

**2019-2020  
Official School Calendar**

**9 WEEK SCHEDULE - GRADING PERIODS**

1st Quarter	8/19 - 10/17	43 Days
2nd Quarter	10/21 - 12/20	42 Days
3rd Quarter	1/6 - 3/13	46 Days
4th Quarter	3/16 - 5/28	47 Days
	178	
Teacher In -Service Days	6	
Total Days	184	

**PARENT/TEACHER CONFERENCE DAYS**

H.S. Conferences - 9/18, 9/23, 2/5, 2/10 - 4 p.m. to 7 p.m.

**2 HOUR DELAY-PROFESSIONAL DEVELOPMENT**

September 13, October 11, November 8, January 10,  
March 13, May 8

**1 HOUR EARLY DISMISSAL**

December 20, May 28

**LEGAL HOLIDAYS - NO SCHOOL**

Independence Day	July 4
Labor Day	September 2
Thanksgiving	November 28
Christmas Day	December 25
New Year's Day	January 1
Martin L. King Day	January 20
Memorial Day	May 25

**NON SCHOOL DAYS - NOT HOLIDAYS**

Teacher Convocation 1/2 Day	August 15
Teacher In-Service	August 16
First day of school	August 19
COTA Day No School	October 18
No school in lieu of conferences	November 27
Thanksgiving Vacation	November 28 & 29
Winter Vacation	December 23 - January 3
Teacher In-Service	January 17
Martin Luther King Jr. Day - No School	January 20
Teacher In-Service	February 14
Presidents' Day	February 17
Spring Break	March 23 - March 27
Special Recess	April 10
Teacher In-Service 1/2 Day	May 29

**FRESHMEN PARENT MEETING/OPEN HOUSE**

Monday, August 19 - 6:00 P.M./ 9<sup>th</sup> - 12<sup>th</sup> grade

**GRADUATION** - Sunday, May 31, 2pm

**SCHEDULES**

**Regular**

**1-2 Block**

7:50 – 9:23

**Period 1**

7:50 – 8:35

**Period 2**

8:38 – 9:23

**3-4 Block**

9:29 – 11:02

**Period 3**

9:29 – 10:14

**Period 4**

10:17 – 11:02

**5-6-7 Block**

11:08 – 1:11

**Period 5**

Lunch 5 11:08 – 11:38

Class 6/7

11:16 - 1:15

**Period 6**

Class 5 11:08 – 11:53

Lunch 6

6/7 11:49 - 1:15

Class 7 12:29 – 1:11

**Period 7**

Class 5/6

Lunch 6 12:02 - 12:32

Lunch 7

12:35 - 1:15

**8-9 Block**

1:17 – 2:50

**Period 8**

1:17 - 2:02

**Period 9**

2:05 - 2:50

**Homeroom**

**Homeroom**

7:50 – 8:02

**1-2 Block**

8:06 – 9:35

**Period 1**

8:06 – 8:49

**Period 2**

8:52 – 9:35

**3-4 Block**

9:41 – 11:10

**Period 3**

9:41 - 10:24

**Period 4**

10:27 - 11:10

**5-6-7- Block**

11:41 – 1:11

**Period 5**

Lunch 5 11:16 - 11:46

11:56 – 12:26

Class

**Period 6**

Class 5 11:16 - 11:59

11:08 – 12:38

12:41 – 1:11 Class 7

**Period 7**

Class 5/6 11:16 - 12:42

Lunch 7 12:45 - 1:15

**8-9 Block**

1:21 - 2:50

**Period 8**

1:21 - 2:04

**Period 9**

2:07 - 2:50

## SCHEDULE

### 2 Hour Delay Assembly

**1-2 Block**  
9:50 - 10:53  
**Period 1**  
9:50 - 10:20  
**Period 2**  
10:23 - 10:53

**3-4 Block**  
10:59 - 12:02  
**Period 3**  
10:59 - 11:29  
**Period 4**  
11:32 - 12:02

**5-6-7- Block**  
12:08 - 1:41  
**Period 5**  
Lunch 5 12:08 - 12:38  
Class 6/7 12:41 - 1:41  
12:26

**Period 6**  
Class 5 12:08 - 12:38  
11:13  
Lunch 6 12:41 - 1:11  
11:46  
Class 7 1:14 - 1:41  
12:26

**Period 7**  
Class 5/6 12:08 - 1:08  
11:53  
Lunch 7 1:11 - 1:41  
12:26

**8-9 Block**  
1:47 - 2:50

### Afternoon

**1-2 Block**  
7:50 - 9:07  
**Period 1**  
7:50 - 8:27  
**Period 2**  
8:30 - 9:07

**3-4 Block**  
9:13 - 10:30  
**Period 3**  
9:13 - 9:50  
**Period 4**  
9:53 - 10:30

**5-6-7 Block**  
10:36 - 12:26  
**Period 5**  
Lunch 10:36 - 11:06  
Class 6/7 11:09 -

**Period 6**  
Class 5 10:36 -  
Lunch 6 11:16 -  
Class 7 11:49 -

**Period 7**  
Class 5/6 10:36 -  
Lunch 7 11:56 -

**8-9 Block**  
12:32 - 1:50

**Period 8**  
1:47 - 2:17  
**Period 9**  
2:20 - 2:50

**Period 8**  
12:32 – 1:09  
**Period 9**  
1:12 – 1:50

**Assembly**  
1:53 – 2:50

### **PRINCIPAL'S MESSAGE**

On behalf of our faculty and staff I would like to welcome you to River Valley High School. Our goal is for you to enjoy your experience at River Valley. This handbook is designed to serve as a reference for you and your parents as well as to help answer questions regarding policies and procedures. All of the policies have the support of the Board of Education and are intended to facilitate the orderly operation of our school.

We ask that you familiarize yourself with the policies and refer back to them as necessary throughout the year. If I can be of assistance or should questions arise please do not hesitate to contact me in the high school office. Again, we hope that your experience at River Valley is a positive one.

Barry Dutt  
Principal

### **CURRICULUM AND CREDITS**

**Requirements for Graduation:** A total of 21 credits must be attained to graduate from River Valley High School

The following units of credit are required for graduation:

1. Four units of English
2. Three units of Social Studies  
American History, American Government and World Studies
3. Three units of Science
4. Four units of Mathematics including Algebra II or equivalent
5. One-half unit of Physical Education
6. One-half unit of Health
7. One unit of Fine Arts (see description)
8. One-half unit of Life Planning (RV Sr. only)

Fine Arts – any elective courses from the areas of visual arts, music, dance, or theatre/drama. Students attending Tri Rivers full time are exempted from the fine arts requirement.

### **GRADUATION TESTING REQUIREMENTS**

All students will take end of course exams in the following courses: Algebra I and Geometry, Biology, American History, American Government, English I and English II and meet one of the following three: 1. Earn a cumulative passing score on seven end of course exams. Students must accumulate a minimum of 18 points from scores on their end of course exams to become eligible for diploma, they must earn a minimum of four points in math, four points in English and six points across science and social studies as well as four additional points from any subject area to reach the minimum of 18 points. 2. Earn a “remediation free” score on a nationally recognized college admission exam such as ACT or SAT. The state of Ohio will pay for 11th grade students to take the exam free of charge. 3. Earn a state Board of Education approved, industry recognized credential or a state issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment. Graduation requirements may change with Ohio Legislation. RVHS will keep your student informed of changes. Resource:[educationoh.gov](http://educationoh.gov)

MEET ONE OF THE FOLLOWING THREE:

#### **1. Ohio’s State Tests**

Students earn a cumulative passing score of 18 points, using seven end-of-course state tests. To ensure students are well rounded, they must earn a minimum of four points in math, four points in English and six points across science and social studies.

End-of-course exams are: Algebra I and Geometry or Integrated Math I and II, Biology, American History and American Government, English I and English II

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

#### **2. Industry credential and workforce readiness**

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

### 3. College admission test

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

Resource: [education.ohio.gov/Topics/Ohio-s-Graduation-Requirements](http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements)

## State of Ohio Honors Diploma

**Students need to fulfill only 7 of the following 8 criteria:**

ENGLISH: 4 units

MATHEMATICS: 4 units including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses than contain equivalent content.

SCIENCE: 4 units including 2 units of advanced Sciences

SOCIAL STUDIES: 4 units

FOREIGN LANGUAGES: 3 units including at least 2 units in each language studied

FINE ARTS: 1 unit

**CAREER-TECHNICAL:** not counted toward requirements and may not be used to meet requirements

**ELECTIVES:** not counted toward requirements

**GRADE POINT AVERAGE:** 3.5 on a 4.0 scale

**ACT/SAT SCORE (excluding scores from the writing sections)\*** 27 ACT/1210 SAT

**ADDITIONAL ASSESSMENT: None**

\*Writing sections of either standardized test should not be included in the calculation of this score.

Diploma with Honors requirements pre-suppose completion of all high school diploma requirements in Ohio Revised Code including:

1/2 unit physical education\*\*

1/2 unit health

1/2 unit American history

1/2 unit in government

\*\*SB 311 allows school districts to adopt a policy exempting students who participate in athletics, marching band or cheerleading for two full seasons from the physical education requirement.

Information regarding other Honor Diploma types can be found in the River Valley Counseling office. These are the career Tech Honors Diploma,

STEM Honors Diploma, Arts Honors Diploma and Social Sciences & Civic Engagement Honors Diploma.

### **Graduation and Honors Requirements and Procedures**

#### **1. Class Rank**

The class rank for college prep graduates shall be completed on the basis of 8 semesters of attendance in grades 9-12. The final class rank shall be computed at the end of 8 semesters.

The final cumulative student Grade Point Average (GPA) is determined by dividing the total number of points earned in academic classes by credits attempted.

A student who participates in the College Credit Plus Program is reminded that his/her high school GPA will reflect these college grades. Class rank may include an early graduating senior.

#### **2. Non-Academic Requirements**

Only students who have completed all non-academic requirements shall receive a diploma. These non-academic requirements include:

- a) **pay** all fees owed to the school or any activity fund for class projects, organizational projects, fund raising projects, library fines, damage to school property or equipment
- b) **serve** any disciplinary penalty or satisfy any disciplinary action as a result of a violation of the River Valley High School Code of Conduct before the day of commencement ceremonies. Any violation of the Code of Conduct at graduation may result in the denial of the diploma until any prescribed penalty has been served.
- c) return or pay for lost, damaged, or destroyed books from the classroom or library.
- d) return athletic department equipment or pay fees or money due for lost, damaged, or destroyed items at the school's replacement cost unless otherwise determined by the high school principal.
- e) reimburse the River Valley Board of Education for all costs and charges incurred by the River Valley Local School District when a student enrolled in College Credit Plus fails or withdraws from the program or a course(s) during the school year.
- f) reimburse the River Valley Board of Education for all costs and charges incurred by the River Valley Local School District when a student enrolled in online course(s) fails or does not complete the course(s) by the required date.

3. Any senior who fails a required subject or a subject whose credit is needed for graduation will not be allowed to participate in commencement exercises and will not receive a diploma.

4. Seniors must satisfactorily complete all course work by the last required day of regular class attendance (for seniors) for them to participate in

commencement exercises and to receive a diploma with their graduating class.

5. All students will take end of course exams. See the graduation testing requirements section above.

#### **6. *Early Graduation***

Students are permitted to plan for early graduation. Written requests must come from both the student and his/her parents directly to the principal by the end of the first semester of the sophomore year. An Early Graduation committee will review each request and take appropriate recommendations to the principal who will decide each case.

The student has an option whether they desire to participate in commencement exercises or receive the diploma from the high school office (during office hours) the week following commencement exercises.

#### **7. *Valedictorian and Salutatorian Honors***

The distinction of Valedictorian and Salutatorian will be determined after the final day for Seniors is completed and teacher grades are submitted to the office. To be considered students must have earned at least six (6) credits on the River Valley campus. Exceptions to this policy may be considered by the building principal.

The students who after eight (8) semesters have achieved a straight A average which is a 4.0 Grade Point Average or above will be considered Valedictorians of the graduating class. Those students who have achieved below a 4.0 average but possess the highest overall G.P.A. (i.e. 3.999) will be selected to be the Salutatorian of the graduating class. The student with the highest Grade Point Average will be the Valedictorian and the student with the second highest Grade Point Average will be the Salutatorian.

**Title IX:** River Valley High School complies with the provisions of Title IX and does not discriminate on the basis of sex in educational programs or activities. Contact Mr. James Peterson at 725-5401 for further information.

**Section 504 of the Rehabilitation Act of 1973:** River Valley High School complies with the provisions of the Department of Health, Education, and Welfare and does not discriminate against handicapped students.

**College Preparatory Course:** This course of study is available to all students and recommended to those students who wish to continue their formal education beyond high school. Most college authorities recommend that entering students should be in the upper one third of their graduation class.

**Career/Technical Course:** Approximately thirty programs of Career/Technical education are available to River Valley High School students at the Tri-Rivers Career Center. Agricultural Science, Tech Industrial Studies, and Work & Family Management are taught at River Valley High School.



**Technical Preparation Course:** The goal of Tech Prep is to combine academics with employability and occupational skills. Students may either directly enter the workplace after high school graduation, or continue to an associate degree or certificate at a two-year college and beyond.

**Ohio's Credit Flexibility Plan:** Senate Bill 311 (the Ohio Core Legislation) raised the graduation requirements for high school students with the goal of increasing the number of students who are ready to meet the demands of our global and technological age. It included among its several provisions a requirement the State Board of Education adopt a plan that enables "students to earn units of high school credit based on a demonstration of subject area competency, instead of or in combination with completing hours of classroom instruction." School districts, community schools and chartered nonpublic schools "shall comply" with the provisions of the plan.

Ohio's plan for credit flexibility is designed to broaden the scope of curricular options available to students, increased the depth of study possible for a particular subject and allow tailoring of learning time and/or conditions.

Credit flexibility is intended to motivate and increase student learning by allowing:

- \* Access to more learning resources, especially real-world experiences
- \*Customization around individual student needs
- \*Use of multiple measures of learning, especially those where students demonstrate what they know and can do, apply the learning, or document performance.

**Grading System:** Report cards are issued at the end of the four grading periods for the school year. The following grading system will be used.

98 - 100 = A + = 4.0  
92 - 97 = A = 4.0  
90 - 91 = A - = 3.67  
88 - 89 = B + = 3.33  
82 - 87 = B = 3.00  
80 - 81 = B - = 2.67  
78 - 79 = C + = 2.33  
72 - 77 = C = 2.00  
70 - 71 = C - = 1.67  
68 - 69 = D + = 1.33  
62 - 67 = D = 1.00  
60 - 61 = D - = 0.67  
0 - 59 = F = 0

When students are ranked for a grade point average (GPA) only academic subjects worth 1/2 credit or more are calculated. The only non-academic

courses at River Valley High School are as follows: band, choir, orchestra, teacher assistant, physical education, and Freshmen Focus.

**Course Credits:** Grades will be determined for the semester by counting each nine weeks grading period's percentage twice and the exam percentage once and dividing by 5 to get the average percentage for the course. If the student exempts an exam then count each nine weeks grading period's average twice and divide by four to get the average percentage for the course. A student must pass two of the three grades to receive credit for the semester or course. A student must have an overall final grade percentage of at least 60% D- to receive credit for the semester. Report cards are issued at the end of the four grading period for the school year.

**Classification of Students:** All students are required to take five units of credit each year. Adequate credits earned per year are as follows:

9th to 10th	4 credits
10th to 11th	8 credits
11th to 12th	16 credits
Graduation	21 credits

**Release of Records:** Public Law 93-380 requires that written parental permission must be obtained to release school records to any person or organization outside of the Marion County School System. Forms are available in the High School office.

**Scholastic Eligibility:** In order to be eligible to participate in athletics, hold any class office, or serve as a representative to student council from any organization, a student must pass 2.5 blocked classes or their equivalent in the preceding grading period and maintain a minimum G.P.A. of 1.0.

**College/Career Visitation Days:** Seniors and juniors will be permitted to miss school no more than 2 days a year to visit colleges, technical or trade schools, or other career agencies in which they have an interest. A form should be secured from the Guidance Office one week in advance. Contact must be made with the college, school, or agency at least 4 days prior to the visitation day and the visit must be approved by the Guidance Office with the signed form returned no later than 3 days before the visit day. Permission must be granted in writing from the student's parent and responsibility is assumed by the parent. Teachers must be notified at least 3 days in advance by the student so that make-up work will be completed before the visit.

The visitation days will not be allowed the last 9 weeks of the school year or the last day of any grading period, unless prior approval is given by a high school administrator. No more than 3 students will be allowed to attend the same institution on the same day unless prior permission is obtained from the Guidance Office.

A verification letter signed by an official of the place visited on the letterhead of the college admissions office or personnel office of the

employer visited must be brought to the attendance office the next school day to have this count as a field trip and therefore not be counted as a day of absence.

**Honor Roll:** An honor and merit roll will be published at the end of each nine (9) weeks grading period. This is not an average or point system. It will be an all "A" for honor roll and all "B 's" or better for merit roll. Only academic courses will be used to determine the Honor and Merit Rolls.

**Senior Honor Awards:** Honor medallions will be awarded at the commencement each year to the outstanding students in each of the following areas. Students must have completed these courses listed with each area with a 3.6 average to be considered for the honor award. The awards will be based on achievement during the four years at River Valley High School or two years of skill programs at Tri-Rivers. No student may receive more than one honor medallion.

- AGRICULTURE –Ag.Sc. 1, Ag. Sc. II, Ag. Bus.I, and Ag.Bus. II
- COMPUTER – 2 credits
- ENGLISH - English 9 CP, English 10 CP, English 11 CP, English 12 CP
- WORK & FAMILY LIFE - 2 credits
- INDUSTRIAL TECHNOLOGY-Ind. Technology I, Ind. Technology II, and/or Ind. Technology III/IV or Tech Prep Engineering/Drafting I/II.
- LANGUAGES - 3 years of foreign languages.
- MATHEMATICS - Algebra, Geometry Trig/Algebra III, Pre-Calculus, D.C. Calculus, Algebra II,
- MUSIC - Chorus I-IV, Band I-IV or Orchestra I-IV
- SCIENCE – Biology, Chemistry, either Physics or Anatomy/Physiology
- SOCIAL STUDIES – American History, American Government, World Studies
- VISUAL ARTS – 2 credits
- VOCATIONAL – Two year skill program at Tri-Rivers

**Registration:** Class registration must be approved by the Guidance Counselor and the parents of the student.

**Schedule Changes:** After the first 5 days of the start of any semester, any subject dropped will be considered failed. This will show on the student's transcript as a "WF" which will figure into their GPA as an "F".

## ATTENDANCE POLICY

### I. Rationales

Education is more than passing tests and receiving course credit. Class attendance is critical for the student to receive full benefit of the educational program. Regular attendance is a positive factor that develops habits of punctuality, self-discipline, and responsibility in students. Pupils who attend class regularly generally achieve high grades, enjoy school more, and are more employable after leaving school. Even though a student may make up the actual work missed because of absences, he/she may never be able to replace the social,

educational, and cultural contacts which are received only through actual classroom participation. Attendance is required during all scheduled periods including classes, study hall, homeroom and mandatory programs. Excessive absences may result in referral to court.

House Bill 410 was passed into law by the Ohio General Assembly in December, 2016 and the most recent state guidelines have been made in July, 2017. This has changed the way school districts monitor student attendance across the state. Schools now must keep track of absences by "hours" as opposed to "days missed."

Definitions in regards to the changes:

1. Habitual Truant – any student absent **without a legitimate excuse** for absences of
    - a. 30 or more consecutive hours
    - b. 42 or more total hours in one school month
    - c. 72 or more total hours in one school year
  2. Excessive Absence – any student absent **with or without a legitimate excuse** for absences of
    - a. 38 or more hours in one school month
    - b. 65 or more hours in one school year
- If a student exceeds one of the attendance thresholds for Habitual Truancy, a letter will be sent home and phone calls made to contact the student's parent/guardian to set up a meeting.
  - If a student has exceeded one of the attendance thresholds for Excessive Absences, a letter will be sent home and phone calls made to note the requirement for any additional absences to have a doctor's note to consider them excused.

## II. Perfect Attendance

Perfect attendance means **NO** tardies/partial absences to school and missing no more than one block for doctor appointments, driving test, or court appearances. The administration will consider extenuating circumstances. Missing class due to school related activities will not be counted as an absence and students are responsible to make up all missed work. Up to one full day will be permitted for a family funeral, held in state, without affecting perfect attendance. For a family funeral held out of state three days will be permitted without affecting perfect attendance.

A. Any student having perfect attendance during a given semester may be excused from one semester exam of his/her choice for that semester.

B. The students may not be excused from an exam on a subject he/she has received an "F" for any grading period.

C. Failure of the student to follow rules for make-up work on school related activities forfeits perfect attendance in that class.

D. In order for the student to receive exemption from the exam, he/she must sign a declaration sheet. This declaration must be done

by the established date. The student must sign his/her name, exempted exam and the name of his/her teacher.

E. A list will be prepared for teachers after all declarations have been made.

F. If a student's grade status in class changes after declarations have been made, changes in the exemption declaration can be made prior to the administration of exams with the approval of the assistant principal.

G. Appeals regarding the attendance policy/exam exemption can be submitted in writing to the high school office. This appeal must be done by the established date.

### **III. Excused Absences**

The State Board of Education has adopted regulations governing excuses from future school attendance and past absences from school attendance within the framework of the Ohio Revised Code. These rules and regulations are binding upon the authorities empowered to issue excuses from school attendance. The following, taken from the Ohio Revised Code, indicate the regulations governing excuses for past absences from school. A ruling from the State Department of Education requires that when a student, regardless of age, returns to school after an absence, he shall bring with him/her a written note from his/her parents or guardian stating one of the following reasons as the cause of the absence:

A. Personal illness. The approving authority may require the certificate of a physician if he/she deems it advisable.

B. Illness in the family.

C. Quarantine in the family.

D. Death of a relative.

E. Observance of a religious holiday.

F. An emergency or a set of circumstances which under the judgment of the schools constitutes a good, sufficient cause for absence from school.

ALL excuses for absence from any part of the school day must be turned in to the office within the first 5 school days upon the student's return to school or the absence will be recorded as unexcused. Absence from any portion of the school day up to one full block without being super excused shall be considered tardiness/partial absence. When a student misses more than ten minutes of an unblocked class or twenty minutes of a blocked class, he/she will be counted as absent for the entire class.

Absence from school during semester exams may require a physician's statement. The principal or assistant principal must be contacted regarding all absences on semester exam days.

### **IV. Vacations**

Vacations are excused absences but are not super-excused. The days missed will count towards the students permissible hours. The student/family should notify the school at least a week before the vacation. The student then will take a vacation form around to all of their teachers and get the form signed.

#### **V. Attendance Call In Procedure**

Parents must notify the school by phone on the day of the absence.

Parents may call **(740) 725-5800**, the high school office, between 7:30 a.m. and 9:00 a.m. If the school does not hear from the parents the school will try to call the parent at home or send e-mail.

If a student is absent from school, the student will not be allowed to participate in extra-curricular activities that day unless an excuse is signed by the student's parent(s) and approved by the principal or assistant principal. Student must be in attendance half of the school day. It is the responsibility of the student to notify their teachers with as much notice as possible when they know they will be absent from a class. This includes but is not limited to extracurricular and vacations.

#### ***Tardiness/Partial Absences:***

Absence from any portion of the school day up to one full block without being super excused shall be considered tardiness/ partial absence. On the **fourth tardy/partial absence** to a class or to school for the semester, the student will be assigned a detention. On the **sixth tardy/partial absence and each subsequent tardy/partial absence**, the student will be assigned to Saturday School. Excessive tardiness/partial absences may result in suspension and/or referral to court.

***Make-Up Work:*** It is the responsibility of the student to ask for make-up work from each of his teachers, providing he has been issued an excused absence. Make-up work is to be completed in all courses within two weeks, unless extenuating circumstances prevail. Students absent one or two days must make up work immediately. Homework and test grades may not be lowered if absence is excused and work is made up.

#### ***Early Dismissal:***

- A. The student must bring a note from the parent / guardian which states the nature of the appointment and the desired dismissal time from school.
- B. Notes must be turned into the office by the beginning of first period.
- C. Early Dismissals are super excused only for:
  - 1. Medical Appointments (Doctors & Dentists)
  - 2. Funerals
  - 3. Driver's License
  - 4. Court Appointments

***Excuse from Classes:*** No student shall be excused from class to go to another class unless an unusual situation arises.

***Working Certificates:*** The law of Ohio requires that all children between six and eighteen years of age must attend school regularly unless they have secured the proper working certificate. The following information explains

the requirements for work permits to be used after school and during vacation.

Students must obtain forms from the guidance office. They must be completed and returned for the principal's signature before they can be employed

**Parent-Teacher Conferences:** Due to our Block Scheduling format and the fact that students will be following a different schedule during the second semester, parent/teacher conferences will be held two (2) evenings each semester from 4:00 P.M. until 7:00 P.M. The dates will be September 18 & September 23 and February 5 & February 10. Appointments can be made by calling the high school office no sooner than two weeks prior to the conference dates. Individual conferences at other times of the year may be scheduled as concerns occur. Telephone calls about your child's academic well-being are always welcome.

**Transportation:** Driving to school and using the school's parking facilities is a privilege. Students must purchase a parking pass in the high school office. The parking pass must be displayed on their front rear view mirror, in their vehicle, when it is parked on school grounds. Student driving rights will be revoked for failure to follow the established guidelines. Students should enter via the West drive off of route 95 and must park in the designated student parking area on the Northwest area of the campus. Reckless driving or improper parking may result in the loss of the driving privilege, prosecutions, detentions and/or suspension.

The driveway in front of the high school is to be used by visitors and also will serve as the drive for students to be dropped off and picked up. The buses will drop off and pick up students in the designated bus parking area on the north side of the campus.

Upon dismissal from school, student drivers must exit via the West entrance onto Route 95. Students are not to use the Brocklesby Road exit until all buses have exited. **Buses have priority at all times.**

**Tri-Rivers Students:** All Tri-Rivers students are to stay in the lobby while waiting for the Tri-Rivers bus. Those students providing their own transportation to Tri-Rivers are to go directly to Tri-Rivers.

**Cafeteria:** Lunches are provided for all students who desire to eat. The aim of the cafeteria is to serve lunches of a maximum nutritive value at a minimum cost. Lunch prices are kept at a minimum, but are subject to change based on the Federal Lunch subsidy. Students may purchase a full lunch, an ala carte offering, or carry their lunch. All food is to be eaten in the cafeteria, no food is to be taken from the cafeteria. In order to obtain the best and quickest possible service in the cafeteria, the following regulations shall apply:

1. Pupils must take their places in order in the lunch line.
2. Teachers are requested by the administration to go ahead of pupils so that they can return to their rooms or resume their assigned duties.

3. No food may be exchanged after it has once been removed from the serving counter.
4. Pupils are expected to be orderly, quiet and polite.
5. Students are responsible for any and all trash at their table. All trash should be disposed of properly. Students may be held accountable to clean tables when trash is not disposed of properly.
6. River Valley High School maintains a closed lunch period for its students. Students are not allowed to go off campus during lunch, except for doctor's appointments or family emergencies.
7. Visitors are not permitted during the lunch periods.
8. Chairs are not to be moved from one table to another or placed at the ends of the tables.
9. **Delivery of fast-food to the school by local restaurants, parents, or friends is prohibited unless prior permission is obtained from the administration.**

#### STUDENT RESPONSIBILITIES

**Care of School Property:** Any school property damaged or lost by the students, including books, will be paid for by the student. School credits will be withheld until payment is made.

All textbooks are the property of the Board of Education and are loaned to the students free of charge. The following system of marking the condition of books is:

- |                        |                              |
|------------------------|------------------------------|
| N - New Book           | F - Fair Condition           |
| E -Excellent Condition | P -Poor Condition            |
| G - Good Condition     | D - Damaged (cannot be used) |

If the condition of the book depreciated more than one letter during the year, the student shall pay for the cost of rebinding. If the book is lost, it must be replaced with the cost of the new book.

**School Supplies:** Students are responsible for all workbooks and other supplies. Subjects having lab classes may have lab fees. A partial listing of fees:

Anatomy & Physiology.....	25.00
Animal and Plant Science.....	20.00
(State & National FFA Dues \$17.00)	
Animal & Plant Bio Technology.....	15.00
(State & National FFA Dues \$17.00)	
Art.....	30.00
Band Uniform Maintenance Fee.....	20.00
Biology I & II.....	15.00
Chemistry.....	15.00
Choir.....	14.00
English 9.....	10.00
Extracurricular Fee:	
High School Athletics	
(one sport fee).....	200.00
(two sport fee).....	250.00
(three sport fee).....	275.00
High School Music (one time fee) .....	106.00



Music & Athletics (combination fee).....	325.00
Family Cap Grades 7-12 (Music & Athletics)....	550.00
Food & Natural Resources .....	20.00
Government.....	13.00
Intro to Foods.....	25.00
Industrial Technology I - IV.....	20.00
Music Theory .....	15.00
Orchestra Uniform Maintenance Fee.....	20.00
Physical Science.....	10.00
Physics.....	15.00
Senior Class Fee.....	10.00
Spanish.....	7.00
Tech Prep. Eng. and Drafting.....	20.00
Work & Family Life Classes.....	18.00
(LT, N&F, W&F Mgmt.)	

**Extracurricular Fees:** 50% of the extracurricular fees are to be paid before the first meet, match or regular season game. The remaining 50% is to be paid before the last regular season meet, match or regular season game.

**Classroom Conduct:** Students should conduct themselves properly and should be attentive in the classroom. They should come to class with the proper equipment so that no time will be wasted. Any repeated disruption of the learning environment will not be tolerated. Your classmates and teachers will appreciate the courtesy of your being quiet and cooperative while the class is in session. Students are to be on time to class. Passes will be given only when necessary.

**School Sponsored Events:** Students, while representing the school, shall abide by school standards at all school sponsored events. All students may be classified by the conduct of one student. Let's share good publicity.

**School Dances:** All dances are closed. Only students enrolled at River Valley High School and their guests can attend. No middle school students will be permitted. Guests must be under the age of twenty-one.

**Study Hall Procedures:** All students assigned to study hall must report there at the beginning of each period. After attendance has been taken, students with excuses for other areas of the building will be dismissed along with those who wish to use the library. Everyone must report to study hall first. Study Hall is intended to be a quiet study time. Games are not permitted to be played. Eating and drinking is also not permitted.

**Library/Media Center:** The Library/Media Center is a place to use library information and media to study. Students using the Media Center during study hall periods must remain there for the entire period. Misbehavior may result in the loss of Media Center privileges and/or further disciplinary measures. Library/Media Center rules will be posted.

***Withdrawal from School:*** If a student is planning to withdraw from River Valley High School, the student must return all school textbooks, library books, and equipment to the proper person. The student should report his/her plans of withdrawal to the office as soon as possible. This will enable the office to complete the proper transcripts and reports according to the situation. Then the student will be given a check-out slip that is to be signed by each of his/her instructors, the librarian, the principal, and a parent or guardian.

### GENERAL INFORMATION

***Student Well Being:*** During the school year, students may receive a vision, hearing and/or scoliosis screening per ODH state mandated requirements/recommendations. A referral letter will be sent home if concerns arise requiring professional follow-up. If you prefer not to have your child screened, please submit a written letter to the school prior to September 1<sup>st</sup>.

***Hall Passes:*** Students **must** request and carry a hall pass so that it is visible when in the hall during class time.

***Bulletin Boards:*** Material to be posted on bulletin boards in the corridors must first be approved by the administration. Bulletin boards are for information concerning the school and school related outside events.

***Public Address System:*** Announcements will be made each morning. All announcements pertaining to class organizations, etc. must carry an advisor's signature and be turned into the office.

***Telephones:*** Students will not be called from class to answer the telephone except in the case of emergency or illness. Classroom phones are only to be used with the permission and supervision of the teacher. Cellular phones are only to be used as outlined in the Electronic Devices section of the handbook.

***Restrooms:*** Loitering in school restrooms is forbidden. Persistent violators will be assigned detentions and/or Saturday School.

***Fire Drill:*** In the event a fire drill alarms sounds the following directions will be in effect.

1. Students are to stop what they are doing and go immediately in single file with their class to the nearest exit.
2. All windows and doors should be locked. Lights turned off.
3. Students must remain quiet at all times.
4. Do not run or push.
5. The building is to be cleared by at least 150 feet.
6. Students not in their classroom will immediately join the nearest class and identify themselves and their proper class to the teacher.
7. Teachers are to check the roll outside and when they return to the building.

Students pulling fire alarms will be reported as prescribed by law to the local sheriff's office and parents.

**Tornado Drill:** In the event the tornado alarm is sounded, the following directions will be in effect:

1. Windows should be closed.
2. Personal articles shall not be carried (possible exceptions are purse or handbag, sweater or coat, if they are at desk and can be picked up without delaying the movement in the line).
3. Student in seat nearest the door should open the door and lead the students to assigned area.
4. Students shall move quickly and quietly, without running or talking.
5. Group will stay together in assigned area until authorized to return to room by the administration.
6. In assigned area:
  - a. Students squat or sit on the floor, keeping head on knees and clasp hand of back of head hold face down.
  - b. In case of injury, notify teacher immediately.
  - c. Keep calm.
7. If there is insufficient time to reach the assigned shelter area, students should:
  - a. Go to inside wall of the room away from windows, squat on the floor next to the wall keeping head on knees, or get under desks or furniture, either by squatting or lying prone on floor, face down.
  - b. Hold a book over head if it can be picked up easily.
  - c. In case of injury, notify teacher immediately.
  - d. Keep calm.

**Illness/Injury:** Students who become ill during may report to the office with the permission of the classroom teacher. Students may be permitted to sign out for illness, only after parental permission is obtained. In case of serious injury illness, the school will render first aid and contact the parents as soon as possible. Should there be an illness or injury of a serious nature and the parents cannot be located, the school will try to secure medical aid or get the child to the hospital. The River Valley Board of Education and employees are not liable for medical service fees encountered while seeking aid for an injured or ill student.

**Medical Cards:** All students at River Valley High School must have a medical emergency card on file in the office. Students need to have a card on file to participate in extra-curricular activities and/or field trips as well as in cases of medical need.

*Failure to return the emergency medical card promptly may result in detention and/or Saturday school.*

**Insurance:** Students are provided with an opportunity to apply for school insurance. Forms are available in the high school office. This is not compulsory for non-athletes. The school board, administration, and staff are not liable for injuries not covered in the policy nor expenses incurred for injuries in excess of the insurance coverage.

**Visitors:** Permission is to be granted by the principal or assistant principal for any visitor. This permission must be given in advance. All visitors must report to the office and visits must be related to an educational activity. Parents are welcome at all times.

**Cooks and Custodians:** The cooks and custodians of the school have at all times the same authority as the faculty. Students are not permitted to go into the kitchen area or furnace room without proper authorization.

***Athletic Eligibility:***

1. The Athletic Director must have a physician's certificate for each student who is trying for a place on the athletic team (required yearly).
2. The Athletic Director must have an athletic participation card for each student signed by the parent.
3. Student scholastic eligibility for participation is based on the immediate preceding grading period. The student must pass 5 credits which is the equivalent of 2.5 blocked classes, with the exception of P.E. which is .25 credits but does not count in the students GPA.
4. Transfer students must establish eligibility by transcript from the former school.
5. Each grading period students must attain the GPA established by the River Valley Board of Education in order to be eligible for the next grading period.

The eligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. An ineligible student can gain eligibility after the fourth calendar day, following the preceding grading period and when the grades have been verified. **EXCEPTION:** Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.

### **ACADEMIC LETTERING SYSTEM**

Academic letters will be awarded to all students who have earned a 3.5 grade point average or better for the year.

- 1st year - 8" Academic Letter with Gold Lamp of Knowledge
- 2nd year - Gold Metal Book of Knowledge Insert and Certificate
- 3rd year - Gold Metal Scroll Insert and Certificate
- 4th year - Gold Metal Viking Shield Insert and Certificate

### **NATIONAL HONOR SOCIETY**

The purpose of the National Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and to develop character in the students for all schools. In order to become a member of the National Honor Society a student must have a 3.2 point average and have junior or senior standing. Any member of the junior or senior class is eligible for candidacy providing

they have achieved the scholarship requirements as well as the other requisites of leadership, service, and character. Every faculty member will be given the opportunity to rate candidates on these three areas and only the top students will be admitted to the National Honor Society.

### **SCHOOL DRESS STANDARDS**

Clothes shall be within limits of decency, morality, and propriety. Hygienic standards will be maintained. Clothing or personal appearance which causes distraction, or in any way interferes with the normal process of education, will not be permitted.

Coats are only to be worn in the building before and after school. Coats, head coverings & clothing intended to be worn as outerwear are to be kept in lockers. Students are encouraged to wear sweaters or sweatshirts during the winter months or when they are cold.

Faculty advisors and coaches of extra-curricular activities are authorized to establish any specific dress or hair requirements that they deem suitable for participation in their activity. Teachers may require additional restrictions in classes to ensure the health and safety of all students.

All clothing must have a sleeve, show no cleavage and be long enough to be tucked in pants. Tube tops, tank shirts, tank dresses, halter and midriff tops and clothing of sheer/see through material, are not allowed in school. Shorts, dresses and skirts must be hemmed and the hem must come to the mid thigh or lower. Skin tight and spandex-type materials are prohibited, unless covered to the mid thigh or fingertip length, when the arms hang at the side and are stretched toward the floor. Clothing containing holes or tears mid thigh or higher will be deemed inappropriate. All undergarments are to be covered at all times. Bare feet are not permitted. Chains and studded accessories are prohibited. Any article of clothing or jewelry that displays or encourages the use of alcohol, drugs, sex, or profane language and/or gestures, double meaning references or any other unconventional dress will not be permitted at any time. Hats or any headwear that covers the head shall not be worn in the building and must be left in the student's locker. Violators will have their hats confiscated for the day. Dark glasses are not to be worn except under written doctor's orders.

River Valley Local Schools will have a policy of zero tolerance regarding gang activity and the display of any clothing or paraphernalia associated with such activity. Repeat offenders may be suspended and recommended for expulsion.

Failure to comply with the dress code guidelines will result in the following action. Any time missed from the classroom due to a dress code violation will be unexcused and will apply to the attendance policy and will affect perfect attendance.

First Offense: Warning - student will be asked to change and if refusing to do so, may be sent home or removed from classes for the remainder of the school day.

Second Offense: Detention - student will be asked to change and if refusing to do so, may be sent home or removed from classes for the remainder of the school day.

Third Offense: Saturday School - student will be asked to change and if refusing to do so, may be sent home or removed from classes for the remainder of the school day.  
Repeated Violations will lead to out of school suspension.

## **CHEMICAL ABUSE PROGRAM PROCEDURES**

### **I. INTRODUCTION**

It is a primary objective of the River Valley Local Schools to assume that the education of all shall proceed in an efficient, orderly and non-disruptive manner. The sale, use or possession of intoxicants, illegal drugs or other controlled substances on school premises is an obstacle to that objective and an interference with the rights of students to receive quality academic instruction. While student drug education and referral to counseling resources will continue to be made available, such measures should be viewed as instructional or rehabilitative and will not ordinarily be considered as an alternative to the disciplinary measures specified in Section III of this document.

The school reserves the right to use dogs trained and accompanied by local law enforcement officers to search for drugs.

### **II. STATEMENT OF POLICY**

Students of the River Valley School District shall not knowingly possess, use, sell, give or otherwise transmit, or be under the influence of any drug, the possession of which is prohibited by law. This includes narcotic or hallucinogenic drugs, or intoxicants, of any kind, including alcohol. Also the misuse of prescribed drugs, or intoxicants of any kind, including alcohol. Also the misuse of prescribed drugs may be included.

Narcotics and drugs are defined as any narcotic, drug, medicine, or pill chemical preparation, plant, seed, or derivative thereof, of a hallucinogen, barbiturate, or amphetamine nature. The use of the same is strictly prohibited. Possession of the same for personal use shall not constitute a violation if it can be shown that the same has actually been prescribed by a duly licensed physician. This policy also applies to Counterfeit Drugs, commonly called "look-alikes", i e. no students shall knowingly possess, make, sell, offer to sell, give, package or deliver a counterfeit (look-alike) controlled substance.

Drug paraphernalia or instruments such as pipes, roach clips, syringes, hypodermic needles, cocaine spoons or kits, and any other items normally or actually used for the packaging conveyance, dispensation or use of drugs will not be permitted on any school property and will be subject to confiscation.

The above applies when:

1. on any property owned, leased by, or under the control of the River Valley Local School District, including vehicles used for the transportation.
2. at school and/or any school sponsored or sanctioned activity or event away from or within the school district, while under school supervision

### **III. STUDENT RESPONSIBILITIES**

All students are to be responsible for understanding the River Valley chemical policy and counseling services available to them. The intent of this policy is to deter substance abuse among students and provide an appropriate plan of action for violators. It is not intended, however, to discourage any student with a substance abuse problem from seeking guidance and assistance from school personnel or professional counselors. A student with substance abuse concerns may voluntarily approach an administrator, counselor, teacher, or other personnel for help without fear of penalty, assuming the student is not then in violation of this policy.

#### **IV. DISCIPLINARY PROCEDURES**

The actions set forth below will be considered routine disciplinary measures. Each category and occurrence of offense shall be administered in accordance with the policies and regulations of the River Valley Local Schools. By "routine disciplinary measures" it is intended that the penalties delineated below shall be considered the standard penalty to be imposed for the offenses described. In incidents where extreme violations occur, the specified actions may be waived by the school administrator in favor of stronger measures such as longer suspensions (not to exceed ten [10] working days), expulsion, or other appropriate measures. Similarly, the school administrator may, at the hearing, consider matters in mitigation of the routine disciplinary measures.

Procedures listed below will apply to any student found to be in violation of the policy:

1. First Offense

- a. Parent(s) will be notified immediately and the student will be removed from school for the remainder of the day.
- b. The police may be notified of the incident and, at their discretion, may conduct an investigation.

c. Disciplinary action:

- 1) The penalty for this infraction shall be suspension for a minimum of five (5) days to a maximum of ten (10) days. A chemical assessment by a certified counselor may be recommended to be completed during this suspension period. A written copy of the assessment will be sent to school officials including findings and recommendations for the student. Days spent attending an inpatient treatment facility will be applied towards the suspension period.

2. Second and Subsequent Offenses:

- a. Parent(s) will be notified immediately, and the student will be removed from the school for the remainder of the day.
  - b. The police may be notified of the incident and an investigation will be conducted.
  - c. The student shall receive ten (10) days suspension and recommendation for expulsion.
- A. Selling or distribution any quantity of intoxicants, illegal drugs, or look-alike drugs as described in Section II. Procedures will be the same for first and all subsequent offenses.
1. Parent(s) will be notified immediately, and the student will be removed from school for the remainder of the day.

2. The police shall be notified of the incident and an investigation will be conducted. Formal charges will be filed.
3. The student shall receive ten (10) days suspension and possible recommendation for expulsion.

#### **V. MANDATORY DRUG TESTING**

The River Valley Board of Education has approved a mandatory drug testing policy that will be in place for the 2019-20 school year. The goal of this policy is to create a drug free educational environment while looking out for the health and safety of our students. It is also our hope that this policy will serve as a deterrent for students if and when they are faced with the choice of trying drugs. This is a mandatory testing policy for anyone in grades 9 – 12 who plan to participate in extracurricular activities, clubs, organizations or drives/parks at school. The complete drug testing policy can be found on the school website.

#### **RIVER VALLEY LOCAL SCHOOLS SOCIAL MEDIA POLICY**

River Valley Local Schools recognizes and supports our student's rights to freedom of speech, expression and association, including the use of online social networks. As a student at River Valley you represent our district and are expected to portray yourself, your athletic team and the school in a positive manner at all times. Any online postings must therefore be consistent with federal and state laws, student handbook rules, athletic guidelines, school policies. (Including the guidelines listed below)

##### **Guidelines**

If you participate on a social networking site or use social media, you must keep the following guidelines in mind:

Everything you post is public information-any text or photo placed online is completely out of your control the moment it is placed online- even if you limit access to your site. Information (including pictures, videos, comments and posts) may be accessible even after you remove it.

What you post may affect your future. Many employers and university admissions officers review social networking sites as part of their overall evaluation of the applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret the information you have posted to any site.

Similar to comments made in person, River Valley Schools will not tolerate disrespectful comments and behavior online, such as:

Derogatory or defamatory language

Comments that create a serious danger to the safety of another person or constitutes a credible threat of serious physical or emotional harm to another person.



Comments or photos that describe or depict unlawful assault, abuse, hazing, harassment, or discrimination; selling, possessing, or using controlled substances; or any other illegal or prohibited conduct.

Or, anything that is a negative representation of River Valley Schools, any other school, student or staff.

Depending of the severity of the violation, whether it be a first offense or not, the administration will review each offense on a case by case basis and will determine the punishment for each offense upon review by the administration. If necessary, law enforcement may be contacted.

First Offense- Meeting with Parents/Coaches; affected parties if within our school district. Discipline determined by administrative staff to include loss of leadership positions.

Second Offense-Meeting with Parents/Coaches; Saturday School up to OSS. For athletes this may result in a 15% suspension of your current or upcoming season. For non-athletes this may result in disciplinary action.

Third Offense-Suspension from School; Permanent removal from any extracurricular activities at River Valley. This policy is in conjunction with all other school policies and other discipline can also be used in relation to any and all offenses contained above.

### **TRANSPORTATION, BUS GUIDELINES**

All students should conduct themselves in such a way as not to impair the safety of any passengers or the bus driver. The school bus driver has the authority and responsibility to maintain control of the pupils. Serious violations will be reported to the building administrator and appropriate action shall be taken. Repeated violations may result in a parent conference and/or denial of bus privileges. Refer to school website for transportation policies.

### **BUS PASSES**

If students wish to ride a bus other than the one to which they are assigned or get off at an alternate stop, they must bring a note detailing the request signed by their parent and turn it in to the attendance secretary **before the start of school**. The assistant principal will sign the note and retain a copy. Bus drivers will not allow extra passengers unless these procedures are followed.

### **CODE OF STUDENT CONDUCT**

**PREFACE:** This code meets the intent of H.B. 421 which requires each Board of Education to adopt a set of rules and regulations designed to maintain order and discipline necessary for effective learning. The Board of Education's primary concern is that students who wish to learn can do so in an environment conducive to learn and that every available disciplinary and prescriptive means be employed on behalf of those who would destroy or deny such an environment. The sole objective of this code is to insure fair and equitable handling of disciplinary problems.

**STUDENT RIGHTS AND RESPONSIBILITIES:** Students are responsible to themselves, their parents, the local community and the school administration for their academic progress and social conduct on school property and at school functions. Students are also responsible to respect the rights of the other members of the River Valley School District (other students, teachers, staff, parents, and other persons). Students are held responsible for violation of specific rules of behavior spelled out in the Code of Student Conduct. Disciplinary action for such violations may include; detentions, Saturday School, denial of privileges, assignments, reprimands, suspension, emergency removal, and expulsion. Rescheduling of detentions or Saturday school dates will only take place with written documentation from court, funeral, or doctor. Extenuating circumstances will be considered by the administration.

#### **DETENTIONS**

A disciplinary measure by teachers approved by the administration whenever they feel this is necessary. A detention will be conducted in the following manner.

- A. The detention period will be from 3:00 P.M. to 4:00 P.M. on Wednesdays. Failure to report to assigned detention periods will result in the assignment of Saturday School.
- B. The student is responsible for finding their own transportation and bringing materials to study.

#### **SATURDAY SCHOOL**

The Saturday School will be held on Saturdays from 8:15 a.m. to 11:15 a.m. Failure to serve the assigned Saturday Schools will result in further disciplinary action. Students must bring materials to study. *Only with super excused absences or administrative approval will Saturday Schools be rescheduled.*

#### **OUT OF SCHOOL SUSPENSION**

A student may be suspended from one to ten days by the principal and/or the assistant principal because of a serious offense or repeated misbehavior. Out of school suspension results in the loss of the privilege to participate in school, extracurricular and co-curricular activities during the time of suspension. Homework missed due to a suspension can be made up in an equivalent amount of days (ex. 3 day suspension equals 3 days to make up and turn in work). Students are not permitted on school grounds during a suspension. The only exception to this would be previously assigned Saturday Schools. The procedure for suspension will be in accordance with the Board of Education Policy. In summary:

1. The principal/assistant principal may suspend. Each suspension will not exceed ten school days.
2. Due process shall consist of:
  - a) The administrator will give written notice of the intention to suspend to the student. The notice will have the reason for the action.

- b) The student will have an opportunity to appear at an informal hearing, before the principal or his designee to explain the situation. The hearing may take place immediately. Due process is guaranteed to the student.
- c) The student and/or his parents may appeal a suspension to the hearing officer of the River Valley Schools, the Superintendent. Appeals may be made because of the severity of the punishment or because of lack of informal due process.

### **EXPULSION**

The procedure for expulsion will be in accordance with the Board of Education Policy regarding expulsion.

### **PERMANENT EXCLUSION FROM SCHOOL**

Any River Valley Local School District student who is 16 years of age or older and commits a violent or drug related crime on school premises may be permanently excluded from school.

The offenses for which a student may be permanently excluded include the following:

1. Conveying deadly weapons or dangerous ordinance on school property or to a school function;
2. Possessing deadly weapons or dangerous ordinance on school property at a school function;
3. Carrying a concealed weapon on school property or at a school function;
4. Trafficking in drugs on school property or at a school function;
5. Murder or aggravated murder on school property or at a school function;
6. Voluntary or involuntary manslaughter on school property or at a school function;
7. Assault or aggravated assault on school grounds or at a school function;
8. Rape, gross sexual imposition, or felonious sexual penetration on school grounds, at a school function or when the victim is a school employee.;
9. Complicity in any of the above offenses, regardless of location.

The law requires any building principal in a public school to report any violations of the above offenses to the district superintendent regardless of whether the student committing the offense is age 16 or older. The principals must report the offenses only if they receive knowledge of, or observe the offense while acting in an official or professional capacity.

The student cannot be permanently excluded from school until they have been convicted of the crime or have been ruled a delinquent child based upon the crime. The River Valley Local School District will follow all due process procedures presently in place and will use the current policy to expel the student. The law allows the expulsion of the student to be extended during the proceedings of the criminal or juvenile court.

Upon the student's conviction, the River Valley Board of Education will resolve to permanently exclude the student from school. The Board of Education will then request the State Superintendent of Public Instruction to consider their recommendation for permanent exclusion from all public schools in Ohio.

The resolution to the State Superintendent of Public Instruction will include the following information:

1. Proof of conviction;
2. A copy of the school record;
3. Any other relevant information.

The Board will also send a copy of the resolution to the student and to the student's parent or guardian. The State Superintendent has the authority to approve or reject the River Valley Board of Education's request for permanent exclusion.

Any River Valley student who has been permanently excluded may request the local superintendent to admit them on a probationary status for up to 90 school days. The River Valley Board of Education may approve or deny this request.

River Valley Local School District will not knowingly admit any student who has been permanently excluded from the public schools of Ohio. All information relating to permanent exclusion of a student must be part of their official records until the student reaches the age of 22, or his exclusion is revoked. The River Valley Local School District is then required to remove and destroy these records.

#### **GENERAL STUDENT POLICIES**

**Hallways:** The halls of River Valley High School should be clear of all students during class time. Students needing to be in the halls **must** obtain a pass and carry it so that it is visible when in the hall. Loitering in the halls is not permissible. Students should be going to or from their destination.

Pupils passing through the halls on the way to and from classes are expected to maintain a reasonable degree of quiet. Whistling, loud talking, loud noises, screaming, running and pushing are not permitted.

**Book Bags/Duffel Bags/Gym Bags:** Book Bags/Duffel Bags/Gym Bags will be permitted as long as they are stored on the back of seats or under desks where they do not pose a safety hazard.

**Public Display of Affection:** Students at River Valley High School are expected to maintain a dignified relationship with members of the opposite sex. Embracing and kissing will not be allowed. Failure to comply will result in *disciplinary action and /or parental contact*.

**Changes in Student Handbook:** Students are responsible for any additions, deletions, or changes made to the guidelines set forth in this handbook, and which are communicated to students either verbally or in writing (posted in the cafeteria, hallways and/or office).

**Cheating:** No communicating or cheating between or among students will be permitted during quiz, test, examination, and/or homework

assignments. The student's quiz, test, examination, and/or homework will be taken from the student and zero will be given for any of these infractions. Repeat violations of cheating will result in failure of the course.

If plagiarism takes place in a dual credit course the student would be subject of the colleges policies. Also, any student found to have plagiarized could be subject to discipline up to a Saturday School.

**Lockers:** Lockers, considered the property of the River Valley Board of Education should be kept neat, clean and locked when not in use. Periodic inspection may be held. The combination of each lock is recorded in the office in case of lapse of memory and should be kept secret by the student. At the end of each school year all lockers must be cleaned or a fine will be assessed.

**Locker and Personal Searches:** If a school official has reason to believe that any illegal or potentially dangerous objects, substances, or instruments (including intoxicants or drugs of any kind and/or drug paraphernalia), are concealed in a school locker, on a student, or in a student's car, the following will apply:

1. Locker Search: A school locker may be searched by a school official in the presence of one other staff member. Student lockers, desks, or similar property are subject to search by school officials at any time and without notice. When students are found in possession of any illegal or potentially dangerous substances or items, the parent(s) or the student will be notified immediately. The student and parent(s) will meet with appropriate school personnel for a conference regarding disciplinary action.
2. Personal Searches: When a student is suspected of possessing illegal or potentially dangerous items on their person, the school official will ask the student to reveal the suspected item. If the student refuses, the school official may call the police to investigate.
3. Student Vehicle: When a student is suspected of possessing illegal or potentially dangerous items in a vehicle on school property, a vehicle search may be conducted. The school official may ask parents to have the vehicle removed from school premises, or the official may call the police.

In every case confiscated materials may be used as evidence in legal proceedings and will not be returned to the student.

**Substitute Teachers:** These teachers are to be treated with the same respect as the regular classroom teacher. You are in a position to help your substitute in many ways.

**Electronic Devices:** The classroom teachers will establish if and when cell phones may be used in their classrooms.

First Offense: Devices will be confiscated for the day + detention will be assigned

Second Offense: Devices will be confiscated + Saturday school will be assigned. (Parent must pick-up device)

Third Offense: Devices will be confiscated for 30 calendar days + 2 days suspension will be assigned.

Fourth Offense: Devices will be confiscated for 30 calendar days + 3 days suspension will be assigned.

Fifth Offense: Devices will be confiscated for 30 calendar days + 4 days suspension will be assigned.

Sixth Offense: Devices will be confiscated for 30 calendar days + 5 days out of school suspension will be assigned.

**Married Students:** Married students must comply with all rules adopted for River Valley High School students.

**Eighteen Years or Older Students:** Eighteen year old or older students must conform to all rules adopted for River Valley High School students.

**All school rules and regulations apply to students at all school sponsored activities.**

**SECTION I** - These examples of misconduct shall result in the following penalties which are cumulative for any offense in this section.

FIRST OFFENSE - up to a Saturday School or possible suspension

SECOND OFFENSE - Three day suspension

THIRD OFFENSE - Five day suspension

FOURTH OFFENSE - ten day suspension

#### **RULE 1 - DISRUPTION OF SCHOOL**

In order to provide an appropriate climate for learning, River Valley Schools will not tolerate any disruption of school. Students will not use force, coercion, violence, threat, harassment or insubordination, which obstructs the educational process including all curricular or extracurricular activities.

#### **RULE 2 - PROFANITY, OBSCENE AND/OR INAPPROPRIATE LANGUAGE AND/OR DRAWINGS**

A student shall not use or display profanity, obscene and/or inappropriate language or symbols, either written or verbal in communicating with any faculty member, other school personnel, student, or any other person. Examples would include, but not to be limited to, the use of racial comments, obscene gestures, signs, pictures, publications. Drawing or displaying of drug symbols or paraphernalia will not be tolerated.

#### **RULE 3 - TRUANCY**

Being absent from any portion of the school day without authorization is truancy. Leaving the classroom without permission of the teacher, or leaving the school building and/ or grounds without permission of the principal or the assistant principal is truancy. Unauthorized absence for the entire school day will result in a more severe penalty.

#### **RULE 4 - UNAUTHORIZED SALE, DISTRIBUTION AND/OR DISPLAY**

A student shall not sell, distribute, or display or attempt to sell, distribute or display any object or material which has not been authorized for sale or distribution by the principal to any person or property owned by the Board of Education.

**RULE 5 - LOITERING**

Loitering is defined as a student's presence in a restricted area at an unauthorized time. This includes the hallways, student parking lot, etc.; no student is to be in the parking lot during school hours without an administrator's permission.

**RULE 6 - ACCUMULATION OF VIOLATIONS**

A student shall not accumulate minor offenses that, in their totality, constitute a disruption to the school program. A student shall not violate prescribed probation conditions.

**RULE 7 - DISRESPECT**

A student shall not intimidate, insult, or in other ways abuse verbally, symbolically, or in writing any member of the school staff, student body, or any other person.

**RULE 8 - HAZING**

Any attempt, or act of coercing another individual to do any type of initiation into a student organization, or any other organization, that causes or creates a risk of mental or physical harm to any person is prohibited.

**RULE 9 - PHYSICAL/VERBAL HARASSMENT**

Students will not be involved in pushing, shoving and/or verbal abuse to other students.

**RULE 10 - GAMBLING**

A student shall not gamble or engage in any type of betting activity for money or valuables on school property or at school functions.

**RULE 11 - USE OF FLAME PRODUCING DEVICES**

The unauthorized use or possession of matches, lighters or other flame producing devices on school property is not permitted.

**SECTION II** - These examples of misconduct, which are cumulative, will result in up to a 10 day suspension along with a possible recommendation for expulsion and/or police and court referral due to the more serious nature of these offenses.

**RULE 1 - VANDALISM AND/OR DESTRUCTION OF SCHOOL PROPERTY**

A student shall not cause or attempt to cause damage to school property including building, grounds, equipment, vehicles, or materials by means of vandalism, arson or other ways.

FIRST OFFENSE - Up to a 10 day suspension with a possible recommendation for expulsion.

SECOND OFFENSE - 10 day suspension and recommendation for expulsion.

**RULE 2 - VANDALISM AND/OR DESTRUCTION OF PRIVATE PROPERTY**

A student shall not cause or attempt to cause damage to the private property of another while at school or at school sponsored events either home or away.

FIRST OFFENSE - Up to a 10 day suspension with a possible recommendation for expulsion.

SECOND OFFENSE - 10 day suspension and recommendation for expulsion.

**RULE 3 - UNAUTHORIZED POSSESSION OF ANOTHER PERSON'S PROPERTY**

A student shall not engage in or be a partner in any way of the taking or acquiring of property of others without their consent.

FIRST OFFENSE - Up to a 10 day suspension with a possible recommendation for expulsion.

SECOND OFFENSE - 10 day suspension and recommendation for expulsion.

**RULE 4 - ASSAULT**

A student shall not cause physical injury or behave in such a way which will threaten to cause physical injury to another student, teacher, staff, visitor or an other person while under the jurisdiction of the school.

FIRST OFFENSE - Up to a 10 day suspension with a possible recommendation for expulsion.

SECOND OFFENSE - 10 day suspension and recommendation for expulsion.

**RULE 5 - DANGEROUS WEAPONS AND INSTRUMENTS**

A student shall not possess, handle, transmit, or conceal any object or instrument capable of harming another person either on school premises or at school functions. Some examples, not intended to be exhaustive, are: guns, firecrackers, rifles, knives, ice picks, switch blades, brass knuckles, chemicals, gases, etc.

FIRST OFFENSE - Up to a 10 day suspension with a possible recommendation for expulsion.

SECOND OFFENSE - 10 day suspension and recommendation for expulsion.

**RULE 6 - INSUBORDINATION**

A student shall not fail to comply with directions of teachers, teacher aides, student teachers, substitute teachers, assistant principal, principal, or other school personnel during any period of time when the student is properly under the authority of school personnel. Repeated violations of any rule, directive, or discipline procedure shall also constitute insubordination.

FIRST OFFENSE - Up to a 10 day suspension

SECOND OFFENSE - 10 day suspension and a possible recommendation for expulsion.



**RULE 7 - TOBACCO**

A student shall not possess, use, transmit, conceal or distribute tobacco, smokeless tobacco (snuff) while on school property or at school functions. This includes any vapor producing product such as e-cigarettes or an e-cigarette look-a-like.

FIRST OFFENSE - Up to 5 day suspension

SECOND OFFENSE - Up to 10 days suspension

THIRD OFFENSE - 10 day suspension and possible recommendation for expulsion.

**RULE 8 – ALCOHOL AND ILLEGAL SUBSTANCES/DRUGS**

A student shall not possess, use, transmit, conceal or distribute alcohol or illegal substances/drugs while on school property or at school functions.

FIRST OFFENSE - Up to a 10 day suspension with a possible recommendation for expulsion.

SECOND OFFENSE - 10 day suspension and recommendation for expulsion.

**RULE 9 - BULLYING/HARASSMENT OF STAFF MEMBERS AND/OR STUDENTS**

A student shall not vandalize a staff member's/student's property or threaten/bully either physically or verbally a staff member/student on school grounds. This restriction applies to staff members off school grounds.

FIRST OFFENSE - Up to a 10 day suspension with a possible recommendation for expulsion.

SECOND OFFENSE - 10 day suspension and recommendation for expulsion.

**RULE 10 - VIOLATION OF THE LAW**

A student shall not violate any law or ordinance when the student is properly under the authority of school personnel.

FIRST OFFENSE - Up to a 10 day suspension with a possible recommendation for expulsion.

SECOND OFFENSE - 10 day suspension and recommendation for expulsion.

**RULE 11 - FALSE ALARMS**

A student shall not initiate a fire alarm, 911 call, or report a warning of a fire or catastrophe such as a tornado without cause.

FIRST OFFENSE - Up to 10 day suspension, and/or police contact, and/or court referral and possible recommendation for expulsion.

SECOND OFFENSE - 10 day suspension, police contact, court referral, and recommendation for expulsion.

**RULE 12 - BOMB THREAT**

A student shall not initiate a report warning of a bomb on school property, on Board of Education owned vehicles, or a Board of Education sponsored or supervised activity.

FIRST OFFENSE - 10 day suspension, referral to court, police contact, recommendation for expulsion.

**RULE 13 - FIGHTING**

A student shall not be involved in a fight on school property, Board of Education owned vehicles, or in attendance at any Board of Education activity.

FIRST OFFENSE - Up to a 10 day suspension

SECOND OFFENSE - 10 day suspension with a possible recommendation for expulsion.

THIRD OFFENSE - 10 day suspension and a recommendation for expulsion.

**RULE 14 - FAILURE TO ATTEND SATURDAY SCHOOL**

A student shall not fail to serve an assigned Saturday School. Notification of school officials in the event of emergency or illness **MUST** be made on or before the assigned date.

FIRST OFFENSE - two day suspension

SECOND OFFENSE - three day suspension

THIRD OFFENSE - four day suspension

FOURTH OFFENSE - five day suspension

**RULE 15 - FALSIFICATION OF DOCUMENTS**

A student shall not falsify any document needed for school record keeping. No student shall sign another person's name to any excuse, bus pass, passport sheet, grade card, early dismissal request, etc. Examples are not all inclusive.

FIRST OFFENSE - up to a ten (10) day suspension

SECOND OFFENSE - 10 day suspension and possible recommendation for expulsion.

**RULE 16 - SEXUAL HARASSMENT**

All students have the right to a school environment free from sexual harassment. Sexual harassment is defined as unwanted sexual advances which may be verbal, visual, or physical. This could include propositioning; making threats or retaliating after a proposition is refused; displaying sexually suggestive objects, pictures, or cartoons; communicating sexual remarks or gestures; making frequent sexual comments; making derogatory comments or slurs based on sex; making sexual comments about a person's body; touching a person; blocking his / her passage; sexually assaulting a person; or exposing ones self.

A student who feels that he / she is being sexually harassed should see an administrator or a guidance counselor and report the behavior. Sexual harassment of another may result in suspension.

FIRST OFFENSE - up to a ten (10) day suspension

SECOND OFFENSE - 10 day suspension and possible recommendation for expulsion.

**RULE 17 - ABUSIVE AND/OR DISRESPECTFUL BEHAVIOR**

A student shall not engage in any obscene, abusive profane, or degrading gestures or expressions; racial, ethnic religious, prejudicial or

disrespectful actions; disrespectful behavior of any kind (including but not limited to sexual, race, gender, sexual orientation, ethnicity, nationality, language, age, religion, physical appearance, physical or mental capacity) to any individual or group; or intimidation and/or threats to an individual or group. A student shall not publish or distribute materials meeting this description.

FIRST OFFENSE - up to a ten (10) day suspension

SECOND OFFENSE - 10 day suspension and possible recommendation for expulsion.

#### **RULE 18 - SEXTING**

Sexting is defined as the act of sending, receiving, viewing or reading any sexually explicit text messages, photo messages, video messages or voice messages. Sexting is considered inappropriate for the school setting at River Valley High School and therefore prohibited on school grounds or at school events. In some cases sexting is sexual harassment or bullying. In all cases, sexting is unacceptable behavior for a River Valley high school student.

Anyone violating this policy or involved in this violation will have his/her phone confiscated for the remainder of the school day or event with their parents notified of the incident as soon as possible. A suspension will be rendered and police contact will be made.

FIRST OFFENSE - up to a ten (10) day suspension, police contact, referral to court, possible recommendation for expulsion.

SECOND OFFENSE - up to a ten (10) day suspension, police contact, referral to court, recommendation for expulsion.

#### **RULE 19 - NO REMAINING DATES**

When a student fills all available dates for detention and Saturday School for a semester, it may become necessary to suspend the student.

**Section III - Tri-Rivers CC Students:** All students from River Valley High School who attend Tri-Rivers must obey the River Valley School Code of Conduct whenever they are on the property of the River Valley Board of Education (i.e.) before school, after school, extra-curricular activities, school sponsored events (at home or away from school). Students cannot attend River Valley High School, or school sponsored activities, while under expulsion or suspension at Tri-Rivers.

**Section IV- Appeal Procedure:** A student or his/her parent, guardian, or custodian may appeal his/her expulsion, suspension, or removal to the Board of Education or its designee (the Superintendent). Such student or his/her parent, guardian, or custodian may be represented in all such appeal proceedings and to request the hearing on appeal be held in executive session.

Appeal shall be made by the student or his/her parent, guardian or custodian in the following sequence:

1. Superintendent of Schools
2. Board of Education

Appeal must be made in writing to the Superintendent no later than five (5) days after the notice is received.

**MEDICATION FOR STUDENTS:**

School office personnel/school nurse will administer prescription medication only. Prescription medication must be accompanied by a physician's statement indicating dosage and the number of days the medication is to be administered. All medication must be sent to school in a pharmacy's or physician's container. All appropriate paperwork must be completed and on file in the office.

# NOTES