



# Tri-Valley Middle School

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## Mission Statement

The mission of Tri-Valley Middle School is to provide an educational environment and program that effectively respond to the intellectual, physical, ethical, and social-emotional needs of early adolescent learners.

## Welcome

The entire staff welcomes you to Tri-Valley Middle School. It is our hope that this will be a valuable year of educational growth for every student.

At TVMS, we are striving for educational excellence in a positive atmosphere that encourages active participation, goal-setting and responsibility. We invite you to become involved with our school to assure student successes.

This handbook contains general information, policies and procedures which will help you understand the operation of our school. If you have questions, please do not hesitate to ask them. We encourage all students and parents to read this booklet carefully and to use it as a reference guide throughout the year.

Have a successful and enjoyable school year!

**Log on to [www.tvschools.org](http://www.tvschools.org) for complete information regarding policies, programs, transportation, food services, and athletic events.**



## Tri-Valley Local School District Administration

36 E Muskingum Ave, Dresden, Ohio 43821 ● 740-754-1442

### Mark Neal, Superintendent

Ryan Smith, Treasurer

Craig Strohacker, Director of Operations

James Campbell, Assistant Superintendent

Chris Irvin, Director of Technology

Todd Woodard, Director of Special Education

### Board of Education

Mr. Eddie Brock, Member

Mrs. Martha Prince, Member

Mrs. Susie Cameron, Member

Mr. Scott Welker, Member

Mr. Scott Ford, Member

## TABLE OF CONTENTS

**Attendance Policy – pp. 3-8**

**TVMS General Information and Policies – pp. 8-14**

- **Bus Passes**
- **Care of School Property**
- **Child Custody**
- **Directory Information**
- **Eligibility**
- **Emergency Care**
- **Fees**
- **Fire and Disaster Drills -**
- **Food Service**
- **Fund Raising**
- **Gymnasium**
- **Homework**
- **Illness/Injury**
- **Immunization**
- **Library**
- **Lockers**
- **Lost and Found**
- **Medication (prescribed)**
- **Medication (non-prescribed/ over the counter)**
- **Non-Discrimination**
- **Parent/Community Involvement**
- **Parent-Teacher Conferences**
- **Pediculosis Capitis (Head Lice)**
- **Prohibited Articles**
- **Proper Notification**
- **School Closing**
- **School Hours**
- **Safety and Security**
- **Student Activities**
- **Student Dances**
- **Student Insurance**
- **Student Progress**
- **Student Records**
- **Telephone**
- **Tri-Valley Middle School Honor Society**
- **Tri-Valley Middle School Student Discipline Program**
- **Visitors**
- **Volunteers**

**DISTRICT POLICIES FOLLOW**

## Attendance Policy – Grades 7-12

### Philosophy:

Regular daily class attendance and punctuality are necessary in order for the learning process to be effective. Frequent absences disrupt the instructional process, which requires a continuity of classroom learning experiences, pupil interaction, and study in order to reach the goal of maximum educational benefits for each student. Studies show that students who miss school frequently experience great difficulty in achieving the maximum benefits of instruction. We are aware that there are occasions when a student cannot be present and thus may miss an essential learning experience. However, our concern is with each student's total participation, which is reflected in the attendance procedures, which follow:

### Rationale:

- A. The laws in Ohio require daily attendance of all students until age 18 (or 16 if approved to withdraw and work full-time). Rev. Code 3321.04  
Every parent, guardian, or other person having charge of any child of compulsory school age who is not employed on an age and schooling certificate must send such child to a school which conforms to the minimum standards prescribed by the state board of education for the full time the school attended is in session. Such attendance must begin within the first week of the date at which the child begins to reside in the district or within one week after his withdrawal date from employment.
- A. 38 or more hours in one month (excessive absences)  
B. 65 or more hours in the year (excessive absences)  
C. 30 or more consecutive hours (habitual truancy)  
D. 42 or more hours in one month (habitual truancy)  
E. 72 or more hours in the year (habitual truancy)
- HB 410**
- B. Daily attendance and punctuality are essential to success in school and are necessary habits for later success in life. Daily attendance affords a student the opportunity to reap benefits from the educational environment provided by the Tri-Valley Local Schools. Excessive absences and tardiness cannot be accepted.
- C. Excessive absence from school shall be a factor when assessing a student's yearly performance for grading purposes.

### Parent's Role in Their Child's Education

The attendance of all children of compulsory school age (6-18 years) is required every day that school is in session. The laws of the State of Ohio place the responsibility for school attendance squarely upon the parents. Failure of parents to require a child to attend school regularly may result in court action.

Within the framework of the Ohio Revised Code 3321.04 and the State Board of Education Regulation 3301-51-13, students will be given excused absences for:

- A. Personal illness.  
B. Serious illness or death of a family member.  
C. Funeral.  
D. Medical and dental appointments that cannot be arranged during non-school hours.  
E. Unusual or emergency situations at home.  
F. Religious holidays and activities.  
G. Authorized school-sponsored activities.  
H. Approved college visits.  
I. Acts of God.  
J. Quarantine.  
K. Out-of-state travel, not to exceed 24 hours per school year that the student's school is open for instruction, for participation in an enrichment activity approved by the Board of Education or an extracurricular activity, defined as a student activity program operated by the District but not included in a graded course of study.

L. At the Superintendent's discretion, a visit with a parent or legal guardian who is an active duty member of the Army, Navy, Air Force, Marine Corps, Coast Guard, or Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Service and who has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

Absences from school for reasons other than those listed above will be considered unexcused. Students may not receive credit for make-up work during an unexcused absence.

**\*\*ONCE A STUDENT HAS MISSED 30 HOURS IN A SEMESTER (formerly 5 days), THE ABOVE REASONS WILL BE CONSIDERED UNEXCUSED WITHOUT A PHYSICIAN'S NOTE.**

### ***Absence Time Schedule***

Middle School

- 7:35- 7:50 Students should arrive to school
- Late Arrival ("Tardy"): Students are expected to arrive to school on time every day. Students who arrive after the tardy bell (7:51) without a legitimate excuse will be receive a partial unexcused absence for the time missed.
- Any time missed will be recorded by the actual time missed, thus every minute counts towards a student's attendance record and will be recorded in hours not days. (i.e. not .5 day increments).

### **Absence**

When a student is absent with parental consent for one of the approved reasons within the framework of the Ohio Revised Code 3321.04 and *Tri-Valley Board of Education Policy*, work missed during the absence may be made up within the specified time limit. Parents must submit a written statement regarding the absence or contact the school by phone. (I.E. personal illness or doctor or dental appointments.)

### **Unexcused Absence**

When a student is absent and his/her excuse does not fall within the framework of the Ohio Revised Code 3321.04 and the *Tri-Valley Board of Education Policy*, and the student fails to submit a written statement from his/her parents within 5 school days, work shall not be made up.

Excessive unexcused absences from school in any grading period may result in a failing grade for that grading period.

### **Suspension Absences**

Any student who has been suspended out of school will have the opportunity to make up any and all work that is missed during the student's first suspension. Any student suspended out of school more than one time during the current school year will only have the opportunity to make-up major test or projects given/taken during the student's suspension, but they will receive an "F" for work such as quizzes, homework, etc.

### **Truancy**

Truancy is defined as the willful absence of a student from class or school without the prior knowledge of the school or parents/guardians. School time missed will be made up either through detention, suspension, Saturday school, or Diversion Weekend; however, class work missed during this period will not be graded for credit.

The Superintendent is authorized to establish an educational program for parents of truant students, which is designed to encourage parents to ensure that their children attend school regularly.

### **Excessive Absence**

When a student is continually absent with the parent's knowledge and/or permission, the school may consider the parent's excuses to be questionable or unacceptable. A doctor's verification may be requested if the questionable absence is illness related.

In evaluating all absences, consideration will be given to the student's absence because of serious illness, hospitalization, or being under a doctor's care for extended periods of time.

### **General Absence Procedures**

In every case of a foreseen absence, an attempt should be made to have the absence excused in advance.

Parents/guardians are to call the district TEC 754-4050 by 8:45 a.m. to report student absences (*Ohio Revised Code 3321.03 & 3321.09*). Between 8:45 a.m. and 9:57 a.m. the attendance office will attempt to contact a parent or guardian via the automatic calling system to clear the absence. Per HB 66, parents shall receive notification within 120 minutes of the start of the school day. In the event that the school does not receive a phone call regarding a student absence, the student must submit a written note from a parent or guardian to the attendance office upon returning to school.

On the first day of return, the student will bring a signed note from the parent to the office, indicating the reason for the absence or tardy.

If the school receives a parent call (or note) within the first 30 hours of absence during a semester, the absence will be excused. Once a student has exhausted his/her 30 hours of absence in a semester, the office will issue an unexcused absence to the student unless the reason for absence is allowable under the ORC, or is accompanied by a doctor's note. Should the student return without a signed note, and no telephone contact was made between the school and the parent, the student will be issued an unexcused absence, will be considered truant, and may be subject to disciplinary or juvenile court action.

### **Partial Absences (Late Arrival and Early Dismissal)**

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the district. The Board of Education recognizes, however, that from time to time compelling circumstances will require that a student be late to school or be dismissed before the end of the school day.

As agent responsible for the education of the students of this district, the Board of Education shall require that the school be notified for approval in advance of such absences by request of the student's parent or guardian, which shall state the reason for the tardiness or early dismissal.

Justifiable reasons may include:

1. medical or dental appointments which cannot be scheduled outside of school hours;
2. medical disability;
3. emergency at home;
4. funeral;
5. such good cause as may be acceptable to the building principal.

No student in grades K through 12 shall be permitted to leave the school before the close of the school day without prior approval and without a parent or guardian signing the student out through the office.

A record shall be kept indicating the legal custodian of each student. Such custodian shall be responsible for informing the building principal of any change in the student's custodian.

If one parent has been awarded custody of the student, the parent in custody as defined in statute (*R.C. 3313.67.2*) shall inform the school of any limitations in the rights of the non-custodial parent. Without such notice, the school will presume that the student may be released into the care of either parent.

*R.C. 3313.20.5, 3313.64*

### **Late Arrivals (Tardiness):**

Any absence that occurs after the 7:51 A.M. bell will be categorized as a Late Arrival (~~formerly known as a~~ "Tardy"). **ALL LATE ARRIVALS** will be considered unexcused, with the exception of those student's that have a doctor's medical excuse OR with a parent note/phone call if the late arrival occurs within the first 30 hours a student

is permitted to miss per semester. Students with excessive Late Arrivals will be addressed on an individual basis by building administration.

Each student will be permitted **Three Unexcused Late Arrivals** per semester without penalty.

Any student who arrives late without a legitimate excuse will be subject to a progression through the districts discipline policy.

1 <sup>st</sup> Offense	Recorded
2 <sup>nd</sup> Offense	Verbal Warning
3 <sup>rd</sup> Offense	Written Warning
4-5 Offense	1 Hour Detention
6-7 Offense	1 Hour Detention (K-6) / 2 Hour Detention (7-12)
8+ Offense	Saturday School

**Tardy to Class (periods 2-8)** - Any student late to class without legitimate excuse will receive an unexcused tardy from the teacher. Upon the 3<sup>rd</sup> unexcused tardy per quarter, the student will be required to serve a detention from the teacher. Beyond three tardies, the student will be referred to the office.

#### **Partial PM Absence (Early Dismissal)**

Written notes from parents must be brought to the office prior to the beginning of school on the day of the early dismissal. When the student leaves a parent/guardian must sign the student out in the office and also sign the student in when he/she returns. If a student leaves early for a medical appointment, the parent is responsible for providing proper documentation to the school to excuse the absence. (If a student leaves early from school (with a parent note) within the first 30 hours of a semester, it will not be considered unexcused.) Students with excessive partial absences will be addressed on an individual basis by building administration.

#### **Pre-Planned Absences**

Any time a student knows that he/she will be missing school for at least 1/2 day or more he/she should bring a signed note from a parent explaining the reason for the anticipated absence to turn into the office. **Notes for Pre-Planned Absences must be received at least two school days prior to the planned absence.**

Reasons for pre-planned absences include:

1. Vacation (up to 30 hours permitted per school year with a pre-planned absence.)
2. Medical appointment
3. College Visit (up to 3 days) – students are required to provide documentation to the office from the college visit to verify the visit.

Students are responsible to make up work missed during the planned absence.

#### **Illness While in School**

Students who become ill at school should report to the office for assistance. Students are not to leave school at any time during the school day without a parent/guardian signing the student out through the office.

#### **Make Up Work**

If an absence is excused the student is allowed to complete and receive credit for work or assignments missed during the absence. Generally a student will have an amount of time equal to the number of days of absence to make up work missed (this does not apply to prearranged absences). Teacher discretion may be used to extend this time if appropriate. It is the student's responsibility to find out what schoolwork was missed and to make the necessary arrangements to complete it with each individual teacher.

#### **Suspension Absences**

**Out of school:** A student who has been suspended from school will have the opportunity to make up any major test or project, but will receive an "F" for work such as quizzes, homework, etc.

**In school:** A student who has received in school suspension/detention will be allowed to take tests, quizzes, and do classwork in the in school suspension/detention room. In-school time does NOT count against a student's attendance.

### **Guidelines to Improving Attendance**

In the event that a child of compulsory school age is absent with or without legitimate excuse from the school the child is supposed to attend for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year, the attendance officer of that school shall notify the child's parent, guardian, or custodian of the child's absences, in writing, within seven (7) days after the date after the absence that triggered the notice requirement. At the time notice is given, the school also may take any appropriate action as an intervention strategy, as provided in this Policy.

***Students who are absent in excess of the following hours for the year will be subject to administrative action:***

1. 30 or more consecutive hours (habitual truancy)
2. 42 or more hours in one month (habitual truancy)
3. 72 or more hours in the year (habitual truancy)

#### **HB 410**

Such action will include a conference with parents, students, and principal/assistant principal. A third letter will be sent to the parents explaining this.

***The penalty for excessive absences (more than 38 hours per month or 65 hours per year) could result in the following:***

1. *conference with administrators*
2. *referral to Juvenile Court program including Diversion Weekend.*
3. *loss of academic credit for the year (the student may repeat the year)*
4. *referral to Saturday School.*
5. *referral to After-school Make-up time.*

***Whenever any student under the age of eighteen (18) has the following number of unexcused absence from school during any school year,***

1. 30 or more consecutive hours (habitual truancy)
2. 42 or more hours in one month (habitual truancy)
3. 72 or more hours in the year (habitual truancy)

#### **HB 410**

***The Board authorizes the Superintendent to inform the student and his/her parents of the truancy record and the District's intent to notify the Judge of the Juvenile Court of the student's excessive truancy.***

It should be stressed that when a child is not attending school, there is a reason and every effort will be made to discover this reason and deal with it in a positive and constructive manner; however, in cases where a child's attendance does not improve, the attendance officer will file a formal complaint with the court system.

### **Improving Your Child's Attendance**

**Personal Illness:** If a student is ill, the school desires for the child to remain at home for his/her own good as well as for the welfare of the entire school population; however, please make sure your child is ill and not just "not feeling well" before permitting him/her to stay home.

**Medical and Dental Appointments:** Such appointments are for the purpose of maintaining good health and will be considered necessary; however, the school should be informed of such an appointment at the session of the school

immediately preceding the anticipated absence. Parents should attempt whenever possible to schedule these appointments on Saturday or before/after school hours.

Vacations: Vacations and extended trips are valuable educational experiences; however, absence for vacations and trips is discouraged during the school year. When trips are unavoidable, parents should contact the school to make arrangements before the absence. Students are permitted no more than 30 vacation hours during the school year.

R.C. 3321.01 et seq., 3321.13(B)(2), 3321.19, 3321.38  
A.C. 3301-35-03(G), 3301-51-13

### **Absences for Religious Instruction**

The Board of Education desires to cooperate with those parents who wish to provide for religious instruction for their children but also recognizes its responsibility to enforce the attendance requirements of the State.

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

A student must be properly registered and a copy of such registration must be filed with the principal.

The principal shall arrange the time for release for religious instruction or education. She/he will also assure the appropriate continuance of the instructional program in the public school during such release times.

No solicitation for attendance at religious instruction shall be permitted on district premises. No staff member shall encourage or discourage participation in any religious instructional program.  
(Attorney General's Opinion 88-001)

### **District Mandated Absences**

On occasion students are required to stay home from school due circumstances addressed in Board Policy. Students who are sent home due to building decision, will be permitted no more than one day (6 hours) absence to address the circumstances surrounding the mandated absence. If the issue persists more than one day after being sent home, such absences will be considered unexcused without a doctor's note, if students have exhausted their 30 hours of call-off absences.

**If you have any questions regarding the Tri-Valley Schools Attendance Policy, please contact the District Office and ask for the District Attendance Officer.**

## TVMS General Information and Policies

**Bus Passes** - If a student is going home on a different bus, a note must be sent from home containing the following information a) student's name, b) bus he/she will be riding that day, c) address where he/she is going, d) student they are riding home with (if applicable). The student will be issued a bus pass (if there is room on the bus) and must present it to the bus driver. Bus passes will not be given without a written note from the parent. Bus passes must be turned in before homeroom.

**Care of School Property** - Classroom furniture, materials, and textbooks are expensive and your child will be instructed in the proper care and use of school equipment. The Tri-Valley Board of Education provides textbooks for each student, and the student is responsible for the care while they are in his/her possession.

Students are expected to take care of all school property and there is to be no willful destruction of property, however minor, such as writing in books or on tables or walls. Students will be held responsible for any damage to school property.

Any item owned by the school district, such as books, materials, and equipment that is borrowed by a student, must be returned to the school. Students are responsible and will be expected to pay a fine or fee for anything lost or damaged beyond normal wear.

**Child Custody** - Parents have an obligation to inform the school any time the custody of a child changes.

A copy of court order pertaining to a child's custody is required. If appropriate, parents should review the custody situation with the child's teacher at the beginning of each school year. A record shall be kept indicating the legal custodian of each student. Such custodian is responsible for informing the office of any change in the student's situation.

If one parent has been awarded custody of the student, the parent in custody (R.C. 3313.64) shall inform the school of any limitations in the rights of the non-custodial parent. Without such notice, the school will presume that the student may be released into the care of either parent.

**Directory Information** - Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within seven (7) days after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

**Eligibility** - Students who participate in interscholastic sports and cheerleading are required to meet academic eligibility requirements as directed by the Ohio High School Athletic Association (OHSAA) and school policy. Passing grades must be maintained in at least 75 % of the subjects in which the student is enrolled with eligibility determined on a quarterly basis.

Criteria for eligibility for participation in other student groups and activities may also be determined and implemented.

**Emergency Care** - It is important that the school be informed of how parents may be reached in case of an emergency. Please be sure there is an emergency care card for your child on file in the office. Inform the office of any changes in phone numbers or in the names of the people you wish the school to call in case of emergency.

**Fees**- The following courses require lab fees for the year. Please have your student fill out the appropriate forms for each fee and turn the payment into the office before reporting to home base.

**General Technology Fee**-- \$25.00 for all students

**Science Fees**-- \$7.00 for all students

**Art Fees**-- \$25.00 for 8<sup>th</sup> grade students

\$15.00 for 7<sup>th</sup> grade students

Note: Ohio public schools are required to waive the school instructional fee for children who qualify for free meal benefits. Please refer to #5 on the Free/Reduced Lunch Form for more information.

**Fire and Disaster Drills** - Fire and tornado/disaster drills are held on a regular basis to instruct and prepare students for such emergency situations. Specific instructions for both types of drills are posted and reviewed in every room. Students are to cooperate fully in recognizing alarms, following designated procedures and exit or shelter routes, and in minimizing noise and confusion.

**Food Service** - A nutritional and balanced breakfast and lunch are prepared and served each day. Under our "closed" lunch policy, meals may be purchased or brought to school, but all students are required to eat in the cafeteria during their assigned lunch periods. Students will be able to pay by cash on a daily basis or pay in advance using the Cafe Terminal System. Applications for the free and reduced-price lunch program are available in the school office.

**Fund Raising** - All fund raising projects and activities by organizations or classes must be approved by the principal, superintendent, and district treasurer and conducted in accordance with state law and district policy. Student participation in such activities is subject to parent approval. The sale of items for personal profit or by organizations not affiliated with the school is not permitted.

**Gymnasium** - Students should help assist in the care of the gym floor. Only tennis shoes or stocking feet are permitted on the floor. Students are to follow safety practices at all times and may only be in the gym when a staff member or coach is there to supervise.

When students change clothes for gym class it is strongly suggested they check all valuables in with the teacher and keep clothing and other items in locked lockers

**Homework** - Assignments to be prepared by the student outside the school or independently while in attendance at school are considered important extensions of the instructional program. Homework is assigned to students on a regular basis to develop responsibility, provide practice and remediation in the mastery of skills, and reinforce the learning experience of school. Parent cooperation and assistance are vital in helping students to successfully meet homework expectations.

**Illness/Injury** - A student who becomes ill or injured should report to the school nurse/office immediately. Basic first aid may be administered by school personnel. If illness or injury is of a serious nature or prohibits regular participation in school, a parent or designee and/or medical personnel will be contacted by office personnel. Parents are responsible for providing detailed information to the school regarding notification and treatment procedures. In cases of severe allergies, parents are required to provide the appropriate medication and a doctor's statement about procedures for administering the medication correctly.

**Immunization** - All students are required to be immunized against Polio, Measles, Mumps, Rubella, Diphtheria, Pertussis, and Tetanus in accordance with state statutes, unless specifically exempt for medical, philosophical, or other reasons. After fourteen (14) days without evidence of proper immunization, a student will be excluded from school attendance.

**Library** - The school library/media center is located on the second floor. Students are provided regular opportunities to utilize the facilities and resources and are required to follow the established library rules and procedures. Fines are issued for books, magazines, and other materials which are overdue, damaged, or lost.

**Lockers** - A locker is assigned to each student for storage of school materials and personal items. A lock furnished by the student may be placed on the locker, and a copy of the combination or spare key should be given to the student's homebase teacher or to the office staff. Lockers are school property and subject to inspection at the discretion of the school administration.

**Lost and Found** - "Lost and Found" boxes for books and clothing items are located in the clinic. Valuables such as purses, wallets, and jewelry are kept in the main office. Students and parents are urged to check these areas regularly for articles that have been lost or misplaced.

**Medication (prescribed)** - Students who must take prescribed medications during the school day, must comply with the following guidelines:

- A. Parents should determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the school office/principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication. Forms are found at the Tri-Valley District website under "Forms" or from the building secretary.
- C. All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name and the exact dosage to be administered.
- D. **NO MEDICATIONS CAN BE SENT WITH STUDENTS.**

**Medication (non-prescribed/ over the counter)** - No staff member will dispense nonprescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the school office. Physician authorization is not required in such cases.

**Non-Discrimination** - The Tri-Valley Schools are committed to nondiscrimination in all policies and actions governing student behavior and all aspects of the educational program and extracurricular activities. Therefore, all students will receive equal treatment, service, and opportunities regardless of race, color, creed, handicap, religion, gender, ancestry, national origin, place of residence, or social/economic background or status.

**Parent/Community Involvement** - Active parent/community involvement is a key factor to overall school effectiveness, and the development of a positive and cooperative school-community relationship is an ongoing goal at the middle school. The TVMS Boosters provide a structure and means for active participation in the education of students at our school. Parents and community members are encouraged to become involved in the Boosters and its activities and projects. Tri-Valley Middle School also has an active volunteer program under the direction of a parent and a teacher volunteer coordinator. Volunteers work in the building performing various tasks from copying to tutoring.

**Parent-Teacher Conferences** - An opportunity for parents and teachers to discuss student progress is given each fall after the completion of the first grading period and on a limited schedule in the spring. Detailed information about parent-teacher conferences is sent home during October. Parents may also request appointments for conferences with a teacher or the principal during the school year by calling or sending a note to the appropriate school office.

**Pediculosis Captitis (Head Lice)** -A student found to be infested with lice or nits will be sent home. Appropriate measures will then be necessary to completely eliminate them. Parents will be provided with educational material and instruction regarding head lice, the exclusion policy and procedures for treatment and return to school. These policies are for the protection of all members of the school community and are endorsed by the County Health Department. *A student may return to school as soon as the hair is found to be “nit free.” Documentation of this assurance is necessary before a student may return to class. Parents are asked to bring their children to be checked prior to the start of the school day. Children are not permitted to ride the bus or be dropped off without being found free of lice and nits with a parent present.*

**Prohibited Articles** - Any object that in the judgment of the administration and staff disrupts or interferes with the educational process or endangers the health, welfare, or safety of students or staff is prohibited. This includes, but is not limited to, gambling and gambling related items, radios or any kind, tape/CD players, cell phones, pagers, MP3 players, ipods, and other electronic devices. If items are found in use during school hours, they will be confiscated. Any device that is confiscated may be subject to inspection, with the expectation of no privacy of data within the device.

**Proper Notification** - Parents are asked to notify the school in advance whenever a student is to do something which is different from his/her normal school day routine. Examples of such cases are late arrival or early dismissal due to a scheduled appointment or an emergency, being picked up at school by a parent or designee, going home on a different bus. Except in emergency situations, notification should be in writing and signed and dated by a parent/guardian. A parent or designee is required to sign a register in the office in cases of late arrival or early dismissal of a student. A parent or designee is required to sign a register in the office in cases of late arrival or early dismissal of a student. In the case of early dismissal, we are requesting the parent/guardian or parent/ guardian’s designee on the emergency contact list to provide identification (driver’s license) to the secretary to release from school. Law requires that a parent/guardian notify the school on the day of a student absence unless notification has been given in accordance with school procedures for excused absence.

It is also very important that the school be informed of how parents may be reached in case of an emergency. An accurate Emergency Care Card must be on file in the office for each student. Parents are asked to promptly notify the office of any changes of student address, telephone number, or other pertinent information utilized by school officials.

In child custody situations, the parent/guardian in custody of a student is to inform the school of any special circumstances pertaining to the right of noncustodial and/or nonresidential parent(s). Without such notice or legal documentation, the school is obligated to release a student into the care of either parent.

**School Closing** - Schools may be closed due to emergencies or severe weather conditions. During the school year announcements of delays, early dismissals, and school closings will be carried on the following TV stations and e-communications.

**WHIZ** - Zanesville

**Website:** [www.tvschools.org](http://www.tvschools.org)

Sign up for **e Communication Notifications:** go to [www.tvschools.org](http://www.tvschools.org) home page, click mail list and proceed with correct contact information.

**School Hours** - 7:50 a.m. - 2:19 p.m

#### **Safety and Security**

- **All visitors must report to the office** when they arrive at school.
- **All visitors are given and required to wear a building pass while they are in the building.**

- Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are “hanging around” in the building after hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- As many needed outside doors as possible are locked during the school day.
- Portions of the building that will not be needed after the regular school days are closed off.

**Student Activities** - Students may become involved in various groups and activities, such as academic and athletic competitions, performances and exhibits, fund raising drives, assemblies, dances, service and charity projects, and special observances and celebrations. Interscholastic volleyball, football, basketball, wrestling, and track are offered, in addition to the club sports of soccer, golf, cross country and basketball. Other student activities include cheerleading, choir, band, library/office aides, yearbook staff, newspaper staff, student council, and TVMS Honor Society, as well as any new clubs, organizations, and special events that may be established during the year.

**Student Dances** - Middle school dances will be held periodically throughout the year and are open only to Tri-Valley Middle School students. Middle school students are not permitted to attend dances at Tri-Valley High School. Clothing acceptable under the Tri-Valley Dress Code shall be worn to dances. Once a student enters the building to attend the dance, they must stay inside until the dance is over or until a parent comes to pick them up.

**Student Insurance** - Applications and claim forms for student accident insurance may be obtained from the school office. All participants in athletics must have accident insurance, either through the school or other family coverage. A claim for school insurance must be filed within 60 days of an accident.

**Student Progress** - A formal grade report is issued to each student four (4) times during the school year. The report should be reviewed and signed by a parent/guardian and returned to the school as soon as possible. An interim report is issued midway through each grading period and should also be signed by a parent and returned to school.

Lists of honor students are determined after each grading period, based upon achievement in academic subjects. An “All A’s” list will be published in the district newsletter. A student who receives a grade of “D” or below is not eligible for academic honors.

Students’ grades are reported in accordance with an established grading scale and marking system as follows:

Grade	Percent	Achievement
A	90-100	Excellent
B	80-89	Good
C	70-79	Acceptable
D	60-69	Below Average
F	Below 60	Unacceptable

**Student Records** - Student records are confidential and protected by law. Only school personnel and a student’s natural parents or legal guardians have access to the records. Under Ohio law, “Directory Information” on a student is not protected and may be released to anyone who requests it except a profit-making organization. However, federal law provides parents with the right to request that directory information not be released. Directory information includes student name, address, telephone number, age, etc. A request pertaining to such release of directory information should be made in writing to the principal on an annual basis.

**Grade reports for students with unpaid student fees, fines, or other financial obligations to the school will be withheld until payment or appropriate arrangements are made.**

**Telephone - Except in emergency situations**, students are not permitted to make or receive personal calls on the school telephones. All phone use must be approved by the office personnel. Arrangements for after school activities should be made at home before school. Students are not to utilize cell phones for personal use during school hours. A student’s wifi device must be concealed and used for academic purposes only with teacher/staff permission each period.

**Tri-Valley Middle School Honor Society** - admission is based on the following criteria

- 3.75 cumulative grade point average for the first three grading periods
- Participation in 3 service projects
- Participation in 2 co-curricular and/or extra-curricular activities
- Students that receive Saturday School, In-School Suspension or Out-of-School
  - Suspension will be denied
- Required to write a Leadership Essay

**Tri-Valley Middle School Student Discipline Program** - Students attend Tri-Valley Local Schools under the direction of laws for the State of Ohio, with full benefits of constitutional protection of their rights as citizens. In order to effectively provide a proper learning climate for each student, a formalized discipline program has been adopted. Published in the conformity with Ohio law, the program includes provisions for students' conduct and attendance and other school related situations.

The discipline program emphasizes "positive reinforcement" of appropriate student attitude, effort, behavior, and achievement, but is intolerant of conduct which is disruptive to the educational process. Corrective and disciplinary action will be taken in cases of student violation of school rules, policies, and procedures. It is to each child's benefit that faculty and staff, administration, and parents work closely together regarding student performance and conduct. Mutual support and cooperation are vital to the successful operation of the school, and for the occurrence of effective student learning.

Since all acts of misconduct cannot be specifically stated, it must be understood that a pupil may be disciplined for any act which disrupts the educational atmosphere or infringes upon the rights of students, faculty/staff members, or administrators.

For further information refer to the Tri-Valley Local School District Student Discipline Code and the Student Code of Conduct for Transportation. These documents are provided to all district residents prior to the start of school.

**Visitors** - To ensure non-disruption of instructional activities and security of the students, visitors (parents and/or guests) are required by law to register in the school office. Students will not be released directly from their classrooms. Students may not have personal visitors on school property during the school day.

**Volunteers** - We encourage parents and grandparents to volunteer at our school. There are both daytime and evening opportunities. Please contact our office and TVMS Boosters, if you have extra time to help. Training and support will be provided at the beginning of each school year. Thank you for giving the precious gift of **TIME** to those who need your help!

## **DISTRICT POLICIES FOLLOW**

(6.11, 6.18, 6.24, 6.28, 9.09, 9.10, 9.29)