Board of Education will be notified of all expulsions.

Reasons for Permanent Exclusion

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

Procedure for Permanent Exclusion

- A. The Superintendent (local) may request a student be excluded from school if: A student 16 years of age or older, is convicted (or adjudicated a delinquent) for committing one of the above sections of the ORC. He has proof of the specified conviction or adjudication. Finds the continued presence of the student a danger to others. Gives written notice to the student's parent, guardian or custodian of the Superintendent's request.
- B. Within 14 days of receiving the Superintendent's recommendation and after a review of "the required information" the Board may adopt a resolution requesting that the Superintendent of Public Instruction (State) permanently excludes the pupil. The "required information" consists of 9 different categories ranging from the pupil's academic record to evidence regarding the availability of alternative sanctions.
- C. If the resolution is sent then the local board must designate a representative to present the case for exclusion to the State Superintendent.
- D. The State Superintendent, or designee, must send notice to the student, parent, guardian, or custodian of the date, time & place of the exclusion hearing, the rules of the hearing and the rules and conduct of the hearing. After considering the required information and the evidence, the State Superintendent must issue an order in relation to the permanent exclusion of the pupil within seven days after the conclusion of the hearing.

Reasons for Mediation

Mediation is designed to help students resolve conflicts with non-violent methods. Some of the

typical problems to be addressed in mediation include jealousies, rumors, misunderstandings, bullying, personal property disputes, ending of friendships, and bias-related incidents. Mediation is not designed for settling actual fights which have occurred.

Procedure for Mediation

A. Students may request mediation by completing a request form which is available in the office, the library, the guidance office, and all classrooms.

B. Students may be assigned to mediation by the school administration as an alternative to or part of school discipline.

STUDENTS SHALL BE HELD IN VIOLATION OF THE VALLEY VIEW JUNIOR HIGH SCHOOL CODE OF CONDUCT WHEN THEY PARTICIPATE IN:

A. Academic Misconduct/Forgery

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

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

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

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

B. Disrupting/Obstructing the Educational Process

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

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

C. Dress Code

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

1) **Clothing** that refers to or promotes drugs, alcohol, weapons, nicotine containing substance, uses profanity, makes sexual reference, or would be a source of disrespect or hatred toward others, or is intended to damage for racial, ethnic, sexual orientation or religious viewpoints, is not to be worn to school or at any school function.

2) **Shirts** which expose the midriff at any time are not acceptable. Sleeveless shirts must be hemmed and must fit snugly around the arm. Muscle shirts and spaghetti strap shirts are not appropriate unless they have at least a minimum one inch strap. Low cut shirts with inappropriate exposures (cleavage) are also unacceptable.

3) **Lower garments** must be worn in a fashion that undergarments cannot be seen. Holes in jeans/clothes, tears, or length of clothes must not be inappropriate or disruptive as determined by the administration.

4) **Other related items (objectionable):** Hats, headgear, hoods (may not be worn up on head), masks, skate shoes, outdoor apparel, blankets, bandanas, costumes or parts of costumes, gloves, mittens, sunglasses, book bags, backpacks, daypacks, studded or spiked jewelry, are to be kept in student's

locker and are not to be worn or carried during the day. (Cinch bags may be used to carry gym clothes to and from gym class and locker.)

5) The administration reserves the right to determine when body piercing or other apparel/items are disruptive to the educational process or poses a health or safety risk.

6) The administration reserves the right to determine when make-up, hair coloring, and hair styles, are disruptive to the educational process.

7) School issued clothing, when approved by administration, may be worn during the school day.

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

D. Drugs, Alcohol, or Other Mind Altering Substances

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

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

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

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

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

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

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

Definition of Counterfeit Controlled Substance

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

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

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

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

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

F. Gangs

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

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

G. Gambling

Students may not gamble on school activities or school events.

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

H. Harassment/Sexual Harassment, Bullying, and Cyberbullying

The Valley View School District and Board of Education understands the seriousness of category H and has adopted a policy that clearly describes their position, please see board policy 5517.01. Therefore we are committed to eliminating and preventing harassment/sexual harassment/bullying/cyber-bullying. The Board of Education does not tolerate harassment, intimidation or bullying of any student, or staff member, on school property or at a school sponsored event, and regardless of whether the event occurs on or off school property (including on school buses and other school related vehicles). These types of behaviors that occur off school grounds and not at a school sponsored event, but carry over to intolerable behaviors at school, may be addressed. Students who engage in such behavior are subject to disciplinary action,

including suspension or expulsion from school. The Board's commitment to addressing such prohibited behavior involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which harassment, intimidation, bullying and cyberbullying will not be tolerated by students, staff, or administration. **Students are strongly encouraged to REPORT these types of behaviors to school personnel.**

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

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

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

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

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

I. Insubordination

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

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

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

Valley View High School will not tolerate any words or actions that may cause others to fear their safety and/or are inappropriate in nature. This includes but is not limited to threats, endangerment, false alarms, inducing panic, hate speech, frightening, degrading, or disgraceful acts, hazing, coercion of another, also including pressure from a student for money/goods/loans. Any remarks, actions, or communications, via verbal, nonverbal, written, or via technological means, **whether real or not**, may be taken seriously.

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

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

K. Language, Inappropriate or Profane

This includes a wide range of language including but not limited to cursing, untimely comments, and remarks, communications (electronic or other means) that are deemed unacceptable in a particular

context or situation, or that may cause others to fear for their safety. This includes but is not limited to inappropriate gestures, drawings, pictures, electronic messages/postings, and inappropriate academic work. Any use in academic work may result in loss of credit on the assignment in addition to further disciplinary action.

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

L. Sexual display or sexually related behavior

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

(Students are permitted to hold hands.)

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

M. Smoking/Possession or Use of Nicotine or Smoking Products; Nicotine or Smoking

Apparatus:

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

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

N. Technology Violation

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

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

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

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

O. Theft

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

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

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

P. Transportation (School Provided)

Students are expected to conduct themselves in a manner that allows safe transportation while on school provided buses and vans; be it to and from school, extracurricular events, or field trips. Students must obey the directives of bus drivers, teachers, aides, and chaperones promptly and respectfully. Students are to obey all school rules and policies, and all local, state, and federal laws and regulations while on school provided transportation and at bus stops. Video surveillance of students on buses may be used to ensure students' safety and compliance with the policies.

Consequences: In addition to school discipline, which may include detention up to a 10 day suspension with a recommendation for expulsion.

First Offense - verbal warning by driver

Second Offense - office referral

Third Offense - Loss of bus riding privileges

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

Only if it is approved in writing from a parent and the transportation office, can a student ride a different bus or get off at another stop (and only for child care purposes). Extending any part of his/her body through a window is prohibited. Smoking, eating, drinking or littering on the bus is prohibited. Parents are responsible for any damage or marking of the bus by the pupil. Use the rear door for emergency exit only.

Objects such as musical instruments, science projects, tool boxes, etc. can be carried on the bus only when they are small enough to be held on the lap.

Late Bus: The late bus is an alternate way of going home following late activities if available.

Students must have a late bus pass from the advisor of the activity, teacher or office. Detention students cannot ride the late bus.

Q. Truancy

A student will be considered truant if:

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

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

Consequences: same as listed for unexcused absences in section "Habitual Absences/Tardy/Truancy Policy". A student's excessive or habitual absence, tardiness, or truancy to school, will result in a

requirement for their parent(s) to attend an Attendance Intervention Meeting in accordance with ORC 3313.663, ORC 2151.011(B)(17), and HB 410.

R. Vandalism/Trespassing/ Unauthorized Use of Fire

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

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

S. Weapons

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

The definition of weapons includes: firearms, BB guns, pellet guns, airsoft guns, paintball guns, explosives, ammunition, knives (a knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle), chains, razor blades, straight edges, sticks, stun-guns, pepper sprays, incendiary devices including fireworks, or any other device or object that the administration determines can be used to cause damage to persons or property. **“Look alike weapons” which are used to scare, threaten or cause panic, will be treated the same as real weapons.**

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

1) Consequences – The possession, apparent use, or use, of a firearm on school property, at school events, on/in a school vehicle, will result in a 10-day suspension with recommendation for expulsion or permanent exclusion. *In this case the Police will be involved and charges may be filed.

2) Consequences – The possession or use of a “look alike weapon” for the purpose to scare, threaten, or cause panic, will result in a 10- day suspension with possible recommendation for expulsion or permanent exclusion. *In this case the Police will be involved and charges may be filed.

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

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

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

Student Behavior at Extracurricular Activities, Dances, Assemblies, in the LunchRoom, and in Hallways

Valley View students are expected to conduct themselves in a respectful and sportsmanlike manner at all times. Actions which violate this code of conduct are: being disrespectful to school employees, community members, visitors, or others. These actions will not be tolerated. Students may lose their privilege of attending extra-curricular activities, or may be given assigned seats, removed from activities, or disciplined according to the measures outlined in this Student Code of Conduct. Dancing which mimics sexual acts, example grinding, or is sexually explicit is prohibited. Hands are not to be where a bikini would exist. The administration reserves the right to determine acceptable behaviors in these types of settings and if deemed necessary by the administration, to remove individuals and/or cancel an event at any time without refund. All areas of the dance floor must be accessible at all times to the administration/staff/chaperones; i.e. mosh pits/grind floors are not permitted. Only students that attend Valley View Junior High may attend the school dances. Exception: Students attending other schools, residing in the Valley View District, are in the 7th/8th grade and do not have dances at their own school may attend. Students not attending VVJH, but residing in the district and wishing to attend a Valley View school dance should notify the school at least a week before the dance and complete an emergency medical form and purchase tickets.

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

Emergency Closings & Delays

ParentSquare communication will be used to communicate school closings, delays, or early dismissals. Information will also run on Dayton radio stations and channels 2 (WDTN), 7 (WHIO), 22 (WKEF), and 45 (WRGT), as well as the Valley View Local Schools Website/District Facebook. Please make sure that we have the correct parent/guardian telephone numbers on file. Call the school office with any address, email, or phone number changes. Parents and students are responsible for knowing about emergency closings and delays.

GENERAL INFORMATION

Accidents

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

Announcements

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

Book Bags and Bags used to Carry Books

Due to safety and security reasons, students will not be permitted to carry book bags and bags used to carry books during the school day. Book bags and bags used to carry books can be used to transport only school materials to and from school. Book bags and bags used to carry books must be able to fit in student lockers. Cinch bags may be used to transport gym clothes to and from the P.E. class.

Cell Phones and Electronic Devices

Students may carry personal cell phones and personal electronic devices to and from school. During the school day, they should be turned off and stored in the student locker during the school day.

College Credit Plus (CCP) Enrollment Option

Ohio's new College Credit Plus (CCP) can help you earn college and high school credits at the same time by taking a college course from colleges and/or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Seventh-twelfth graders are eligible to participate in the CCP Enrollment option program. Students must indicate intent to participate every year and they, along with their parents, must attend a mandatory informational meeting to be held in the spring of the year. Valley View has entered into an agreement with Sinclair college for the 2021-2022 school year. For more information see your counselor.

Directory Information

Parents may refuse to allow the Board to disclose any sort or all of such "directory information" upon written notification to the Board within 5 days after receipt of the school's annual public notice.

Disabilities

The Americans with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities. A student can access special education services through the proper evaluation and placement procedures. Parent involvement in this procedure is required. More importantly, the School wants the parents to be an active participant. To inquire about the procedure or programs, a parent should contact Kevin Phillips, School Special Education Coordinator at 855-6581.

Drug Testing (Random) for Athletes and Extracurriculars Participants

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

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

E-days After five calamity days, students will implement E-day lessons for the three calamity days, numbers 6-8. Assignments will be provided by teachers electronically. For students who do not have access to technology, hard copies will be provided upon return to school. Students will have five school days to submit completed assignments. If the student's assignments are not completed, then the student will be counted absent for the related calamity day.

Emergency multi-dose inhalers or epi-pens

may be carried by the students with physician and parental authorization on the appropriate form. Students who violate this policy may be subject to disciplinary action for drugs, alcohol, or counterfeit controlled substances.

Emergency Closing, Delays and Early Dismissals

ParentSquare communication will be used to communicate school closings, delays, or early dismissals. Information will also run on Dayton radio stations and channels 2 (WDTN), 7 (WHIO), 22 (WKEF), and 45

(WRGT), as well as the Valley View Local Schools Website/District Facebook. Please make sure that we have the correct parent/guardian telephone numbers on file. Call the school office with any address, email, or phone number changes. Parents and students are responsible for knowing about emergency closings and delays.

Emergency Drills

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

Fees

Student fees are due by October 1st. Parents may wish to contact the office to set up a payment plan. Some extracurricular activities may be withheld from students with overdue fees.

Field Trips

Field trips are conducted from time to time under the direct supervision of a faculty member; however, no student may participate on such a school sponsored field trip without the specific permission of the parent. Students are responsible for work missed as a result of a field trip. These assignments are to be completed by the conclusion of the next day unless prior arrangements have been made with individual teachers. Students may not be allowed to participate in field trips due to behavior issues.

Final Exams (For students taking High School credit course(s))

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

Financial Assistance

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

Grade Point Average

Each student's GPA will be calculated at the end of each term. If you receive an (I) incomplete on your report card, it is up to you to see your teacher to make up all the work within (2) two weeks.

Grading Scale Grades will be issued according to the following scale:

A = 100 to 93 A- = 92 to 90 B+ = 89 to 87 B = 86 to 83 B- = 82 to 80

C+ = 79 to 77 C = 76 to 73 C- = 72 to 70

D+ = 69 to 67 D = 66 to 63 D- = 62 to 60 F = below 60

Guidance Information

If you have any questions about career planning, scheduling classes, grade cards, CC+, summer school, or any personal concerns you are invited to see your guidance counselor.

Gum

No gum chewing during regular school hours due to carpeting. Consequences for gum chewing will be determined by the teacher.

Gym Clothes

A t-shirt, shorts, socks and gym shoes should be worn in P.E. class. Gym clothes may be transported to and from gym class only in a cinch bag.

Hall Passes

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

High School Courses (Algebra, Health, English, Spanish)

High School courses completed at the Junior High School will be awarded credit on a student's High School transcript as long as they earn a grade of "C" or higher. However, no courses taken at the Junior High will calculate into a student's High School Grade Point Average (this does not start to calculate until a student enters the 9th grade). If a student does not attain a "C" or better, the student may be recommended to take the course again the following year.

Further, in High School courses, exams will be given at the end of each semester and will count as 20% of the semester average. The school administration may offer waivers to students as incentives for good academic performance and attendance.

Students must meet both of the requirements below in order to waive a semester exam.

The student must have an A average in the class that semester.

The student must have 2 or less days absent from school during that semester.

(A tardy to school counts as a half day absence.)

Honor Code

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

Honor Roll

To be eligible for the Honor Roll, a student must have a GPA of 3.25 for the quarter. Students with a GPA of 3.6 or higher will be on the High Honor Roll.

Lockers

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

Locks

All students will be issued a lock. These are for the protection of students' belongings. School locks are to be used on the assigned locker. Students will be charged a replacement cost if the lock is lost.

Lost and Found

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

Make-Up Work

A student may make up the work missed as the result of an excused absence or tardy. It is the student's responsibility to request assignments from the teacher immediately upon return to school. Students have as many days as they have missed plus 1 to make up these assignments. Students who are absent and have been given assignments in advance and prior knowledge of tests must have these assignments completed and be prepared for tests upon return to school. Students may not be allowed to make up work from unexcused absences. (See Attendance Policy)

Media Center/Library

Books may be checked out for a three-week period and may be renewed as needed. Two renewals are allowed. Lost and damaged books, along with all accumulated fines, must be paid for by the end of the school year.

Medication

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

Objectionable Items

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

P.D.A. (Public Display of Affection)

Overt showing of affection has no place in school. Personal romantic displays are not permitted. Consequences will depend upon the degree of contact.

Phone Use (Telephone-landline)

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

Progress Book

Parents are encouraged to access Progress Book often to monitor students progress and to communicate with staff. Progress Book may be accessed through the district website.

Progress Reports

A mid-term progress report (Interim Report) will be mailed to parents of students making D's or F's approximately five weeks into each of the four grading periods.

Report Cards

At the end of each quarter, an electronic copy of the report card will be available on Progress Book. A printed report can be requested by a parent or student. If a student feels that his/her report card contains an incorrect grade, or if he/she has not received a grade for a course, the guidance counselor should be contacted. Report cards are sent via ParentSquare.

Safe School Web-site

The Safe School web-site is located at www.valleyview.k12.oh.us. The Safe School helpline is at the bottom of the district website. This website exists so that parents, students, or other concerned citizens can report safety and bullying concerns anonymously. Parents and students can always report safety issues and bullying to the Junior High office at 696-2591.

Schedule Changes

Schedule changes are not usually granted except in cases of medical necessity or some unusual situation. After five (5) school days, schedules are considered locked-in. Students and parents are encouraged to carefully plan the student's courses with their guidance counselor's input. Students in band and choir will not be allowed to drop these classes except in unusual cases and the teacher and principal are in agreement.

Search, Seizure and Surveillance

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

Signs/Literature

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

Social Activities

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

Sportsmanship

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

Student Privacy and Parental Access to Information

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

- A. political affiliation or beliefs of the student or his / her parents;
- B. mental or psychological problems of the student or his / her family;
- C. sex behavior or attitudes;

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

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

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

- A. Activities involving the collection, disclosure, or use of personal information collected from students for purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose); and
- B. The administration of any survey by a third party that contains one or more of the items described in A through H above.

Student Publications

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

Student/Staff Well Being

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

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

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

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

Student Network and Internet Acceptable Use and Safety (Technology)

Students are encouraged to use the Board's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is

required for minors. Smooth operation of the Board's Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Students are responsible for their behavior and communication on the Internet. All use of the Network must be consistent with the educational mission and goals of the District.
- B. Students may only access the Internet by using their assigned Internet/E-mail account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their passwords. Students are responsible for taking steps to prevent unauthorized access to their accounts by logging off or "locking" their computers when leaving them unattended.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network. Students may not intentionally disable any security features of the Network.
- D. Students may not use the Internet to engage in "hacking" or other unlawful activities.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
- G. Students are expected to abide by the following generally-accepted rules of network etiquette:
 - 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
 - 2. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
 - 3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 - 4. Never agree to get together with someone you "meet" online without prior parent approval.
 - 5. Check email frequently, and delete email promptly from the personal mail directory to avoid excessive use of the electronic mail disk space.
- H. Use of Internet to access, process, distribute, display or print child pornography and other material that are obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's computers/network (e.g., viruses) are also prohibited.
- I. Malicious use of the Board's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not engage in vandalism or use the Board's computers/network in such a way that would disrupt their use by others. Vandalism is defined as any malicious or intentional attempt to harm, steal or destroy data of another user, school networks, or technology/hardware. This includes but is not limited to uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass Network security and/or the Board's technology protection measures. Students also must avoid intentionally wasting limited resources.
- J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- K. Downloading of information onto the Board's hard drives is prohibited; all downloads must be to floppy disk. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or installs a

software program that infects the network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.

- L. Students must secure prior approval from a teacher or the principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
- M. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (other than e-mail) without prior approval from a teacher or the principal. All such authorized communications must comply with these guidelines.
- N. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Board reserves the right to access, monitor, review, and inspect any directories, files and/or messages residing on or sent using the Board's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects must be cited the same as references to printed materials.
- P. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
- Q. Proprietary rights in the design of websites hosted on the Board's servers remains at all times with the Board.

Textbooks

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

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

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

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

Specific charges for other damage to textbooks include:

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

Visitors

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

Work Permits

Application cards for work permits may be obtained in the Central Office. Completed applications should be returned to the Montgomery County Educational Service Center, located in Dayton.

GUIDANCE DEPARTMENT INFORMATION

College Credit Plus (CCP) Enrollment Option

Ohio's new College Credit Plus (CCP) can help you earn college and high school credits at the same time by taking college courses from colleges and/or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Valley View has entered into agreement with Sinclair College for the 2021-2022 academic year. Seventh through twelfth graders are eligible to participate in the CCP Enrollment Option program. Students must indicate intent to participate by April 1st of the preceding school year, and they, along with their parents, must attend a mandatory informational meeting held in the spring of the year. Any student who withdraws from a CCP class, or the CCP program, must notify their school counselor immediately. Failure to report withdrawal from class(es) may be viewed as truancy. Valley View has entered into an agreement with Sinclair college for the 2021-2022. See your counselor for further information.

OHSAA Season

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

ParentSquare

ParentSquare is the main communication method used to deliver information to parents regarding District information as well as specific information regarding their child's information. ParentSquare is a safe and secure platform for all school-to-home communication. It accommodates two-way group messaging, private conversations, district-wide alerts and notices, and a simple user interface to keep everyone connected, thus creating a more vibrant school community.

Progress Book

Parents are encouraged to access Progress Book often to monitor student progress.

Progress Reports

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

Schedule Changes

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

Summer School

VVJS may offer a Summer School program to help students with learning gaps. It may be offered virtually or in a school building. When offered, students may take teacher-monitored online coursework. Summer school has specific attendance requirements. Transportation is not provided. Costs are to be determined on a year-by-year basis. The VVJS Code of Conduct is in effect during summer school.

Athletic Eligibility and Participant Code of Conduct

Some activities at VVJHS are extracurricular and others are co-curricular. (Organizations and their designation as co- or extra-curricular are listed after this section.) Extra-curricular activities are voluntary and thus it becomes a privilege to participate in those. Co-curricular activities are linked to a class and are not considered voluntary.

Participation in athletics, extracurricular activities for VVJH is considered a privilege and with each privilege comes responsibilities and commitments. Students are reminded that maintaining their privileges in these areas requires that they uphold the appropriate guidelines set forth in the Student Code of Conduct, the Participant Code of Conduct, and any team/activity rules established by individual coaches or advisors. These students are subject to random drug testing under the VV Random Drug Testing Policy. Students are asked to sign a receipt acknowledging that they received, shared with their parents, and understand the Participant Code of Conduct requirements, as well as random drug testing consent agreements. By signing these documents, the student agrees to abide by the guidelines. Students prohibited from participation in all or part of any athletic or extracurricular activity are not entitled to further notice, hearing, or appeal rights. The Participant Code of Conduct will be in effect from the beginning to the end of each OHSAA athletic season or school activity time frame. The students shall abide by all the rules and regulations of the OHSAA Constitution and Rules Handbook.

Copies of the OHSAA handbook are available in the Athletic Office and each athlete is advised to be familiar with the rules and regulations set forth in this booklet. For those extracurricular activity participants, your consent will be signed electronically when both athlete and parent complete the Final Forms documents.

1. Eligibility

Eligibility includes all standards set forth by the OHSAA and those determined by the Valley View School District. Eligibility for each grading period is determined by grades received the preceding grading period. (Summer School grades may not be used to substitute for failing grades received during the final grading period of the regular school year.)

Academic Eligibility standards include:

Grades 7-8:

A student enrolled in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must have received passing grades in 4 subjects of the preceding grading period in which the student was enrolled.

Further, per Valley View Local School District standards, the student is to maintain weekly scholastic eligibility. A student will be ineligible for one week if he/she is failing (cumulative quarter average) two or more classes in a single week and/or is failing any course two or more consecutive weeks. These requirements will be directed and determined by the Principal and Athletic Director.

2. Training and In-Season Conduct These rules concern themselves with your in-season conduct both as a member of the team/activity and as the representatives of VVJH. Violations of these or other rules that concern themselves with a specific activity, as determined by the head coach/advisor, may jeopardize your activity status. Violations of this Athletic Code of Conduct at school, at any school functions, or away from school and school functions during the OHSAA season may result in school disciplinary action against the student athlete.

3. Rules: Rules found in the current Student Handbook apply to all students at all school sponsored activities. In addition, the coach/advisor, athletic director, or administration may set additional penalties for unbecoming behavior which may include a verbal reprimand and/or denial of participation. Hazing or initiations, in any form, are not permitted. Nicotine (including smokeless nicotine), alcohol, or other substance abuse (drugs, steroids, and the like) will not be tolerated (see Substance Abuse). Attendance at practices and games is mandatory unless you have secured prior permission from the coach/advisor to miss a game or practice. Coaches may set reasonable curfews during their season. Participants are expected to conduct themselves in a proper manner at all times, and especially when aboard a school bus or other Board owned vehicle. All participants will be under the direct supervision of a coach to and from all activities. Only if a Travel Release signed by the parent is submitted to and approved by the coach/advisor and the athletic director/administration can an athlete be released after an "away" event, and then only to a parent/guardian. Participants will treat Valley View School property and equipment and the property and equipment of other schools in a respectful manner, and may be held financially responsible for any damages. Participants are expected to abide by the reasonable rules of the activity as further specified by the head coach/advisor. Exhibiting good sportsmanship, both on and off the playing areas, is an expectation of all Valley View participants.

4. Rules Violations Student participants who violate any of the aforementioned rules may be disciplined by the coach/advisor, athletic director or administration by such means as a verbal warning, a conference with parents, benching, and other measures. The principal or his designee may discipline student participants by such measures as denial of the privilege of participation in extracurricular activities, removal from the team or student group, loss of that season's awards, verbal and/or written notification to parent/guardian, and other measures.

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

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

6. Substance Abuse Policies

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

Self-referral for drug/substance abuse

Participants who have never previously had a positive ('dirty') result may self-refer for assistance. However, such a referral must be made prior to the announcement/notification to the participant of a random drug test or the self-referral shall be deemed invalid by the District. A self-referral participant will comply with the requirements set forth in "First Offense and/or positive result" (see below), except there will be no forfeiture of the activity and/or driving privileges. At the discretion of the Building Principal or Designated Official, the Substance Abuse Committee may monitor a self-referred student's progress toward rehabilitation to determine that significant efforts are being made. Failure of the participant to demonstrate on-going compliance with, or cooperation in, the rehabilitation process (including by not limited to the supplying of negative drug tests), may result in loss of participation/driving privileges as

determined by the Substance Abuse Advisory Committee. Self-referrals will be considered for/as first offense only; the next positive result following a self-referral will be treated as a second positive result. A participant may only self-refer one time while a student at the Valley View Local Schools.

Failed (positive/'dirty' result) of a Drug Test

Consequences of a positive ('dirty') drug test,

or possession and/or use of paraphernalia, alcohol, drugs, or prescription/nonprescription items in violation of school drug/alcohol/medicine policies.

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

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

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

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

II. Use or possession of any nicotine containing substance

First Offense within a school year: Immediate denial of participation in all contests for the equivalent of twenty percent of the number of regular season games in that sport. Extracurricular participants will forfeit twenty percent of their season or year, as applicable. If a student participates in multiple activities, i.e., athletics, drama, etc., the student shall forfeit 20% of each and every activity in which he/she participates. Denial of participation will occur for the contests immediately following the completion of the administrative investigation of this violation of the Athletic Code of Conduct. If an infraction occurs in school or at a school event, the student is subject to the student code of conduct which will also apply.

Second Offense within a school year- Athletes will forfeit the equivalent of forty percent (40%) of their OHSAA season. Extracurricular participants will forfeit twenty percent (40%) of their season or year, as applicable. Parking permit holders will forfeit their permit use for the number of school days equivalent to forty percent (40%) of the school calendar year. If a student participates in multiple activities, i.e.

athletics, parking permit, musical, etc., the student shall forfeit forty percent (40%) of each and every activity in which he/she participates. Denial of participation will occur immediately following the completion of the administrative investigation of this violation of the Athletic Code of Conduct.

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

III. Requirements for Participation In addition to eligibility, the participant must fulfill the following in order to begin conditioning or practice for an activity:

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

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

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

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

E) Concussion-(Athletics) Valley View has implemented the ImPact Testing Program. ImPact is a computerized test which tracks information such as memory, reaction time, speed, and concentration. However, it is not an IQ test. Though the ImPact test is available to all students, all athletes in a contact sport must complete the ImPact test before beginning practice or competition (you will only do this once in your high school career). Once an athlete sustains a concussion or suspected concussion he/she will be required to retake the test. These results will be provided to the parent or guardian and will be used by the physician to make a return to play decisions. Though all athletes with a head injury or suspected head injury must have a note from a physician to return to play, the athlete may be held out longer by the athletic trainer because of the continuance of concussion symptoms or a questionable ImPact test score. Reasons the athletic-trainer will recommend the athlete should not participate: Still having concussion symptoms and/or having multiple scores in the red. Every athlete in a contact sport must also successfully complete a 5 day return to play protocol, as overseen by the VV adult athletic trainer.

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

(much like the current Concussion Form) which must be signed by parents and student-athletes and is included in the Final Forms Documentation.

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

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

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

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

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

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

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

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

Student Organizations

A complete listing and description of activities, clubs, and organizations is located in the next section of this handbook. We encourage students to participate in any and all activities of their choice. Extra-curricular activities are a privilege and participants are reminded that the student Code of Conduct will be in effect during all activities. Student participants in non-athletic organizations must abide by the same standards and guidelines of conduct as described by the Athletic Code of Conduct, and student participants may be disciplined in the means applied to student athletes, up to and including permanent removal from the extra-curricular organization. Additionally, students involved in interscholastic extracurricular activities which include participants from more than one school or school district must meet the same minimum grade point average as student athletes, not inclusive of those activities included in the school's graded course of study. Weekly eligibility will not apply to non-athletic extracurricular activities.

The following organizations and activities may vary year to year due to the financial constraints of the district.

Band (co-curricular-includes a class grade) The band has several required performances. Attendance at performances is a major component of students' grades. Students absent from performances may receive a lower grade.

Choir (co-curricular-includes a class grade) Students in choir will rehearse and perform music literature from all major time periods with emphasis on contemporary music. Participation in concerts is required. Students with unexcused absences from performances will receive a lower grade.

Drama Club (extra-curricular) Students interested in drama meet regularly to foster interest in school plays, acting and the arts.

Interscholastic Athletics (extra-curricular) Athletics are an integral part of the total educational program at Valley View Junior High. School athletics neither have precedence over other educational activities nor should they be considered unworthy of educational attention.

The following sports are offered at Valley View: basketball, football, track, volleyball, wrestling, cross country, and cheerleading.

8th Grade Washington, D.C. Trip (co-curricular)—Students in the 8th grade may have the opportunity to attend a school affiliated trip at the end of the year. Students will be upheld to the VVJH code of conduct as well as the guidelines set by the administration and the trip coordinator. Failure to comply may result in the student being denied the right to attend the trip.

STEM (Technology and Robotics) Club (extra-curricular) Students in the 7th and 8th grade interested in exploring the field of robotics and technology meet regularly to foster interest in these fields.

Student Leadership Team (extra-curricular) The Valley View Student Leadership Team is a student organization composed of members from each grade. The most important function of this organization is to promote student responsibility and leadership.. It also sponsors many school activities, such as charity events, school pride activities, and dances. Student Leadership Team members may be removed from their position by the Principal for failure to attend meetings, failure to represent their group properly or fairly, failure to carry out their duties, or for any other actions which are detrimental to the welfare and best interest of the school. Any member of the Student Leadership Team who is being considered for disciplinary action is entitled to a hearing with the Principal and Advisor to offer an explanation of the behaviors for which discipline may be imposed.

**2021-2022 OPTION TO “OPT-OUT” OF
PICTURES OR VIDEOS OF STUDENTS**

Parents and legal custodians are advised that pictures or videotape of students may be taken by the school district when students participate in activities, field trips, sports events, or projects. These pictures or videos may then be used in school district publications, crowdfunding websites (such as Donors Choose), or on the school district’s website for the purpose of promoting a sport, team, club, organization or other educational activity. The Valley View School District requests consent to utilize pictures and videotape and to identify students by name in school publications, videotapes, websites and/or print or broadcast media for these and similar purposes.

Any parent or legal custodian **who does not wish** to have their child’s picture, video and/or name utilized by the school district as described above may notify the school district of such choice by signing below and returning this form to the Superintendent’s office at:

Attn: Superintendent
Valley View Local Schools
64 Comstock St.
Germantown, Ohio 45327

The failure to return this form will be deemed to be consent to use pictures, videos and/or names of students as described above.

I do NOT wish for pictures or video of my child(ren) to be used by the Valley View School District as described above. (By signing this you are EXCLUDING your child’s image from any Valley View materials; i.e your child’s image will not be able to be displayed for awards, participation, and the like.)

Signature Date

Print Name

Children Names and Grades:

