# Tri-Valley High School

## 2026-27
## Rules and Expectations

## MISSION STATEMENT

"TO PROVIDE A SAFE ENVIRONMENT WHERE ALL STUDENTS CAN ACQUIRE THE SKILLS, KNOWLEDGE, AND CHARACTER NECESSARY TO BE SOLID CITIZENS."

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# SCHOOL CLOSINGS

Unplanned delayed starting times, early dismissals, and school closings will be announced through a pre-recorded phone call and over local television stations.

Please do not call the television stations, or the school, as the announcement will be made in a timely manner. Also, please have a plan in place so that your child will know what to do in case of a school closing without having to make a phone call to you.

# ACTIVITIES

## Activities Tickets

An activity ticket will be available to all Tri-Valley students who wish to purchase one. This ticket will admit the holder to all home athletic events except tournaments. Adult tickets for all home athletic events will also be available. Senior citizens who are 65 and older will be admitted free to all athletic events except tournaments. Workers/band students/concession workers must have a pass from the sponsor/instructor. Contact the office for the current prices of activities passes.

## Family Night

No school-sponsored activities will be scheduled on Wednesday evenings after 5:30 p.m. and no practices or rehearsals will be scheduled on Sundays. Deviance from this policy requires approval from the Superintendent's office.

## Fund-Raising Projects

Fundraising Guidelines:

1. All clubs, organizations, and sports must do at least one concession stand event in order to be approved for any other fundraiser.
2. Requests for school-affiliated fundraising shall be made through the Google Docs electronic fundraising form.
3. Permission to conduct a fundraiser may be approved or denied by the district administration depending on the quality of the product, purpose of the fundraiser, or failure to follow the proper guidelines.
4. Fundraising cannot begin until a fundraising request form has been completed and approved by the Activities Director or Principal. No fundraising materials, including fliers or commercially produced literature, may be sent home with students or given to parents until approval of a fundraiser has been granted.
5. For consideration, all fundraising requests for the current school year should be completed and submitted to the activities director prior to November 1st. Any requests after that date will be considered based on need and availability.
6. School-affiliated organizations may be granted up to a maximum of three fundraisers per school year, not counting concessions. All organizations with a trust and agency account are subject to this policy.

   *Fundraising requests MUST be approved by the activities director's or principal's office prior to entering into an agreement or purchasing merchandise from a company. Upon approval of a fundraising request, all purchases MUST be accompanied by a completed and signed purchase order.

## Participation in Activities/Practices

A student must be in attendance at least the last three periods to participate in practice or in an after-school activity. The exception to this policy will be if the student has a medical or dental appointment during the

last three periods. Students must sign in with the High School secretary when arriving late or leaving early. An absence will be considered excused with a note or phone call from a parent or guardian.

## Scheduling Events

School contests, athletic events, plays, productions, dinners, banquets, concerts, etc., are to be scheduled through the Activities Director. Wednesday nights and Sundays are reserved for family activities. Any school sponsored activities during Wednesdays and Sundays need prior approval from the Superintendent.

## State Tournaments

Students may be excused to attend a state tournament provided arrangements are made in advance, and all other conditions for an absence are met. If Tri-Valley is a participant in a state event, the absence will not count against the student's attendance. Students may be asked to provide proof of their attendance at the event. It will count against the student's attendance if Tri-Valley is not a participant.

# STUDENT RESPONSIBILITIES

## Attendance Policies/Absences

Both students and parents should understand that students miss a vital part of the students' education by absence in the classroom. Although written work can be made up, class instruction, discussion, presentation, and student-teacher interaction, once missed, can never be made up. All students absent from a class without an approved excuse will be considered unexcused. Students will be allowed a maximum of ten (10) parental excused absences per semester. These excused absences must be requested by the parent verbally or in writing the day of, or prior to, the absences.

Any student who has missed a class more than ten (10) times per semester will not receive credit for that class. A student who misses more than a total of ten (10) days per semester will not receive credit for any classes for the semester (extended illness or other health-related issues will be considered when enforcing this policy). Students can make up the missed time by staying after school or coming in on Fridays. If a student does not make up the time they may appeal the loss of credit to a staff committee made up of the principal, counselor, and the students' teachers. The student will have the opportunity to explain why they think the absences should be reduced and credit be reinstated. The committee will decide if credit will be granted and what steps will need to be taken in order to keep it.

<u>Any senior who does not make up days beyond 10, or make a valid attempt, will not be allowed to participate in the graduation ceremony</u>

Seniors will be given 2 exempt days and Junior will be given 1 exempt day for college, military, or career visits. These days will not count against the 10 total days for losing credit. Students must complete and turn in a campus visit form prior to being gone and complete any required course work from the absence in order to have the days counted as exempt.

The principal (not the parent) will determine if absences are to be excused and will determine circumstances not covered in this policy.

- In addition to illnesses, the following absences will also be excused but will count towards the ten (10) day total.

    - Absences for a funeral, orthodontist, doctor's appointment. Extended absences for illness or surgery will need a doctor's note. An absence for a funeral for an immediate relative (parent, brother, sister, grandparent will be excused and counted.
- STUDENTS ARE ENCOURAGED TO MAKE ALL APPOINTMENTS DURING NON-SCHOOL HOURS WHENEVER POSSIBLE!
- Students participating in school-sponsored activities will be excused from class as necessary.
- Arrangements for make-up work must be made with the classroom teacher before participation in a school activity or excused absence. If work is not made up before participation, the teacher has the right not to accept late work.

Parent(s)/Guardian(s) are expected to notify the school regarding a student's absence on the day of the absence. An absence must be reported either by note, email, or phone call. If your child will be absent from school, please notify the office by 8:05 a.m. For safety reasons, if we have not heard from you by that time, it will be necessary for the school to call your home or place of employment to determine why your child is absent.

If your child will be arriving late or leaving early, please notify the teacher or the office in advance. Also, please remember that it is mandatory that the parent/guardian sign the child in/out at the office when returning to or leaving from school.

Ten or more absences in a school year is considered to be excessive by the Tri-Valley School District. Parents/guardians/students are encouraged to provide professional medical documentation when absent for medically related absences. When a student's absences are deemed excessive, 10 or more days, school will require verification of absences from a doctor, dentist, or other medical professional.

# Bathrooms

Students are not permitted to use the single occupancy bathrooms. If a need for a student to use these bathrooms arises, permission can be given by the building principal.

# Beverages/Pop and Food

Outside beverages and beverages from school machines must be kept in the commons if they are not resealable. Beverages and food are allowed in the classrooms at the teachers discretion.

- Students are not permitted to use the vending machines located in the staff break rooms for any reason.
- No food or drink (other than water) is allowed on the reading stairs.
- No food or drink is allowed in the theater at any time.

# Break Out/Flex Spaces

Students should only be in the break out/flex spaces during class time with approval from a teacher. Students are expected to reset the space after each use.

# Detentions

A detention period will be held in an assigned room. Detentions will be in the morning starting at 7:30 a.m. or after school until 4:15 p.m. Students serving detentions will be given one day to arrange a ride. A student should come to detention with materials to study, and duties may be assigned by the detention teacher. Students will be required to turn their phone in to the detention supervisor. Students are required to provide their own transportation home. If a student is given detention and does not stay on the morning/night assigned, he/she will serve a half day of ISS.

# Disciplinary Procedures

A conference/notification with a student's parent/guardian will take place when a student receives a suspension (OSS). Upon receiving the third suspension in a semester, the student and his/her parent/guardian will appear before the school board. For consequences for misbehavior, see discipline guide at the end of the handbook.

# Dress Policy

Tri-Valley 9th-12th students represent themselves, their families, the school, and the community. During the school day, students are expected to dress with standards that enhance the learning environment. Styles that disrupt the learning environment will not be tolerated. In the interest of cleanliness, decency, and an appropriate educational environment, restrictions on students' dress and grooming are necessary when such dress and/or grooming create a danger to the students' health and safety, an interference with the educational process, a disruption to school or invade the rights of others. In order to promote a positive and safe learning environment, all students need to abide to the following guidelines:

- Students may not wear clothing with writing, slogans, pictures, or symbols that depict alcohol, drugs, obscenities, vulgarity, racism, sex, violence, or gang affiliation. Visible tattoos must also follow the same guidelines.
- Students may not wear clothing that is revealing. Garments that are cut low and expose visible cleavage, midriff, undergarments or sit off the shoulder are not allowed.
- Halter tops, strapless/tube tops, and see through clothing are not allowed.
- Students may not wear pants in a sagging manner (below hips).
- Large winter jackets, coats, or outerwear in the classroom are up to each teacher's discretion.
    - No blankets are allowed in the classroom
- No hats, hoods, caps, bandanas, sunglasses, or gloves may be worn while in school. These items need to be put away in bags or lockers and may not be carried around during the day.
    - Religions exemptions will be made for head coverings when appropriate
- Students may not wear bicycle chains, wallets with chains attached, jewelry or accessories with spikes.

Violations of the dress policy:

- Students will be asked to change or put away the offending item. It may be necessary to call a parent/guardian to provide alternate clothing.
- Students will be given an alternate item of clothing to wear for the day if available.
- Multiple violations or refusal to comply may be handled as insubordination and parents will be notified.

# Driving

City and state traffic laws apply to the parking lot and the streets surrounding the schools; violations of these laws pose a threat to safety. Violators will be reported to the authorities. Students will NOT be permitted to go to their vehicles during the school day. Special permission may be granted by the building principal.

# Elevator

No students should enter and or operate the elevator without prior approval from the building principal.

## Entrances and Exits

Students should enter the building through entrances A1 (main entrance) and C1 (gym hallway) until 8:05. Students are not allowed to enter through any other entrance. After 8:05 am all students must enter through the main entrance (A1) and report to the office.

## Friday School

Friday School will be held on teacher work day Fridays. On these days, teachers are available to assist with homework, reteach, and proctor tests. Students may be assigned Friday School for excessive missing assignments, excessive absences or tardies, or as a behavior consequence. If students do not have transportation the school will do its best to provide transportation.

## Hall Passes

During class times, students may be allowed to leave the classroom only with an approved pass from the teacher.

## Cell Phones, Headphones, & Electronic Devices

Headphones, cellular phones, MP3, iPods, iPads, smart watches, or other personal electronic devices are not allowed during the school day except when given permission by the teacher or with prior approval from the principal due to medical conditions or other extenuating circumstances. Students will be able to use their cellphones or other electronic devices during lunch. It is a violation of school board policy to use cell phones in the bathroom for any reason. Items will be confiscated and may be picked up after school as a staff member directs. If a student has two or more cell phone violations, semester test opt-out privileges will not be allowed for the remainder of that academic term. Multiple violations of the headphones & Electronic Devices policy will result in detention.

## Homework

Homework, which will aid in re-enforcing the concepts discussed in class or will prepare students for work to be discussed on the following day, may be assigned each day. Homework assignments will be turned in on the day they are due. All assignments must be completed and handed in for students to earn credit for the class. Make-up work should be done promptly. Two days are given for every unplanned excused absence. Each teacher has a policy for how late work will be scored.

## Lockers/Desks

Lockers are available upon request. This service is for the students' convenience. School authorities are charged with the safety of all the students under the Fourth Amendment to the Federal Constitution. This includes the reasonable exercise of board power in the interest of health, welfare, and safety of all school students. Courts have reasoned that the school extends locker use to students for legitimate purposes. The locker is subject to periodic inspection for the purpose of ensuring the school safety and student welfare. Students will be issued a lock and will be responsible for returning the lock at the end of school term or pay for the lock if it is lost (please see the high school office administrative assistant to check out a lock). The locks are to remain on the lockers at all times. Personal locks are not allowed unless special circumstances arise (building administration will approve any special circumstances). Students are responsible for their assigned locker. Any damage to their locker may be that student’s responsibility to pay for the damages.

# Lost and Found

A lost and found department is maintained in the commons. The school is not liable for lost or stolen items.

# Make-Up Work

In all absences, including an ISS, the student is expected to make up all work missed. Arrangements for completion of work should be made with the teacher/teachers prior to the activity or planned absence( this includes appointments and vacations). If make-up work is not completed as arranged, a zero may be given for that work. For students in ISS or OSS, refer to the suspension policy.

# Parking Lot

Students are to park in designated areas only. Students are not permitted to park in the designated staff and visitor parking spaces. The spots next to the sidewalk on the west side by door C1 (gym side) and spots in the first row on the south side (main entrance side) are reserved for staff and visitors. Students should not park in a way that prevents others from parking in the spaces around them (ex. Double parking or not pulling up far enough) Violations will result in disciplinary action/loss of parking lot privileges. Only licensed vehicles will be allowed on school grounds.

# Report Cards

Report cards will be available at the end of each quarter/semester; parents/students are encouraged to come to the school to pick up this information or view on the Parent Portal of Infinite Campus. If a student owes any fines, he/she will not receive a report card until the fines are paid.

# Student Conduct

Student conduct should not be a disruption to the educational process of the classroom and the school building, nor should it interfere with the health, safety, or well-being of the rights of other students. Students should behave in a positive manner, showing respect to all staff members and to each other. Students are expected to follow rules and regulations set up by each classroom teacher, the administration, the school district, and the state. No student shall possess, use, sell, or dispense any controlled or mind-altering substance (including, but not limited to, glue for inhaling, drugs, tobacco, and alcoholic beverages) at a school activity or on school property, which includes buildings, grounds, parking lot, and school buses. Violations of rules and regulations will be disciplined and/or referred to a law enforcement agency. The products prohibited include, but are not limited to, any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products.

1. Students are encouraged to attend all school activities such as athletic contests, concerts, plays, dance etc.
2. Students should conduct themselves at all school-sponsored activities in the same manner that they would during the school day.
3. Students are to remain seated in the gym, auditorium, or immediate area that activity is taking place while the activity is in session. Students may use restrooms and concessions at the appropriate times. Once an individual leaves the activity or dance, he/she will not be readmitted.
4. The school maintains the right to discipline any student who creates a problem at an athletic event, play, dance, or any high school sponsored activity. This also includes riding the school

buses to and from school and school activities. Students are to follow all instructions given by the bus driver.

Students who do not follow stated rules will be asked to leave. If student(s) continue to disobey rules, the student(s) may be suspended, at a minimum, from attending activities.

## Student Conduct for Eligibility/Activities (9-12)

Grade/Eligibility will be determined at the end of each quarter/semester. In order to be eligible, a student must pass all of his/her academic courses or have a 1.6 grade point average in those subjects. Should a student become ineligible, he/she won't be allowed to participate during the following quarter/semester. All SDHSAA requirements and policies must also be met. (Ineligible students will be allowed to practice.)

## Suspension

Out-of-School Suspension (OSS) may be from one to ten days. For certain infractions, a student will be sent home at once and will be re-admitted only after a satisfactory conference involving the principal, the student, and the parent/guardian takes place. Assignments must be turned in upon return to school. If assignments are not done a reduced grade may be given for those assignments. OSS will be counted as an absence. For infractions which may result in suspension, see the discipline guide at the end of the handbook. A student may be placed in the in-school suspension room until parents have been contacted.

In-School Suspension (ISS) may be from one to five days. ISS may be used as an alternative to out-of-school suspension. If a student is having problems adjusting to the rules and regulations of Tri-Valley, he/she may be referred to the ISS room. A student will not receive zeros for ISS; however, it is the student's responsibility to get his/her assignments at the end of the day and make up any missed work.

Long-Term Suspension may be for a period of eleven school days or more. A formal hearing will take place involving the student, the principal, the parent/guardian, and the Tri-Valley Board of Education.

## Tardiness

Tardiness is a failure to be at one's assigned workstation when the tardy bell rings. All tardies will be handled as unexcused unless approved by the principal. Students who are tardy for class at the beginning of the day must report to the principal's office before being admitted to class. If a student is tardy more than half of that period, it will count as an absence for that period. Upon receiving a fifth tardy, and any tardy thereafter, a detention will be given (to be served on Wednesday during homework assistance). If a student receives 10 tardies in a semester they will be assigned Friday school from 8:00-1:00. If a student does not attend Friday school on the assigned day, a day of ISS will be given.

Other disciplinary action may be taken at the discretion of the principal.

Freebies: Sometimes “life” happens, such as getting a flat tire, so students may use 2 “freebies” each semester should they experience a “life” circumstance. Freebies allow students to enter their first period class late if they arrive at school within 10 minutes after the tardy bell has rung without a consequence. After the first 10 minutes students arriving late who have used their freebies will be issued an unexcused tardy.

## Telephone

Students may use the office phone or be called out of class only for emergency calls. One telephone is provided for student use in the high school office. Cell phone use will be allowed at the discretion of school personnel.

# ACADEMICS

## AI (Artificial Intelligence)

Students may not use AI to assist or complete course assignments without prior approval from the instructor. Any unauthorized use of AI on student work will be considered a violation of academic integrity and result in a zero grade. The use of AI or other digital media to create text, images, or videos involving other students or staff without their permission will result in disciplinary action.

## Book Fines

Students losing or damaging their book(s) will be required to pay the replacement cost of the book(s). *Teachers shall inspect books before the closing of the school year or the semester and will collect all fines for damages before report cards are distributed at the close of the school year or semester.*

## Computers

Technology is an important part of education. Students are asked to handle all equipment properly and with care. Students must sign a permit form that must be turned in to the office before the student will be granted computer access. Failure to follow all rules and regulations may cause a student to be restricted or banned from the network or computer use. Students will be held responsible for any damages caused by misuse of equipment/network/software. All computer activity by students may be monitored

NETWORK VIOLATIONS: Students are given their own account/ID on the student server; students must use their computer ID to log into the network when using the school's computers. Each student is encouraged to assign a unique password that he/she will not forget. Any student caught logging in under someone else's account or giving out his/her password will lose network privileges.

PRINTING: Students are advised ALWAYS to "Print Preview" before sending data to the printer. This will help identify the number of pages, the layout of the page(s), and any errors that might need fixing. Excessive and/or email printing is NOT allowed. Personal documents (not school related) must have approval before printing.

INTERNET USE: During school hours (8:05 - 3:32), the computers are to be used only for educational learning. Before and/or after school hours, the students may use the Internet for personal use (e-mail or personal surfing). Use of the Internet will be monitored at all times. Drugs, alcohol, pornography, or other inappropriate areas are considered off limits. If a student needs special permission to research these areas for an assignment, prior arrangements MUST be made with the instructor. Internet surfing is permissible for educational use with instructor/computer supervisor approval. No chat rooms or games are allowed on the Internet. If a student needs to download a file, he/she must get permission beforehand. Depending on where the file is downloaded to, the antivirus program will need to be run so no viruses are placed on the school's machines.

Students will be assigned an email address to be used at school on the school computers. Students may not use personal email accounts, for example Yahoo, Hotmail, etc. E-mails will be monitored. Failure to abide by these rules may result in the loss of Network or Internet use ranging from five (5) school days to

an entire semester. After the second Network/Internet violation, semester test opting out privilege will be lost.

myCAMPUS Student Portal Usage

Every student will have access to view their grades for all classes through the "myCampus Student Portal" used by the Tri-Valley School District. By signing this Student Handbook, students will have access to the myCampus and must follow these guidelines:

1. Students will not share their passwords with others.
2. Students will not attempt to tamper with data found on myCampus and other related DDN Campus services.
3. Students will not use the student portal for any illegal activity. Any student in violation of this policy is subject to consequences set forth by the School District and may warrant legal prosecution.
4. Students who identify a security problem with the myCampus Student Portal must contact the school district immediately, without demonstrating the problem to anyone else.
5. Students who are identified as a security risk to the myCampus Student Portal will be denied access.

Your myCampus Student account will become active as soon as we receive your signed Student Handbook and you have taken the correct steps to activate your code through the Tech Center. Your account will stay active until you leave Tri-Valley or you violate the above guidelines. The login information and instructions will be provided by the Tech Center at an appropriate time. You will receive access to myCampus Student Portal only by signing and returning the Student Handbook form.

## Honor Roll Qualifications

Distinguished Honor Roll – 4.0 average  Honor Roll – 3.5-3.99 average (no grade lower than a C)

The honor rolls will be compiled at the end of each nine week grading period.

## Class Rank and Valedictorian

Class rank will be determined based on semester grades on an unweighted 4.0 scale.
The student ranked 1st in the senior class will be named valedictorian and the student ranked second will be named salutatorian. If two seniors share a 4.0 they will be named co-valedictorians. If there are more than two seniors with a 4.0 the following tie breakers will be put into place to narrow it down.

1. 3rd quarter posted grades
2. total credits earned
3. ACT composite score (from state testing date)

If after employing the tie breakers there are still more than two seniors with a 4.0 those that remain will be named valedictorians.

## Midterm & Progress Reports

Midterm reports will be sent home electronically to parents/guardians at the end of each midterm period. If a student is failing three or more classes at the end of the nine weeks/semester, a meeting with parents/guardians, teachers, counselors, and administration may be required.

## Grading System

| Letter Grade | Percentage | |
|---|---|---|
| A | 93-100 | Excellent |
| B | 85-92 | Above Average |
| C | 78-84 | Average |
| D | 70-77 | Below Average |
| F | 0-69 | Failing |

## Daily Schedule

| Class Period | Time |
|---|---|
| 1st Period | 8:05-8:54 |
| 2nd Period | 8:58-9:44 |
| 3rd Period | 9:48-10:34 |
| 4th Period | 10:38-11:24 |
| 5th Period | 11:28-12:14 |
| Lunch and Advisory | 12:14-12:52 |
| 6th Period | 12:56-1:42 |
| 7th Period | 1:46-2:32 |
| 8th Period | 2:36-3:22 |

## Semester Exams

At the end of each semester, examinations covering the subject matter taught in each class will be administered to students. The tests will be administered during a special exam schedule to be announced later. The semester exam will be used in computing the semester average and final average of each course.

## Semester Exam Opt Outs

A semester test opt out program has been designed to reward students who wish to participate. A student with no more than 2 unexcused absences, 10 or less excused absences, no more than 2 detentions, any suspensions (ISS or OSS), Network/Internet violations, less than 10 missing assignments, and with a "B" average or above in a class for each quarter within the semester will be allowed to exclude a semester test for that class. If a student has lost opt-outs due to minor behavior or absences they may request a meeting with the principal about the possibility of earning an opt-out back. There is an exclusion limit total of two tests. If a student excludes a test for the first semester, they may not exclude the same test for the second semester (i.e. if they exclude Biology I test first semester, they may not exclude Biology I test second semester). Any exceptions must go through the principal. Seniors that achieved a “3” or higher on the Math, ELA, or Science standardized testing (ACT) will receive an additional opt out to be used during the fall or spring semester. Seniors will not be permitted to opt out of more than three tests per semester.

# Study Hall

Students are assigned a study hall when they are not in class, and they should use this time to complete their classwork.

1. All students will be assigned seats to facilitate the checking of attendance.
2. Student mobility should be kept to a minimum and is at the prerogative of the study hall teacher.
3. Students need to bring all necessary materials and be prepared to work.
4. With a pass or proper authorization, students may be allowed to use the library, or they may go to a staff member for help.
5. Each study hall teacher will observe the above rules; however, the teacher may impose additional rules.
6. Phones are not allowed during study hall without permission from the study hall teacher.

# Graduation Requirements

A student's Personal Learning Plan must document a minimum of 24 credits that include the following:
Four Credits of Language Arts – must include:

- English I (Freshman Composition/Literature) - 1 Credit
- English II (Sophomore Composition/Literature) – 1 Credit
- English III (Junior Composition/American Literature) – 1 Credit
- English IV (Senior Composition/Literature), Senior Tech, or dual-credit English Composition. – 1 Credit

Three Credits of Mathematics – must include:

- Algebra I – 1 Credit
- Math electives – 2 Credits

Three Credits of Lab Science – must include:

- Physical Science – 1 Credit
- Biology – 1 Credit
- Science elective – 1 Credit

Three Credits of Social Studies – must include:

- World Geography – .5 Credit
- Civics - .5 Credit
- World History – .5 Credit
- American History – 1 Credit
- Government – .5 Credit

One Credit of the following – any combination:

- Approved Career & Technical Education courses
- Capstone Experience or Service Learning
- World Languages

One credit of Fine Arts
One-half Credit of Computers
One-half Credit of Personal Finance or Economics
One-half Credit of Physical Education
One-half Credit of Health or Health Integration

*Students taking 8th grade Algebra will be required to take three math credits while in high school.

# Class Membership Requirements

To be classified at each grade level, a student must meet the minimum credit requirements at the start of each school year, as outlined below:

| | | | |
|---|---|---|---|
| Freshman | 0 credits minimum | Sophomore | 6 credits minimum |
| Junior | 12 credits minimum | Senior | 18 credits minimum |

Each student must sign up for a minimum of eight classes per semester (exceptions may be granted to seniors). It is the student's responsibility to complete coursework as assigned by the teacher. In order to receive credit in any course, the student must meet the requirements of the course as established by the teacher. Credits are issued on a semester basis. Students who fail a required course will be required to repeat the course at the earliest possible time. Students who fail elective courses are not required to repeat that particular course but must subsequently enroll in a sufficient number of courses in order to earn a total of twenty four credits.

# Dual Credit/Dual Enrollment

Tri-Valley High School students may receive credit for courses completed at other educational institutions according to the following criteria:

1. The student shall obtain the building principal's approval of the course prior to enrolling in the course.
2. The dual enrollment courses may not be a course that is offered at Tri-Valley High School during the time the student chooses to take that course from another institution.
3. The requirements for dual credit courses will be based on guidelines given by the Board of Regents (see building principal or counselor for more information).
4. The course must be taken from an accredited institution.
5. The student will receive a quarter and/or a semester grade for the course taken.
6. The amount of credit awarded for successful completion of the course shall be determined by administration unless otherwise stated by the educational institution.
7. When applicable, students enrolled in a course(s) from another educational institution will be released from school for attendance at the other educational institution for a period of time, which shall allow for travel and attendance. The principal shall determine the release time. The student released for attendance at another educational institution shall be the sole responsibility of the parent/guardian and shall not be the responsibility of the school or its employees.
8. Students are responsible for knowing and following all the rules and regulations of the educational institution while enrolled.
9. Students taking classes through other institutions are responsible for monitoring and maintaining their grades. Communication with these instructors should come from the student directly.
10. College dual credit class enrollment and online classes will be limited each semester. The first semester a student enrolls in a college dual credit/online course they will be allowed to take only one course. The second semester a student enrolls in a college dual credit/online course they will be allowed to take two courses, as long as they passed the first course they enrolled in. Each following semester students will be allowed to enroll in 3 college dual credit/online courses, as long as the student passed all previous dual credit/online courses they enrolled in.
    a. If a student feels they have special circumstances that should allow them to take more dual credit courses then outlined in the timeline above, they should schedule meeting with administration. The meeting will consist of the building principal, counselor, two teachers, a parent/guardian, and the student.

11. If a student fails a dual credit/online course they will have to be enrolled in an equivalent in-person course to make up the credit. Students who fail a dual credit/online course will not be permitted to take a dual credit/online course the following semester. Students can enroll in dual credit courses again after taking a semester break but the cost of those classes may be at the original rate.
12. If a student drops or withdraws from a dual credit course or online course they will be required to enroll in an equivalent in person course to make up the lost credit. If an equivalent in-person course is not available or reasonable then an online option will be given.
    a. If a student does not complete the alternate course in the time given an F will be given for the original course on the transcript.

## Sioux Falls CTE Academy:

1. Tri-Valley provides students with the opportunity to take classes through the Sioux Falls CTE academy. Only students on track to graduate and in good standing with Tri-Valley will be allowed to enroll in classes.
2. Courses taken at the CTE academy in Sioux Falls are a year long commitment and follow the Sioux Falls school rules, policies and calendar. If Tri-Valley is done with school but your course at the academy is not over with, you are expected to finish the course in order to get credit for it.
    - Students may drop a CTE Academy class with approval from the principal and as long as the spot can be filled by another student.
3. Students will be required to follow all rules and regulations of the Sioux Falls school district while in attendance. Any behavior infractions will result in consequences given by the Tri-Valley administration as well as the Sioux Falls school district.
4. Attendance at the CTE is recorded through the Sioux Falls school district so parents must communicate absences to the CTE academy separately. Unexcused absences and tardies will have the same consequences as in person classes at Tri-Valley.

# MISCELLANEOUS

## Busing

The Tri-Valley School District has contracted a fleet of buses for those who ride to school. The bus driver has full authority to discipline students on the bus. It is the duty of each student to do his/her part to keep the buses in good condition and to abide by the stated rules. Violation of these rules could mean a reprimand, suspension, or cancellation of bus privileges on all buses. If a student is removed from a bus, that student will have to obtain other means of transportation at no expense to the school district. Please note the following:

1. Students should be on time.
2. The loading of students will be done at regular stops and loading zones only.
3. All students must be seated while the bus is in motion, and arms and hands must be kept inside the bus.
4. The aisles must be kept clear at all times.
5. Boisterous or profane language will not be tolerated.
6. Use or possession of tobacco, alcohol, or controlled substances will not be tolerated. School policy will be followed.
7. Student behavior which distracts the bus driver while operating the bus will not be permitted.
8. Students will not open or close the windows without the permission of the bus driver.
9. Courtesy is expected at all times, both to the bus driver and other passengers on the bus.

10. Students will immediately report to the driver any damage occurring on the bus. The person responsible or his/her parents will be held responsible for the total cost of the property replacement or repair.
11. No dangerous weapons will be allowed on school transportation/school grounds. (See *Suspension*.)
12. Students at the bus stops and on the buses are subject to all the rules and policies of the Tri-Valley School District. Children are to stand back from the street where the bus stops.

# Cafeteria

Students are not permitted to leave the building at lunchtime. Any absence from the building or school grounds without office permission will be considered unexcused.

1. Students are not to run, push, or shove while going to or coming from lunch.
2. Students should line up in a manner that allows unhindered passage in the hallways or lunchroom.
3. Students are to stay in areas designated by the lunchroom supervisors.
4. When students are finished, they will clean up after themselves and take their trays back to the proper area.
5. All students are to remain in the cafeteria until dismissed by the bell/staff.
6. No food is to be taken out of the cafeteria.
7. Breaking of rules will result in disciplinary action and/or loss of cafeteria privileges.

# Fire Drill

Fire drills are for the protection of all occupants in the school building; strict observance of rules and procedures are required. In cooperation with the directives issued by the State Fire Marshal, these rules and procedures shall be observed:

1. Students shall leave by assigned exits.
2. The evacuation plan used by each room will be posted in a place next to the main exit of the room.
3. If the regular exit is blocked, students shall follow the orders of the teachers who will direct them to the correct exit.
4. During the fire drill, there shall be no talking in the building except as a means of safety.
5. All lines will move steadily until they reach their assigned places. Students should remain in place until the signal is given by the principal to return to the building.
6. Lights should be turned off, and all doors should be closed. When feasible, windows should also be closed. Teachers should take charge of pupils, supervise the evacuation, and be the last to leave the classroom.
7. The first student reaching the outside doors shall hold them open for others.
8. All lines shall move to approximately 150 feet from the building, and students should stay with their group.
9. Principals and other designated personnel shall make a final check.
10. Upon return to the classroom, teachers should, if necessary, discuss ways of improving the drill.

# Library

Tri-Valley students are encouraged to use the library facilities as well as check out materials for studies or reading pleasure. Library privilege can be denied for misconduct and non-payment of fines. Library regulations are as follows:

1. The library is open during the regular school day, Monday through Friday.
2. Students must have a pass from a teacher/librarian when entering the library and upon returning to class/study hall during regular class time. A student will only be allowed ten minutes in the library unless he/she has a pass from his/her classroom teacher. Students must report back to class/study hall before the end of the period.

3. A non-disruptive atmosphere will be maintained; a student's failure to follow this rule will result in loss of library privileges.
4. Teachers may bring their classes to the library for research when prior arrangements are made with the librarian. Study hall students may/may not be allowed to come to the library when classes are using it.
5. A student will not be allowed to check out library materials if he/she has overdue materials, and report cards, when applicable, will be held until the materials are returned.
6. Students losing or damaging materials shall be responsible for the repair or replacement cost of the items.

## National Honor Society

Tri-Valley's National Honor Society chapter will conduct an induction ceremony each year for new members. The new members will be selected following guidelines determined by the chapter officers and faculty advisor. Once the guidelines are established a committee of faculty and chapter officers will review and score each application. After the scoring is completed the chapter officers will make the final decision on the members. For more specific information on National Honor Society and the induction process reach out to Ms. Lacher via email stephanie.lacher@k12.sd.us

## Parent-Teacher Conferences

Conferences are scheduled during October in the first semester, and February in the second semester. Parents or guardians are encouraged to attend. Parents may also make appointments for conferences with teachers, counselors, or the principal, by calling the office.

Additional information regarding parent-teacher conferences will be shared with students and their parents prior to each of the scheduled dates.

# POLICIES & PROCEDURES

## Alcohol, Nicotine, or Drug Use By Student

Consequences for alcohol, nicotine, and drug use/possession will go as follows:

A student shall not possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver, give, exchange or be under the influence of alcohol, illicit drugs, narcotics, nicotine or nicotine delivery devices, dangerous or illegal chemical substances. Students shall not engage in alcohol and/or other drug use/abuse and/or nicotine, nor possess paraphernalia specific to the use of alcohol, nicotine, and/or other drugs. This policy applies to non-nicotine vaping or smoking products as well.

Students who use prescription drugs or medical cannabis authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

The Tri-Valley School District reserves the right to take into consideration the totality of a student's circumstance and cooperation with the investigation when determining disciplinary sanctions.

**DISCIPLINARY SANCTIONS AND IMPLEMENTATION PROCEDURES**

A. The following procedures will be used in dealing with possession, use, or being under the influence of alcohol, nicotine, and other drugs. These sanction and implementation procedures are cumulative

throughout a student's academic career beginning in 5th grade through 12th grade. State and federal regulations regarding special education students will be followed.

First Offense:

1. The administration will notify the parent(s)/guardians(s) and schedule a conference;
2. The administration may suspend the student for up to ten (10) days in compliance with student due process procedures. Suspensions for nicotine delivery substances or devices may be in school or out of school suspensions. Suspensions for alcohol and illicit drugs will be out of school suspensions.
3. The administration may notify available law enforcement authorities;

The suspension of a student who completes a drug/alcohol assessment from a certified or licensed addiction counselor or a licensed physician trained in chemical dependency and recommended program, if any, will be commuted to three (3) days, provided the assessment and program are completed, unless good cause is shown to and approved by the administration, within twenty (20) school days. Fees for this assessment and treatment are the responsibility of the student and family.

Upon receipt of appropriate authorization, the agency or professional will notify the school administration in writing that the student has been evaluated and to comply successfully, completed any recommended treatment program.

Second Offense:

1. The administration will contact the parent(s)/guardian(s) and schedule a conference.
2. The administration may notify available law enforcement authorities.
3. The administration shall suspend for up to ten (10) days in compliance with student due process procedures. Suspensions for nicotine delivery substances or devices may be in school or out of school suspensions. Suspensions for alcohol and illicit drugs will be out of school suspensions.

A long-term suspension hearing shall be scheduled before the school board pursuant to due process rules for long-term suspension. The administration will recommend to the school board that the student be suspended for thirty (30) school days. The thirty (30) day suspension for a second offense may be reduced to ten (10) school days if the student completes an accredited intensive prevention or treatment program. Fees for this assessment and/or treatment are the responsibility of the student and family.

Third Offense:

1. The administration will contact the parent(s)/guardian(s) and schedule a conference.
2. The administration may notify available law enforcement authorities.
3. The administration shall suspend for up to ten (10) days in compliance with student due process procedures. Suspensions for nicotine delivery substances or devices may be in school or out of school suspensions. Suspensions for alcohol and illicit drugs will be out of school suspensions.

A long-term suspension hearing shall be scheduled before the school board pursuant to due process rules for long-term suspension. The administration will recommend to the school board that the student be suspended for ninety (90) school days. The ninety (90) day suspension for a third offense may be reduced to ten (10) school days if the student completes an accredited intensive prevention or treatment program. Fees for this assessment and/or treatment are the responsibility of the student and family.

Subsequent Offenses:

1. The administration will contact the parent(s)/guardian(s) and schedule a conference.

2. The administration may notify available law enforcement authorities.
3. The administration shall suspend for ten (10) days in compliance with student due process procedures.
4. An expulsion hearing shall be scheduled before the school board pursuant to due process rules for expulsion. The administration will recommend to the school board that the student be expelled.

B. Distributing (supplying free or selling) Alcohol and Other Drugs or Material Represented to be a Controlled Substance - (all occurrences):

1. The administration will contact the parent(s)/guardian(s) and schedule a conference.
2. The administration shall notify available law enforcement authorities.
3. The administration shall suspend for ten (10) days in compliance with student due process procedures.
4. A long-term suspension hearing shall be scheduled before the school board pursuant to due process rules for long-term suspension. The administration will recommend to the school board that the student be suspended for up to ninety (90) school days.
5. A second offense for distributing alcohol or drugs shall result in an expulsion hearing being scheduled before the school board and the administration will recommend the student be expelled for one year.
6. State and federal regulations regarding special education students will be followed.

**USE OF VAPE SENSORS**

The Tri-Valley School District is committed to providing a safe and healthy learning environment for all students, staff, and visitors. In line with this commitment, the Board has implemented the use of vape sensors in multiple areas to prevent and detect the use of vaping products on school premises.

The purpose of implementing vape sensors is to discourage and detect the use of vaping products within school facilities. Vaping poses health risks and is strictly prohibited on school grounds. By employing this technology, the district aims to uphold a smoke-free and vape-free environment in order to protect the well-being of all individuals within our educational community.

Vape sensors are specialized devices equipped with technology designed to detect and alert authorities to the presence of vapor produced by vaping devices. These sensors are strategically placed in bathrooms, a common area where unauthorized vaping may occur. Vape sensors operate by monitoring air quality for the presence of particulate matter associated with vaping. When a sensor detects such particles, it triggers an alert to designated personnel, including but not limited to school administrators and security personnel. The alert provides information about the location and time of the incident.

The Tri-Valley School District recognizes the importance of privacy and assures that the use of vape sensors is strictly focused on maintaining a safe and healthy environment. These sensors are designed to detect the presence of vapor particles only, and do not record audio, video, or any personal information. The data collected is used solely for the purpose of identifying and addressing instances of vaping.

Staff or visitors found in violation of this policy may be subject to disciplinary action in accordance with established school district procedures. Disciplinary actions may include, but are not limited to, removal from property, being prohibited from attending school events, and referral to law enforcement.

**USE OF ALCOHOL SENSORS**

In keeping with its commitment to protect all pupils and the school community from the harm of alcohol use, the Board authorizes the Superintendent, Principals, and designee(s), to use a portable breath test (PBT) and passive breath alcohol sensor device (PBASD) to screen for evidence of breath alcohol.

The purpose for using a PBT and PBASD is to protect pupils who may be under the influence of alcohol, other pupils, staff and community members attending school events and to deter the use of alcohol by pupils. As PBT and PBASD implementation is intended primarily as a deterrent to student and youth alcohol use, nothing set forth in this policy precludes school district personnel from using the power of observation and professional judgment when there is reasonable suspicion of youth alcohol consumption.

The Board authorizes PBT and PBASD screening of students during the school day upon reasonable suspicion that a student may have consumed alcohol, and of attendees before, during and after school activities/events including, but not limited to dances, athletic events, proms, class trips, drama productions, graduation ceremonies, or school assemblies.

Procedurally, district personnel will not vary from the normal course of action outlined in Policy JGD: Student Suspension or Expulsion when evidence of alcohol consumption is derived from a PBT, PBASD reading or personal observation.

If the PBT or PBASD screening indicates the presence of alcohol on a District student, the matter shall be reported to the Principal or designee and law enforcement. District students violating this policy will be disciplined according to the discipline procedures outlined in this policy and other relevant policies. School age persons from other districts attending school and district sponsored events who are suspected of alcohol consumption will be reported to the Principal or designee and law enforcement.

The Board shall provide notices to students, staff, parents and guardians of this policy.

## Graduation Ceremony Participation

In order for seniors to participate in the graduation ceremony they must be in good standing. A senior is not in good standing if they have excessive absences and have not attempted to make up the days, have excessive behavior referrals, are currently suspended during the time of the ceremony.

## Homecoming Royalty

In order to have royalty that represents the ideals of Tri-Valley High School, students who have received any violation explained in the Student Handbook from the last day of their junior year until their senior year election time will not be allowed on the homecoming royalty ballot. These violations include any behavior that would cause a loss of academic eligibility, an ISS, an OSS, or a suspension from school activities. A violation of our Drug and Alcohol Policy would be included in the above standards. After the election of the royalty, if a student has a violation, he or she will be removed from the royalty and will not be replaced.

# Prom and Post Prom Attendance

1. Prom is for 11th and 12th graders. 9th and 10th graders are only allowed to attend if they are invited as a date of an upperclassmen and are in good standing.
2. No middle school students are allowed to attend.
3. Students may invite students from other schools to attend but the out of town guest form must be filed with the high school office in advance. No student from another school will be admitted to prom or post prom without prior approval from the building principal.
4. Guests that are out of high school are allowed up to age 20 and parent approval. Guests that are out of school will need to provide a picture of their drivers license so that the school resource officer can check for any criminal violations. All out of school guests need prior approval by the building principal.
5. Any out of town guests must leave when their date leaves.
6. Any out of town guest may be asked to leave by administration at any time.
7. These guidelines also apply to Grand March prior to the start of prom.

# Senior Trip Attendance

1. Any senior with a drug or alcohol offense during their senior year may be barred from attending the senior trip.
2. Any senior with a disciplinary referral for fighting their senior year may be barred from attending the senior trip.
3. Other students with a significant history of misbehavior may be barred from attending by building administration.

# Senior Privileges

All Tri-Valley High School students must be enrolled in eight (8) classes each semester. Seniors are required to be in attendance for 75% of the school day. Seniors will have the option of starting school second hour or leaving school eighth hour if they have a study hall scheduled first or eighth hour. If a senior has a dual credit course following or before a study hall they may arrive late or check out early as well. However, they must be in attendance for 75% of their school day which equals two class periods they are allowed to miss. Seniors arriving after 8:05 need to check in at the office and seniors leaving early will need to check in with the teacher assigned to them on their schedule for attendance and then sign out in the office.

Students enrolled in a dual credit course who have previously completed a dual credit course will have the freedom to work throughout the building. Students will check in at the Media Center and notify staff where they will be working. Students will be expected to reset the space after each use.

If a senior is signing out to leave they must leave the school building until the school day ends. If they return before school ends they must check in at the office and report to their assigned teacher.

Seniors will have to meet the following criteria to earn the privileges:

1. A senior must be academically eligible and passing <u>all</u> classes.
2. A senior's attendance must be in good standing (no more than 2 unexcused absences each semester).
3. A senior must not have discipline problems like excessive tardiness, detentions, ISS or OSS.
4. A senior's privileges may be revoked by the administration at any time.

# Student Conduct & Discipline

Consequences are designed to be fair, firm, and consistent for all students in district 49-6. The consequences listed below are minimums, and administration has the latitude to modify penalties. Additionally, the administration will have the authority to enforce other responsible disciplinary action found warranted by the situation.

1. Because it is not possible to list every misbehavior that occurs, the administration and staff reserves the right to respond to misbehaviors not included in this regulation. This regulation is based on the assumption that misbehaviors are dealt with by bus drivers, chaperones, classroom teachers, counselors, administrators, and other appropriate district staff.
2. Progressive discipline will be used in conjunction with existing district policy.
3. Actions which may be used by district staff to discipline students and/or encourage them to modify their behavior include but are not limited to: student conference, parent or guardian notification, parent or guardian conference, fines, restitution, detention, removal from class, in-school suspension, dismissal from school, out of school suspension, exclusion, expulsion, and referral to law enforcement authorities.
4. If a student, identified in need of special education or special education and related services pursuant to SDCL 13-37-1, is the subject of proposed expulsion or long-term suspension, a referral shall be made by the superintendent to the placement committee. The placement committee shall determine whether the action, behavior, or activity which resulted in the expulsion or long-term suspension is an action, behavior, or activity by the student arising from the student's disability. The placement committee shall immediately prepare a revised individual educational plan (IEP) to provide educational services to the student. The student's expulsion terminates upon implementation of the pupil's revised IEP. Until the placement committee has agreed upon a revised IEP, the student shall continue to receive services under the original IEP. If the placement committee determines that the action, behavior, or activity was not the result of his disability, then expulsion procedures may be instituted following notice to the parent(s). The student will continue to receive special education and related services during the expulsion as directed by the placement committee or as a part of a revised IEP. If the parent does not agree with an alternative placement and pursues a due process hearing, the student's placement does not change until the completion of the proceedings, and the student shall continue to receive services under the original individual plan. Suspension of an eligible student may not exceed the ten days unless parental approval or a court order is obtained. All rules will apply in accordance with IDEA and the South Dakota Administrative Rules Chapter 24:05:26.01:08.
5. DUE PROCESS: Students shall be afforded the rights of fair procedure or due process for suspension or expulsion. This includes the right to:
    a. be informed of conduct which would result in disciplinary action against the student.
    b. be notified of any rule violation.
    c. be given an explanation of the evidence supporting the charge.
    d. be given an opportunity to present the student's side of the story.
    e. be given a penalty that is proportionate to the violation.

# SEXUAL HARASSMENT

## Policy

The school district prohibits sex discrimination in any education program or activity that it operates and individuals may report concerns or questions to the Title IX Coordinator. The school district's Title IX policy, notice, and other information may be accessed here.

# YEAR ROUND ACTIVITIES RULES

The Tri-Valley School District recognizes the use of mood-altering chemicals as a significant health problem for learning and the total development of each individual. The misuse and abuse of mood altering chemicals for some adolescents affects learning, growth, maturation, and related skills. Others are affected by the use and abuse by students, family, team members, and other significant persons in their lives. The close contact provides the school with a unique opportunity to observe, confront, and assist young people; therefore, the Tri-Valley School District supports education and awareness training in adolescent chemical use problems for all school employees and students. It is the responsibility of the high school principal to ensure that all 7-12 students and parents/guardians review and sign the policy annually. In addition, the forms will be on file.

A. Statement of Purpose
    a. To encourage the growth of responsible citizenship among the students and employees
    b. To emphasize the school's concern for the health of students in the areas of safety and long-term physical and emotional effects of chemical use and abuse
    c. To promote equity and a sense of order in discipline among students
    d. To confirm and support existing state laws that limit the use and abuse of mood-altering chemicals
    e. To establish standards of conduct for those students who are leaders and standard bearers among their peers
    f. To assist students who desire to resist peer pressure which directs them toward the use of mood-altering chemicals
    g. To assist students who should be referred for assistance or evaluation for their use or abuse
B. Confirmation of Violations
    a. Violations of any of the provisions of this policy will be confirmed by school officials or public firsthand accounts.
    b. No hearsay or innuendo will be given credence.
C. See Activities Handbook for the full process and consequences

# STUDENT'S DUE PROCESS

In compliance with South Dakota Codified Law, the South Dakota Board of Education adopted a resolution defining the minimal standards for procedural due process guaranteed a public school student when suspended or expelled from school:

1. Adequate notice of the charges
2. Reasonable opportunity to prepare for and meet the charges
3. An orderly hearing adapted to the nature and circumstances of the situation
4. A fair and impartial decision

# TRADING OR SELLING

Students are not to bring any items (such as trading cards, collectibles, games, toys, candy, etc.) to school to trade or sell to other students.

# WEAPONS

- See Suspension

Schools should be an example of what is required regarding the observance and respect for law in society at large. Schools also must be highly conscious of the health, safety, and welfare of students, staff, and the public.

State and federal laws, as well as board policy, forbid the bringing of dangerous or illegal weapons to school or school sponsored activities. Any weapon taken from a pupil shall be reported to the pupil's parents. Confiscation of weapons may be reported to the police, and appropriate disciplinary and/or legal action shall be pursued by the building principal.

A dangerous weapon is defined as any firearm or air gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.

No firearms are permitted on any school premises, school vehicle, or any vehicle used for school purposes, in any school building or other building or premises used for school functions. Exceptions would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms or air guns at fire ranges or gun shows, and authorized supervised school training sessions for the use of firearms.

Any student bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. For the purpose of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

# SERVICES

## Counseling Office

Students are always welcome in the school counseling office. When a student visits the counselor, his/her discussion will be kept confidential. Types of services one can receive include:

1. Mental health support
2. Counseling on study, achievement, social relationships, activities and goals
3. High school and advance educational planning, selection of courses and subjects
4. Information concerning educational opportunities
5. Financial aid for additional schooling and scholarships available
6. Information concerning the armed services
7. Career information, job trends
8. Test information, interpretation of results
9. Schedule changes

10. Review credit and grade transcripts
11. Group counseling sessions
12. Conferences with teachers or parents
13. Recommendations
14. Referrals to agencies outside of school

## Injuries

Students are encouraged to play safe and avoid injuries, but if injured, the student should report any injuries, no matter how small, to the teacher in charge or to the office.

## Medication

No medication (including aspirin) will be dispensed by a teacher, but a parent/guardian may request a teacher to remind his/her child to take his/her medication. Please send only enough medication for the doses needed during school. The medication must be accompanied by a parental signed permission note (see *permission note* at the back of this handbook) stating the name of the medication, amount, and times to be taken. The school district will follow federal and state rules and regulations that pertain to medication dispensed by school personnel.

## Schedule Changes

Students pre-register for the next year's courses in the preceding spring. This registration form must be signed by the parent or guardian. Students are encouraged to register for classes that will fulfill their academic and vocational needs. Any changes in class registration will only be allowed at the following times:

- During first full week of each semester

No changes will be allowed outside of these time frames because it seriously hinders the ability for the student and the teacher to cover course content.

# SEARCH IN PLAIN SIGHT POLICY

School officials and/or designated law enforcement officers are allowed by law to seize contraband items that are visible in vehicles that are parked on school property. These students will be asked to open their vehicles so the contraband can be seized, and a complete search will be done. Contraband items include drugs, tobacco products, weapons, drug paraphernalia, etc. If contraband is found, law enforcement will be notified. District policy for possession of these items on school grounds will be enforced. Lockers are the property of the school district and can be searched at any time by school officials.

# SPECIAL EDUCATION

In order to provide appropriate educational opportunities, special education programs are available for students. Resource rooms enhance the regular classroom instruction. Speech, language, and hearing evaluation and therapy are available.

# TESTING PROGRAMS

Several major examinations are given to various groups of students during the year in addition to regular class exams. These include but are not limited to:

1. State achievement test K-12
2. Various aptitudes test
3. IQ tests - group and individual
4. ACT tests for students (juniors/seniors) planning on going to college
5. Preliminary Scholastic Aptitude Test - for juniors who wish to prepare for SAT
6. National Merit Tests - available to juniors who wish to compete in the National Merit Scholarship Program

ACT SCHOOL CODE
# 420800

Regular Registration Postmark Deadline
See Counselor

ACT Test Dates
See Counselor

# GLOSSARY/DEFINITIONS

ACTIVITY (PARTICIPATION) RULES: Any student who violated the rules and is involved in co-and extracurricular activities, shall be removed from the activity(s) as specified in the activity rules.

BUS BEHAVIOR: While on district-provided buses, students shall adhere to the same behavior expectations, standards, and consequences as at school.

CLOSED LUNCH AND BUILDING: Students are not allowed to leave the school without the permission of the administration.

COMPUTER VIOLATIONS: Misuse of computer equipment; deletion or violations of password protected files, computer programs, or data or system files; inappropriate accessing of files including Internet; unethical use of information; and violation of copyright laws are prohibited. (See *Computer/Technology Policy.*)

DESTRUCTION OR STEALING OF PROPERTY: Willfully causing or attempting to cause damage to private or school property, stealing or attempting to steal private or school property, or repeated damage or theft involving private or school property. Includes alteration of student/school computer programs/systems.

DISRESPECTFUL/OBSCENE LANGUAGE: Use of obscene or disrespectful language or communications.

DUAL CREDIT COURSE: College courses that students take in high school. Students will receive a grade and credit on both their college and high school transcript.

DUAL ENROLLMENT COURSE: Courses offered from another institution that students enroll in while still enrolled in high school. These courses can be for high school credit or credited through another institution.

ENGAGING IN ILLEGAL ACTIVITIES: Breaking any law, the consequences of which pose a threat to the student or others and are not in the best interest of the school.

EXHIBITION/RECKLESS DRIVING: State traffic laws apply to the parking lots and streets immediately surrounding the school. Because violations of these laws pose a threat to the safety of students and staff, violators will be reported to authorities.

EXPULSION: Denial of a student's membership in school for a period of time not to extend beyond the end of the school year.

HARASSMENT: Harassment is a form of discrimination that consists of physical or verbal conduct related to a person's race, religion, national origin, age, gender, disability or other basis prohibited by law. The School District specifically prohibits any form of harassment that is sexual in nature. Harassment may include, but is not limited to, verbal harassment or abuse, implied or overt threat(s), physical acts of aggression, and intimidating behavior, which have the effect of substantially or unreasonably interfering with an individual's employment, education, and use of District services or participation in District activities.

INAPPROPRIATE BEHAVIOR: Is defined as students who conduct themselves in such a manner as to disrupt the educational process and to impede the learning of themselves and/or other students, and who when requested to cease such behavior, are disobedient and continue such behavior.

INSTIGATING: Spreading rumors or agitating a conflict, which may escalate conflict between others, is prohibited.

IN SCHOOL SUSPENSION (ISS): Temporary denial to a student by a principal of participation in a class. Suspension will be served in school.

INSUBORDINATION/HABITUAL DISOBEDIENCE: Student conduct deemed as unwillingness to submit to authority, refusal to respond to a reasonable request or situations in which the student is shown to be habitually disobedient.

INTIMIDATION: Behavior, which threatens to do physical violence to a person or their property.

LONG-TERM SUSPENSION: Temporary denial to a student by the principal, superintendent or school board of participation in school for more than ten days.

MOOD ALTERING CHEMICALS, SUBSTANCES, AND TOBACCO: Using, possessing, selling, dispensing, or being under the influence of any mood altering chemicals, substances, tobacco, or possessing drug paraphernalia at school, on school property, or at a school sponsored activity or when the conduct poses a threat to the student or others and is not in the best interests of the school. The products prohibited include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products.

OUT OF SCHOOL SUSPENSION (OSS): Temporary denial to a student by the principal, superintendent or school board of participation in a class or classes. Suspension will be served out of school.

PARKING LOTS: Students are to park in parking lots/spaces as assigned by the administration. A fee may be required as determined by the school board.

PHYSICAL INJURY: Causing or attempting to cause physical injury to a school employee or to any student. Cases in which physical injury caused by accident or other action undertaken on the reasonable belief that it was necessary to protect another person or self shall not constitute a violation of this rule.

SECRET CLUBS OR SOCIETIES, ACTIVITIES NOT IN THE BEST INTEREST OF THE SCHOOL: Student participation in non-school activities in which the student's conduct presents a threat to himself/herself or others and is not in the best interest of the school.

SEXUAL HARASSMENT: The Tri-Valley School District in its commitment to nondiscrimination shall provide for and maintain a learning and working environment which is free from sexual harassment. No student, employee or visitor shall be subject to sexual harassment. Sexual harassment is a form of misconduct, which interferes with the integrity of the learning and working environment. It refers to behavior that is not welcome, which is personally offensive, which debilitates morale, and which, therefore, interferes with the learning and working effectiveness of its victims and their coworkers.

SKIPPING/CUTTING CLASS: Unapproved absence from class within the school day.

STUDENT DRESS: Students are expected to dress with standards that enhance a learning environment. Profanity and suggestive themes, such as alcohol, drugs, sex, death, suicide or violence will not be permitted on school attire.

VIOLENCE, COERCION, THREATENING, FORCE, INTIMIDATION: Use of violence, force, coercion, threats, intimidation or similar conduct that constitutes substantial interference with school purposes.

WEAPONS: Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a weapon. Mace and pepper sprays are included as items considered to be weapons. Intentional possession of firearms will result in a mandatory 12-month expulsion.

APPLYING THE DISTRICT-WIDE HIGH SCHOOL RULES MISBEHAVIOR CONSEQUENCES

| OFFENSES Class One (per semester) | 1st - 4rd OFFENSE | 5th-9th OFFENSE | 10+ Offenses | |
|---|---|---|---|---|
| Tardy to school and/or class | Record | Detention (served on Wednesdays) | Friday School from 8:00-1:00 | |
| Class Two (per semester) | 1st-3rd OFFENSE | 4th OFFENSE | HABITUAL DISOBEDIENCE<br>Class 2-6 offenses 4 or more offenses | |
| School disruption, cheating or violating academic integrity, inappropriate dress, parking lot or traffic violations, electronic device violation, unexcused absences. | Detention, parent contact<br>Removal from a classroom, a verbal warning and or detention, parent contact<br>If cheating or violating academic integrity a deduction of points or zero credit may be given | Detention; removal from class; parent contact. | ISS (1-3 days), parent conference | OSS (5days); No OSS for skipping; truancy petition for skipping, No credit earned |
| Class Three (per semester) | | | | |
| Insubordination, throwing/dropping objects off the second story, pornographic materials, disrespectful/obscene language or actions, physical aggression. | Detention, ISS (1-3),<br>Parent contact<br>OSS (1-3 days) if obscene language or action directed at a person. | ISS (1-3 days), parent conference. Counselor referral when appropriate<br>OSS (1-3 days) if obscene language or action directed at a person. | OSS (5 days), parent conference<br>Counselor referral. | |
| ILLEGAL OFFENSES<br>Class Four (per year) | | | | |
| Violence, fighting, intimidation, theft, physical injury, destruction of property, secret societies, harassment, hazing. | OSS (1-5 days), parent conference, Restitution and police referral when appropriate. | OSS (5-10 days),, Parent conference. Restitution and police referral when appropriate.<br>No credit earned | Long term suspension or expulsion, police referral when appropriate. Students and parents must attend conflict resolution training before student return to school. | |
| Class Five (per HS career) | 1st OFFENSE | 2nd OFFENSE | | |
| Drugs, alcohol- using or under the influence, or drug paraphernalia<br>Drugs, alcohol – possessing an amount that suggests distribution. | OSS (10 days). parent conference, police referral, Reduce suspension to 3 days participates in drug/alcohol evaluation and counseling.<br>Student activity rules will be followed<br>No credit earned<br>Long term suspension or expulsion. Student and parent must attend drug/alcohol evaluation and counseling before student returns to school. | Long term suspension Or expulsion, police referral when appropriate. Student and parent must attend drug/alcohol evaluation and counseling before student returns to school | | |
| Class Six (per HS career) | | | | |
| Weapons, bomb threat, fires, endangering the life of others. | Long-term suspension or expulsion, parental conference, referral to authorities.<br>Mandatory 12 month expulsion for firearm possession | | | |

*This is only a guide. Administration reserves the right to hand out appropriate consequences not listed in this matrix if the situation calls for it.