

MISSION STATEMENT

Indian Valley Local Schools: Our mission is to educate and nurture all students so they learn to the best of their abilities to become responsible and productive citizens.

GENERAL INFORMATION

Office Hours: 7:30 AM – 3:30 PM

School Hours

7:30 a.m..... Building open to students (go to designated area)
7:50 a.m..... School opens – students go to lockers, restroom and class
8:00 a.m..... Tardy Bell Rings
2:55 p.m..... Classes end – shuttle bus students, walkers and student pick-up dismissed.
3:10 p.m. Late bus students dismissed

Arrival Time

Students walking to school or being dropped off should plan to arrive no earlier than 7:30 AM. Students will remain outside the building until 7:30 AM. Students will then go to the cafeteria until being dismissed at 7:50 AM. Students should enter through the main lobby doors and the cafeteria doors.

At Dismissal

Parents are responsible for clearly informing their child of after-school arrangements. A note signed by the student's parent/guardian must be sent to the office indicating specific changes. This includes bus transfers. **If a note is not received the student will follow normal procedures.**

Automobile Drop-Off/Pick-Up

Parents who drop off or pick up their children at school are requested to observe the bus loading areas where automobile pick-up is restricted. Student pick-up and drop-off should be done in front of the school building off of School Street. Local Law Enforcement Officials have requested that students not be picked up and dropped off on Center Street between 7:00 AM -8:30 AM and 2:30 PM – 3:30 PM. Center Street is closed for bus traffic only. We also ask that extreme caution be exercised in speed and parking location to ensure the safety of our students. Each school has pick up procedures that must be followed by everyone.

Picking Up Students Prior to Dismissal

A note should be sent with the students and given to the office so that the entire staff can be informed of the time your child will be leaving school. Please include the name of the person picking up your child this day. Remember that the person picking up your child must be on your child Emergency Medical Form. Parents are required to enter the building when picking up their child during the school day provide identification, and sign them out.

ATTENDANCE

Attendance: All students regularly enrolled in Indian Valley Local Schools are under its jurisdiction according to the authority vested in it by the State of Ohio. These students are subject to all regulations required by the State of Ohio. In regard to attendance, the regulations are: 1. to enforce the state compulsory attendance law. 2. to use reasonable care regarding the welfare of the students. This implies that the school be responsible for knowing the location of its students at all times, which necessitates school authorities keeping a careful record of all absences from school.

Ohio Revised Code: Special provisions of Ohio law apply to any student who is considered to be a "habitual truant" (defined as a child absent from school without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 or more hours in one year). In addition, Ohio law defines 'excessive absences' as a student being absent 38 or more hours in one school month with or without a legitimate excuse or absent 65 or more hours in one school year with or without legitimate excuse. In such cases, the Board of Education may proceed with an intervention strategy in accordance with adopted Board policy and/or initiate delinquency proceedings in juvenile court.

Calling Off: The parent/guardian of a student who is absent from school must call the middle school office (740-922-4226) by 9:00 a.m. on the day of absence. If no phone call is received, the absence shall be considered unexcused unless the student brings a note from their parent or guardian concerning their absence. If students obtain a doctor's note, it should be submitted the day the student returns to school. Students without telephones should make arrangements with the principal concerning their absences.

Tardies: A student who is tardy is a student who is late to school or class. A student arriving late to school will be considered tardy if he/she arrives between 8:00 a.m. and 9:00 a.m. After 9:00 a.m., the student is considered absent from school. If a student is tardy in the morning, he/she must report to the office immediately upon arrival to sign in. Students tardy to school may receive one detention, beginning with the third offense during a grading period and receive one detention for each additional tardy the remainder of the 9 week grading period. Excessive tardiness may result in a request by the administration for truancy charges through the juvenile prosecutor's office.

Excused Absences: The following items constitute but are not limited to examples of an excused absence:

- 1) Personal illness (students must present a valid medical excuse after the 6th occurrence of the year)
- 2) Illness in the immediate family requiring student's assistance (medical documentation required)
- 3) Quarantine of the home

- 4) Death in the family/funeral
- 5) Medical or dental appointments (documentation required)
- 6) Observance of religious holidays
- 7) Family vacations with prior permission
- 8) Registered participation in the County Fair (the day of show)
- 9) One day for hunting with prior parent/guardian and Principal approval. The student needs to present a valid hunting license, or its equivalent (for students whose parents own a farm), to the Principal prior to the day of absence.
- 10) Absence related to legal system (court documentation required)

B. Unexcused Absences: Students cannot receive credit for work missed due to an unexcused absence. Students are expected, however, to complete the work missed during an unexcused absence. The learning gained from those assignments will benefit the student on future tests, quizzes, and activities.

C. Excessive Absences: Ohio law defines 'excessive absences' as a student being absent 38 or more hours in one school month with or without a legitimate excuse or absent 65 or more hours in one school year with or without legitimate excuse. Being present in class every day and arriving on time to school are the greatest factors leading to student achievement. While a student who has an excused absence may make up work, other important aspects of a lesson are gone forever. Any student accumulating eighteen (18) days of absence for the year that are not documented by a medical note, observance of a religious holiday, participation in a court proceeding, attendance at a funeral, or participation in a county fair show day may receive no credit for the year and may be a candidate for retention at the current grade level. Periods of extended illness / hospitalization / incarceration / etc. should be brought to the attention of the Principal so arrangements may be made for these individuals to continue their classroom work.

D. Written Excuses for Absence: If a student is absent for all or part of a day and the parent/guardian has not called him/her off, a note must be sent with the student upon his/her return to school. A student's excuse must contain the student's name, date of absence, reason for the absence, and the parent/guardian signature. If the student was kept home due to an emergency, the parent/guardian must explain the nature of the emergency. A student must present a valid medical excuse after the 6th occurrence of the school year. Absences will be considered unexcused without a medical excuse.

E. Extended Illness: Extended absences should be brought to the attention of the Attendance Officer/Principal so that arrangements for tutoring may be made. A student receiving treatment from a doctor is to submit their doctor's excuse upon their return to school. If a student has a chronic medical condition, which requires the student to be absent periodically, a physician should document this situation.

F. Future Absences: Planned absences require notifying the Principal. The student will be required to have an assignment sheet completed by their teacher prior to the absence. Students are expected to have all assignments completed upon their return.

G. Half-day Absence: Any absence beyond sixty (60) minutes in a one half (1/2) day session (8:00-11:30 or 11:30-3:00) will result in the student being considered absent one half (1/2) day.

H. Early Outs/Dismissals: Before the tardy bell, students must submit to the office a written excuse signed by the parents. The excuse must state the reason for and time of the dismissal. Students are required to be signed out before leaving the building at the designated time, and be signed back in upon return. A phone call from a parent/guardian may be substituted for the note. Parents are required to enter the building when picking up their child during the school day, provide identification (if requested), and sign out the student. Early dismissals are for appointments that cannot be scheduled for any other time than during the school day. The excused time will be a reasonable amount of time to reach the destination, complete the appointment, and return to school.

I. Notification: Notification of attendance problems will be as follows:

Days Missed Notification 5 Letter and attendance record mailed home.

10 Letter and attendance record mailed home.

14 Letter home and conference with the principal.

18 Letter home and conference with the principal.

Excessive absences may result in a request by the administration for truancy charges through the juvenile prosecutor's office.

PRINCIPAL'S DISCRETION: It is understood that each situation is unique due to varying circumstances. The principal shall have full discretionary ability to deal with student attendance cases on an individual basis.

ILLNESS AT SCHOOL

Students who become ill at school should get permission from their teacher to go to the office. Generally, students will be sent home if they have vomited and/or have a fever of 100° F or higher. A student's parent or guardian must be contacted before a student may leave the building. A student not following this procedure will be subject to disciplinary action.

MAKE-UP WORK

Students who are absent from school or class for any reason are required to make up any work missed during their absence. The number of days/classes missed should equal the number of days/classes a student has to turn in their make-up work. All makeup work must be completed no later than one week after the end of the grading period. Only in cases of prolonged absence will more than one week be allowed for work to be made up. A day's absence does not excuse a student's responsibility for all homework that was due the day of the absence. The student should be

prepared to turn in those assignments on the day of his/her return. Grades may be withheld in cases where make-up work is not completed. It is the student's responsibility to obtain all make-up work from his/her teachers immediately upon returning to school.

ADMINISTRATION OF MEDICATION

The Indian Valley schools have a medication policy to meet the standards of state law. If a student has to receive medication during school hours, the following steps must be followed:

1. A written statement from the doctor and parent giving school personnel permission to administer the medication, the time of administration, the dosage, and a listing of any side-effects that might occur must be on file at school.
2. A written statement from the parents giving school personnel permission to administer a certain medication must be on file at the school.
3. The medication must be in the original container for easy identification.

Medication, both prescription and non-prescription, cannot be given unless we have the above information. Forms are available at the school office. This strict rule is intended to protect our students.

EMERGENCY MEDICAL AUTHORIZATIONS

On the first day of school, all students receive an Emergency Medical Authorization form for their parents to complete. These forms must be completed and returned to the school immediately. If the authorization is not returned by the end of the first week of school, one detention for each day the form is not returned may be given. Please keep these records current by notifying the school office of any change of telephone number, doctor/dentist, or the person(s) to be contacted.

HEAD LICE POLICY

Head Lice occurs occasionally among small children because they tend to have close contact with each other. The main thing is not to panic. One of the first indications of a lice infestation is intense itching. Please take the opportunity to check your child at home. Bath time is a great time to look at the hair/scalp for any concerns that may arise. Students are checked at school on an "as needed" basis. Together, we can contain any problems. Please feel free to call with questions or concerns.

Indian Valley Schools has a "No Nit" policy. To stop the spread of head lice at school, here are some guidelines to follow.

1. In the event that your child has head lice during the school year, please notify the school nurse/secretary as soon as possible upon discovery. The school will also notify you if discovered at school. At that time, you will need to pick up your child for treatment. We will set up a time and date to recheck their head/hair after treatment. An individualized plan of care and treatment options will also be discussed. (When using products to treat head lice, read all of the instructions carefully and follow them exactly. Treatment failure is more common than re-infestation.)
2. A "Lice Notification Form" is sent home at that time. Please fill out the form and bring it back to hand into the nurse.
3. After treatment/cleaning/nit removal at home, accompany your child to school the next morning to be checked by the nurse/staff member. DO NOT SEND THEM ON THE BUS. When the student is "lice/nit free", they may return to class. Each case will be individually evaluated if further treatment is necessary.
4. Steps #1, #2 AND #3 may need to be repeated.

EARLY DISMISSALS

Early dismissals are for appointments that cannot be scheduled for any other time than during the school day. The excused time will be a reasonable amount of time to reach the destination, complete the appointment, and return to school. In the event a student must leave school early, notification is to be made to the office in writing and before 8:00 a.m. of the day the student is to be dismissed early. The notification is to be signed by the parent/guardian and include the time of and reason for the dismissal. Parents are required to sign out the student before leaving the building at the designated time, and the student may sign in upon return.

GRADING REGULATIONS

Report cards will be sent home at the end of each nine-week grading period. Interim reports are also issued for all students at the midpoint of each grading period.

Parent(s)/guardian(s) can also access their student's grades at any time from the district web site at www.ivschools.org through Progress Book. A password is required to obtain access. If you do not know your student's password, you can contact the school to receive that information.

Parent/teacher conferences are scheduled twice throughout the school year. In addition to these scheduled conferences, a parent/teacher conference can be scheduled any time, especially if a student is experiencing difficulty or the parent or teachers feel the student needs assistance.

Letter grades shall represent student work for grading period averages and examinations. Final exams for semester and year length courses shall cover the entire content of the course. There shall be mid-year exams.

A. Grade Determination

<u>Percent</u>		<u>Grade</u>	<u>Point Value</u>	<u>Range</u>
100-93	A	4.0	4.0-3.5	
92-85	B	3.0	3.49-3.0	
84-75	C	2.0	2.99-2.0	
74-65	D	1.0	1.99-1.0	
64-0	F	0.0	0.99-0.0	

B. Grade point Average and Honor Roll

Honor Roll will be established after each grading period. A student is eligible for the Honor Roll if he/she receives a 3.2 grade point average or higher. A student with a 4.0 GPA for the grading period will be on the Principal's Roll. All subjects are used to determine your child's GPA (grade point average) including Art, Music, Computer, Health, Physical Education, Band and Choir.

- One "D" or "F" in any subject including Related Arts disqualifies a student from being on the Honor Roll.

C. Promotion and Retention

Promotion

A pupil who finished a school year in the Indian Valley School District and has shown satisfactory scholastic progress for the year shall be promoted to the next higher grade.

Retention

A pupil who finishes a school year in our district and has demonstrated unsatisfactory scholastic progress will be considered for retention. The decision to retain a pupil shall be made by the respective principal in cooperation with appropriate staff members on the basis of what is considered to be in the best educational interest of the individual child. If the decision is to retain your child in their present grade, the parent(s) shall be notified and given the opportunity to discuss the school's recommendation.

PLAGIARISM POLICY

"Plagiarize – to steal and pass off (the ideas or words of another) as one's own: use (a created production) without crediting the source: to commit literary theft."

The above definition is quoted directly from *Merriam Webster's Collegiate Dictionary*, 10th Edition.

Simply stated, plagiarism is a form of cheating, lying, and stealing. It is a very serious offense, even when it is committed unintentionally. In most colleges and universities the penalty for plagiarism is expulsion.

Avoiding plagiarism is simple: one needs only to acknowledge the author of the borrowed idea or words with proper documentation. A straightforward method, MLA style, is taught in several classes here at IVMS and is available in the *MLA Handbook* published by the Modern Language Association.

Unfortunately, because many students misunderstand the concept of paraphrasing, they may plagiarize unintentionally. Paraphrasing means borrowing ideas and facts from a source about the topic being researched and then stating that information in one's own words. Quotation marks around the borrowed material are not necessary because it is not word-for-word/verbatim. However, because the information came from another source, credit still is due to the author of that information. Simply documenting the source avoids plagiarism.

Written works by students which usually do not require documentation include personal essays or stories. Any written work that includes researched information or borrowed text must always contain a Works Cited page or Bibliography.

The penalty for plagiarism at Indian Valley Middle School is:

First Offense – The teacher records the plagiarism on an incident report form which will be placed in the student's cumulative folder. The student earns a ZERO for the work in question. The teacher has a conference with the student and then notifies the parent(s)/guardian(s) of the student of the first offense. Student will be referred to the office to be assigned a Friday School.

Second Offense – The teacher records the plagiarism on an incident report form which will be placed in the student's cumulative folder. The student earns a ZERO for the work in question. The teacher has a conference with the student and then refers the student to the office to be suspended for one day. A conference with the student, parent and teacher will be held.

Third Offense – The teacher records the plagiarism on an incident report form which will be placed in the student's cumulative folder. The student earns a ZERO for the work in question. The teacher has a conference with the student and notifies the student that they have earned a FAILING GRADE for the course. The teacher refers the student to the office to be suspended for three days and notifies the parent(s)/guardian(s) of the third offense and the failing grade for the course. A conference with the student, parent, teacher and administrator will be held.

ATHLETIC ELIGIBILITY

Each student in interscholastic athletics in grades 7-8 must be currently enrolled and must have been enrolled in school the preceding grading period and have received passing grades during that grading period. All student athletes must obtain a minimum GPA of 1.50 to be eligible to participate and be passing a minimum of five classes to be eligible. All courses a student receive a grade will count towards this eligibility requirement. Summer school grades do not count towards eligibility. Students who turn 15 before August 1 are ineligible to participate in athletics. The eligibility or ineligibility of a student continues until the start of the next grading period at which time preceding grading period grades become applicable. EXCEPTION: When and interscholastic contest is played in the fall prior to the start of school, the first grading is considered to have started insofar as this bylaw is concerned.

PARENT/SCHOOL RESPONSIBILITY

School supervision begins for bus students upon their arrival and at 7:30 for students.

Students not riding a bus after-school are to leave the school property immediately upon school being dismissed. Bus students are supervised until they are dropped off at their bus stop. Responsibility then lies with the parents.

STUDENT CODE OF CONDUCT

The items in this code are applicable to all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Indian Valley Local Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of this code shall apply to students if the prohibited conduct takes place while on property immediately adjacent to school property, within the line of sight of school property, on school transportation, or off of property owned or controlled by the District, but that is connected to an activity that occurred on property owned or controlled by the District, and misconduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee, or that affects the operation of the schools.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include, but are not limited to, detention, deprivation of privileges, parental contact, referral to legal authorities, suspension of driving privileges, Friday school, Star Alternative School, emergency removal, disciplinary removal, in-school suspension, out-of-school suspension, expulsion, and/or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

1. Academic Dishonesty

A student shall not engage in any act of cheating, plagiarism, or academic dishonesty, including but not limited to the removal and/or changing of any school records.

2. Arson/Attempted Arson

A student shall not attempt to act or act in the burning or attempted burning of any item on school property.

3. Assault, Assault and Battery

A student shall not engage in any act or threatened act of unauthorized touching, physical violence or force causing, attempting to cause, or threatening to cause physical harm to another. Acts of harassment and hazing are considered assault as well.

4. Complicity

A student shall not actively or passively aid, abet, and/or otherwise encourage others to violate the rules contained in the Code of Conduct.

5. Conduct Against Board of Education or Its Employees

A student shall not physically assault, threaten to assault, vandalize, damage, or attempt to damage a Board member, school employee or his/her property or family or demonstrate physical, written or verbal disrespect/threat on or off school property.

6. Damage to Property

A student shall not cause or attempt to cause damage, destruction, or defacement to either school property or private property, through improper use or otherwise.

7. Disrespect/Disobedience

A student shall not be disrespectful toward or disobedient to any authorized staff person at any time.

8. Disruption of School/Disorderly Conduct

A student shall not cause any disruption of any classroom activity or the operation of the school or the educational process and shall not engage in any act that is potentially harmful to the health, welfare and safety of the student himself, other students or staff. This shall also include the incitement of others toward acts of disruption.

9. Distribution or Sale of Unauthorized Materials

A student shall not distribute or sell unauthorized materials on school property.

10. Dress or Appearance

A student shall not dress in an obscene or suggestive manner or in any fashion that, in the judgment of the administration, is inappropriate because it either interferes with the educational process, or attracts undue attention.

11. Extracurricular Activities

No student participating in an extracurricular activity shall violate the rules and regulations of the activity or of the school.

12. Failure to Pay Tuition

A student shall promptly pay any necessary tuition for school attendance and other approved charges.

13. Failure to Serve School Discipline

Refusing to serve an in-school suspension, Friday school, detention, or any other form of discipline, misbehavior while serving school discipline, failure to report for an assigned detention or Friday school, and walking out of the principal's or assistant principal's office while discussing or receiving discipline will not be tolerated. The student may be required to serve the original consequence in addition to further disciplinary action.

14. False Alarms/Bomb Threats

A student shall not give false alarm of fire, bomb, or other hazard or emergency, or misuse the school's fire alarm system in any manner.

15. False Reports/Forgery

Students shall not make false accusations or give false information on any school forms or correspondence or other communications directed to the school or school personnel. This includes forging names on passes, excuses, or notes.

16. Field Trips

No student shall violate the Code of Student Conduct while participating in any school sponsored activity off school grounds.

17. Fighting

A student shall not engage in any fight or other act of violence or force that causes harm or threatens to cause harm to another person.

18. Gambling

A student shall not engage in any gambling activities, such as playing or gambling for money or other stakes.

19. Hazing

A student shall not participate in hazing or other degrading or disgraceful acts.

20. Illegal Possession of Building Keys and Unauthorized Entry

A student shall not possess, use, transmit or conceal any building keys without proper authorization or enter any building outside of school hours without permission.

21. Insubordination/Defiance

A student shall not refuse to comply with reasonable requests, orders and directions of teachers, student teachers, paraprofessionals, bus drivers, administrators, volunteers, or other authorized personnel during any period of time when the student is properly under the authority of school personnel. Insubordination includes but is not limited to:

- disobedience or disrespect toward any staff member
- not serving assigned disciplinary measures
- not following school rules or proper procedures
- not following assigned schedule/being in an unauthorized area
- chronically tardy to school or class
- repeated misbehavior after warning

22. Intimidation/Harassment/Menacing/Bullying

A student shall not intimidate, insult, or in any manner abuse or harass, verbally or in writing, any student or staff member. This includes harassment based upon race, religion, national origin, gender, or disability. Harassment, intimidation, or bullying toward a student, staff, or third party is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while on the way to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) repetitively and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, shunning, gossiping and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student or a group of students exhibits toward another particular student repetitively and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

Any student or student's parent/guardian who believes she/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged and every staff member is required to report any harassment, intimidation or bullying situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

Threats of retaliation against any person who reports, or is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations or aggressive behavior are prohibited and will not be tolerated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated.

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students who make informal complaints may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint.

Note: The entire Board policy on bullying/aggressive behavior is Policy 5517.01 and may be viewed on the school district website.

23. Loitering/Trespassing/Leaving School Property

A student shall not loiter or delay in any way that may cause disruption of some activity or function. Students may not loiter in or outside the school after dismissal. A student shall not trespass on the property of another or leave school property or assigned area prior to the specified dismissal time without official permission.

24. Misuse of a Computer

Students shall not use a computer to obtain access to lewd, obscene, scandalous, or other unauthorized information or otherwise misuse a computer or computer program.

25. Misuse of Vehicles on School Property

A student shall not violate the prescribed rules and regulations for use of vehicles on school property.

26. Narcotics, Alcoholic Beverages, Drugs, and Paraphernalia

A student shall not use, sell or distribute, possess, buy, be under the influence of, or smell of, alcoholic beverages, illegal drugs, narcotics, mood altering substances, stimulants or caffeine pills on school property or at any school sponsored event at any time. A student shall not use, possess, offer to sell or distribute, or buy counterfeit or look-alike drugs. Possession of any type of drug paraphernalia is similarly prohibited.

27. Prescription or Non-prescription Drugs

A student shall not sell or distribute, buy, or possess prescription or non-prescription drugs. A student must follow the procedure for use of such medications at school.

28. Profane, Obscene or Vulgar Language/Gestures or Materials

A student shall not use profane, obscene, vulgar, abusive, or disrespectful language or gestures, nor shall any student possess profane, vulgar, pornographic or other improper publications, pictures, signs, or videos.

29. Public Display of Affection

Students shall not engage in excessive and/or repeated displays of affection on school property or at school-sponsored activities. We will follow a "Hands Off, No Touch" policy regarding student relations.

30. Prohibited Articles

Any object that, in the judgment of the administration, 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 of any kind, iPods, tape players, CD's, CD players, PDA's, personal pagers and TV sets, telephones, and other electronic communication devices, and laser pointers. Cellular phones may be used after school only.

31. Punctuality and Tardiness

All students are to be on time for school and for each class.

32. Repeated Offenses

A student shall not repeatedly fail to comply with school rules and regulations or directions of teachers, student teachers, paraprofessionals, administrators, or authorized school personnel. Repeated violations may result in increased severity of the consequence per occurrence.

33. School Buses

A student shall not violate the prescribed rules and regulations for student conduct on school buses.

34. Sexual Harassment

A student shall not sexually harass another student, staff member, or any other person. Sexual harassment may include, but is not limited to:

- sexual flirtation, touching, advances, or propositions
- verbal or physical abuse of a sexual nature
- graphic or suggestive comments about an individual's dress or body
- the use of sexually degrading words to describe an individual
- displaying sexually aggressive objects or photographs
- sexually explicit or obscene jokes

35. **Shakedown/Strong Arm/Extortion**
A student shall not force another person to give him/her money or articles of value.
36. **Theft**
A student shall not take or attempt to take the property of others without their consent.
37. **Throwing of Objects**
A student shall not throw any object without authorization, including, but not limited to snowballs.
38. **Tobacco**
A student shall not possess, smoke, smell, or otherwise make use of tobacco of any kind in the school building on school buses, at school sponsored activities, or on school property at any time.
39. **Vandalism**
A student shall not attempt to act or act in a way that result in the destruction or defacement of school or private property.
40. **Violation of Federal or State Statutes**
Students shall not violate federal or state statutes, rules or regulations on school premises or at school activities, including but not limited to required immunizations.
41. **Weapons and Dangerous Instruments**
A student shall not bring to school, possess, handle, transmit, threaten to use, throw, or conceal any object capable of injuring himself or others. This includes but is not limited to, fireworks, munitions, matches, lighters, stones, snowballs, explosives, pyrotechnic devices of any kind, and other dangerous weapons or ordinances, including firearms, knives, pellet guns, clubs, and objects made, constructed, or altered so that to a reasonable person the object appears to be a firearm. This also includes objects converted from their original use to an object used to threaten or injure another person, such as padlocks, pens, pencils, chains, scissors, or jewelry.

Any other form of behavior which is detrimental to proper school and/or school activity atmosphere as prescribed by the administration and as outlined in the student/parent handbook for the building in which the student is enrolled is prohibited.

SUSPENSION PROCEDURES

Students will be notified in writing of the intent to suspend by the administration. At the time of notification, the student will be given an opportunity to explain his/her side of the incident. If a suspension is forthcoming, an attempt will be made to notify the parent/guardian by phone. The required official notification of the suspension will be mailed to the parent/guardian within 24 hours. All work missed is to be made up. Students who are assigned out of school suspension may not participate in or attend any school events or be on school property during their suspension.

ZERO TOLERANCE POLICY

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students must conform to school and district regulations and comply with directions from school personnel. The board has zero tolerance for violent, disruptive, or inappropriate behavior by its students, including excessive truancy, and the possession of illegal drugs or life threatening weapons on Indian Valley School property or at Indian Valley School events. School property is defined as all Indian Valley Board owned grounds, including all buildings, athletic facilities, parking lots, and school buses.

Because of the negative impact on the educational process, the Indian Valley Board of Education also does not condone the presence of gangs among its student body. Any evidence of gang affiliation is prohibited. Evidence may include, but not be limited to, gang-related clothing; tattoos, gang names displayed in written form, or substantiated documentation of gang affiliation.

These rules shall be in effect during all school days, plus after school athletic contests or any other school related activity, regardless of location.

The penalty for violating this policy will extend to the furthest limit permitted by law, including expulsion from school by the District Superintendent.

NARCOTICS, ALCOHOLIC BEVERAGES & STIMULANTS OR DEPRESSANT DRUGS

A. Student Behavior

Students shall not possess, use, transmit, sell, buy, conceal, smell of, or consume any alcoholic beverage or intoxicant, or any prescription medication or look-alike drugs. Likewise, students shall not consume any alcoholic beverages or intoxicant or chemicals at any time before their arrival at school or at a school-sponsored or related event or activity. Examples include, but are not limited to: narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, glue, cocaine, speed, caffeine pills, "look-alike" drugs, or prescription medications that have not been prescribed for the student by a doctor. Use of drugs as authorized by medical prescription from a licensed physician shall not be considered in violation of this rule.

Students shall not possess, use, transmit, sell, buy, or conceal any drug of abuse, instrument, or paraphernalia (for example: hypodermic needle, syringes, water pipe, and roach clip).

Violations of this policy include, but are not limited to: the smell of alcohol or a controlled substance on a student's breath or about his/her person; stumbling or lack of motor coordination; slurred speech; inability to focus eyes.

B. Disciplinary Referral (First Offense)

1. Any student found to be in possession of, using, buying, selling, smelling of, or under the influence of, or distributing drugs, look-alike drugs, or alcohol at school, on school property, or at a school related activity, will be referred to a school administrator and may be required to submit to urinalysis, breathalyzer, or litmus paper test. Refusal to take the test may result in suspension from school.

2. The student will be suspended out of school (maximum of 10 days) with a possible recommendation for expulsion. With a drug test and documentation of counseling, the student may be reinstated on the 6th school day of the suspension. The remaining days of the suspension will be held in abeyance until proof of completed counseling is received.

C. Disciplinary Referral (Second Offense)

Second offense for drug involvement will automatically result in a 10 day suspension with possible recommendation for expulsion to the Superintendent.

TOBACCO AND TOBACCO PRODUCTS

A. Student Behavior

1. A student shall not possess, use, transmit, sell or conceal tobacco and/or tobacco products anywhere on school property or in plain view from the school. (e-cigarettes also qualifies under tobacco products).
2. Reasons to suspect include, but are not limited to: the smell of tobacco on a student's breath, protruding lip or bulge in the cheek.

B. Disciplinary Referral (First Offense)

1. Any student found to use, transmit, sell or conceal tobacco and/or tobacco products will be referred to the school administrator.
2. The student will be suspended for a period of three days.

C. Disciplinary Referral (Second Offense)

The student will be suspended for five days.

D. Disciplinary Referral (Third Offense)

The student will be suspended for 10 days.

C.A.R.Y. Project (Connecting with At-Risk Youth)

- a. Offered through the ADAMHS Board
- b. Assist with drug and alcohol disciplinary policy
- c. Used in instances where there is an awareness of a student who does not engage in at-risk behaviors at school, but is doing so outside of the school setting.
- d. Referral forms through school counselor

DETENTIONS

After school detentions may be served by students who are disruptive in school. Students referred to detention will be supervised by a staff member. The detention may be served on a subsequent day so that the student may make arrangements for transportation home.

Students must understand that any staff member has authority to correct misbehavior at any time. Therefore, any teacher may assign detention to any student when necessary. Any student missing detention without a valid excuse will be issued a Friday School. The excuse must be either a verbal or written excuse from the parent or guardian prior to the scheduled date.

The following discipline will be issued after a student has received 6 detentions:

7 th detention	Friday school
8 th detention	Friday school
9 th detention	1 day out-of-school suspension
10 th detention	1 day out-of-school suspension
11 th detention	3 days out-of-school suspension
12 th detention	referral to juvenile court for unruly behavior

FRIDAY SCHOOL

Indian Valley Middle School conducts a Friday School for grades 6-8. Friday School begins 5 minutes following the end of the school day and concludes 3 hours later at the middle school (6:00 PM). The parent or guardian has the responsibility to transport student's home from Friday School.

A certified teacher supervises this program. No formal instruction will take place, but students are expected to bring homework assignments, appropriate reading materials, and other work to be done.

Students will arrive on time, take their assigned seats promptly and begin working. All school regulations will be in effect at Friday School. All students who are truant from an assigned Friday School may be suspended in accordance with the Student Code of Conduct.

DRESS CODE

Each student should use good taste in dress, which means neatness, simplicity and appropriateness. It is believed that dress reflects actions and if students take pride in themselves, it will help develop a better atmosphere for learning.

In general, school dress should be such that it ensures the health, welfare, and safety of the members of the student body and enhances a positive image of our students and school. Any form of dress or grooming that attracts undue attention or violates the previous statement is obviously unacceptable.

Therefore:

1. Dress and grooming will be clean and in keeping with health and safety requirements.
 2. When a student is participating in school activities, his/her dress and grooming will not disrupt his/her performance or that of other students, or constitute a health threat to the individual or other students.
 3. Dress and grooming will not be such as to disrupt the teaching-learning process.
- A. Boys styles that are unacceptable:
- a. Muscle shirts, tank tops, and fishnet shirts
 - b. Hats in the school / bandanas of any color
 - c. Not wearing shoes
 - d. Obscene or suggestive writing on clothing
 - e. Facial Piercing (including tongue piercings) and/or facial tattoos with the exception of the ear piercing
 - f. Bare midriffs
 - g. Bicycle pants, spandex, pajama pants
 - h. Jewelry or clothing bearing patches, drawings, or sayings (stated or implied), which refer to drugs, tobacco, violence, death, alcohol, sex, hate, cults, or gangs will not be permitted to be worn. Obscenities (stated or implied) will not be permitted. The decision of school officials is final in these matters.
 - i. Pants that are not the appropriate height to stay over the waistline or oversized or having the appearance of being oversized

- j. Wallet chains or jewelry which are perceived by the administration as a potential weapon
 - k. Jeans with holes must be patched
 - l. Shorts
 - m. Shoes without backs including flip-flops (sandals must have a back)
 - n. Pants with elastic waists that don't have a drawstring
 - o. No Colored Hair – such as Red, Purple, Blue etc....
- B. Girls styles that are unacceptable:**
- a. Not wearing shoes
 - b. Bare midriffs. Clothing that is excessively revealing; such as loose fitting and low cut shirts/blouses or mesh shirts (unless a t-shirt is worn underneath)
 - c. Facial Piercing (including tongue piercings) and/or facial tattoos with the exception of the ear piercing
 - d. Obscene or suggestive writing on clothing
 - e. Jewelry or clothing bearing patches, drawings, or sayings, (stated or implied), which refer to drugs, tobacco, violence, death, alcohol, sex, hate, cults, or gangs will not be permitted to be worn. Obscenities (stated or implied) will not be permitted. The decision of school officials is final in these matters.
 - f. Hats / bandanas of any color
 - g. All tank top type apparel is prohibited
 - h. Bicycle pants or spandex, pajama pants
 - i. Pants that are not the appropriate height to stay over the waistline or oversized or having the appearance of being oversized
 - j. Jeans with holes must be patched
 - k. Shorts
 - l. Shoes without backs including Flip-Flops (sandals must have a back)
 - m. Pants with elastic waists that don't have a drawstring.
 - n. Dresses and skirts that do not reach the knee
 - o. No Colored Hair – such as Red, Purple, Blue etc....

Any extreme or unusual case that is deemed immodest or an exaggerated mode of dress or conspicuous departure from accepted local custom will not be permitted, subject to the discretion of the building Principal. A classroom teacher or the sponsor of any extracurricular activity may for safety, health, or public relation reasons request from the school administration a reasonable modification of this code.

If violation of the dress code occurs the student may be requested to change or may be sent home to change.

Consequences for any dress code violation:

1 st Offense	Warning – Call home for change of clothes
2 nd Offense	Friday School – Call home for change of clothes
Additional Offenses	Up to 3 days Out-of-school suspension

STUDENT CONDUCT – BUSES

Although the Indian Valley School District furnishes transportation in accordance with State Law, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a student boards the bus--and only at that time does he/she become the responsibility of the school district. Such responsibility will end when the child is delivered to the regular bus stop at the close of the school day.

Students on a bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

The inappropriate bus conduct of a student may also result in more severe disciplinary action being taken by the administration.

LUNCH

Our lunch period is closed. That means students are not permitted to leave the building during lunch. However, students living within walking distance of the school may go home for lunch with a note from their parent. Also, no food may be delivered to the building (i.e. pizza being delivered) unless permission has been obtained from the administration. Students are to eat in the cafeteria and must remain in the cafeteria/commons area. Students are not permitted to leave the lunch area without permission until the bell has rung.

CAFETERIA

The school cafeteria is maintained as a vital part of the school program. The cafeteria is a place to eat and have a quiet conversation with those at your table. Eight students are permitted per table in the cafeteria. To encourage good nutrition, a well balanced lunch is offered at a reasonable price. The cafeteria management and your fellow students appreciate your cooperation in following these rules:

1. Not cutting in line.
2. Depositing all lunch litter in wastebaskets.
3. Return all trays and utensils to the dishwashing area.
4. Leave the table and floor around your eating place in a clean condition for others.
5. Keep all food and drink in the cafeteria.
6. Students must have permission to leave the cafeteria before the bell rings.
7. Students will be permitted to go outside for 15 minutes after eating their lunch, weather permitting. Student activity will be supervised by a member of the IVMS faculty. Students must stay on school grounds and follow student code of conduct.

BOOKS

The cost of a lost or damaged book must be paid by the student. If a book shows normal wear for the age of the book, no charges will be made. For abuse of any book, such as broken binding, ink, damage, defaced edges or torn pages, the following scale is in effect.

Lost book - full replacement cost
1-year old book - 80% of original cost
2-year-old book - 60% of original cost
3-year-old book - 40% of original cost
4-year-old book - 20% of original cost

EMERGENCY DRILL PROCEDURES

At all times during an emergency drill (Fire, Tornado, Lock-Down, Evacuation), students are expected to follow and comply with all procedures as directed.

LOCKERS

Lockers are not to be shared. Lockers are to be kept neat and orderly. Students are to use only the locker assigned to them and keep it locked at all times. All personal items and books when not in use are to be kept in lockers. Do not tamper with another locker or give your combination to another person. Never keep money or valuables in your locker; ask the office to hold them for you. All lockers belong to the school and are subject to inspection and search by the administration and outside authorities. It is highly recommended that locks be placed on gym lockers. Locks are available in the school office.

Book bags must remain in lockers. Students may not carry book bags, or backpacks, or purses larger than 9.5x12 throughout the day without permission from the administration.

FIELD TRIPS

Teacher-planned field trips are a valuable part of instruction. Field trips are relevant to the subject areas of the curriculum and to the needs of the students.

Students must have a signed permission slip by a parent/guardian to participate in a field trip. This is an important part of the student taking the responsibility for their learning. Students will not go on a field trip without a parent/guardian's permission. Students may not be permitted to miss a class they are failing to participate in a field trip. Students who do not participate in the field trip experience will be required to attend school.

WASHINGTON DC TRIP

Students can be excluded from participating in the 8th grade trip to Washington DC for disciplinary reasons, poor attendance, not paying or making arrangements to pay necessary fees (including fines and lunch fees) or other reasons deemed appropriate by the principal. An 8th grader's behavior and attendance from the first day of school until the day of the trip will be used to determine if the student may go to Washington, DC. A \$100.00 deposit is non-refundable if the student drops out after bills are paid. NO REFUND will be given.

CO-CURRICULAR ACTIVITIES

A well-rounded educational experience includes both curricular and extracurricular activities. Students are encouraged to participate in school activities to develop leadership, teamwork, and character.

All projects are planned and carried out under the supervision of the faculty sponsor. Dances, parties, fund-raisers, and other similar events must be approved by the Principal. Activity or fundraising forms are due two weeks before the event.

In order for students to be eligible to participate in a co-curricular activity held on a school day (e.g. athletic event, dramatic presentation, music concert, etc.) they must be in attendance a minimum of a 1/2 day the day of the event. All school rules and disciplinary actions apply during co-curricular activities.

SCHOOL INSURANCE

The Board of Education makes available to parents, through an outside agency, accident insurance for their children at a very nominal premium. The insurance of the child is left entirely to the parent's discretion. The insurance covers accidents while in school, on the way to and from school, and while attending school functions. Twenty-four hour coverage is also available.

Students participating in athletics must be covered by accident insurance unless waived in writing by the parents.

This policy is in excess of any insurance that is carried by the family.

SPORTSMANSHIP

One of the purposes of an athletic program is to teach players and spectators to be good sports as that is the first step to being good citizens. The student body, faculty, alumni association and booster club members are just as important to sportsmanship as are the players and coaches. The attitude of the student body reflects the kind of school we have.

1. Treat athletic opponents and officials as our special guests.
2. Respect the rights of students from opposing schools and listen respectfully when they are cheering.
3. Respect the rights and authority of the coaches and officials.
4. Respect and take care of school property and equipment.
5. Commend both teams for good plays with cheers and applause.
6. Cheer an injured player when he is removed from the game.
7. Support and follow the leadership of the cheerleaders.
8. Show self control at all times during and after a game.

STUDENT PICTURES

Student pictures will be taken twice a year. A fall session will be taken in October 2015. These pictures are used for the yearbook. Payment for these is due the day pictures are taken and an envelope will be provided. A retake day is scheduled for November 2015. A spring session will take place on March 2016. No money is needed the day of pictures. After viewing the pictures, you purchase what you desire. There is no re-take day for spring pictures. **THERE IS NO OBLIGATION TO PURCHASE PICTURES.**

CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES

Student use of telephone paging devices (e.g., beepers or pagers) is prohibited on school grounds, at school sponsored events, and on school buses or other vehicles provided by the District without specific permission from a staff member. Students may not use cellular telephones, including camera phones, or other electronic communication devices (ECDs) (e.g., laser pointers and attachments, personal digital assistants (PDAs) and other devices designed to receive and send an electronic signal) during the school day. Cellular telephones and ECDs must be kept out of sight and turned off (not just placed in vibrate or silent mode) during the school day without specific permission from a staff member. In addition, students are not permitted to use cellular telephones, including camera phones, or ECDs to record/store/transmit the spoken word or visual image of any person, including other students or staff members, or educational instrument/document (e.g., test, quiz, etc.) any time while on school property or at a school sponsored event without specific permission from a staff member. Finally, students may not use cellular telephones or ECDs on school property or at a school-sponsored activity to access and/or view internet web sites that are otherwise blocked to students at the school.

The requirement that cellular telephones and ECDs must be turned off will not apply in the following circumstances when the student obtains prior approval from the building principal:

- A. The student is a member of a volunteer fire company/department, ambulance or rescue squad.
- B. The student has a special medical circumstance (e.g. an ill family member or his/her own special medical condition).
- C. The student is using the cellular telephone or ECD for an educational instructional purpose with the teacher's permission and supervision.

The use of cellular telephones and other ECDs in locker rooms, classrooms, and/or bathrooms is prohibited.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action up to and including suspension, expulsion and/or the confiscation of the cellular telephone or ECD. If confiscated, the device may be released to the student or parent/guardian after the student complies with any other disciplinary consequence that is imposed. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography).

The student who possesses a cellular telephone or ECD is responsible for its care. The Board is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or other electronic devices brought onto school property.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use the office phones to contact parents during the school day.

Discipline:

- First Offense – Confiscate device and return at the end of the day.
- Second Offense – Confiscate device and hold for parent/guardian to pick up. Friday School will be issued.
- Third Offense – One day out of school suspension.
- Fourth Offense – Three day out of school suspension.

Should any offense involve illegal activity (e.g. pictures, test), the matter will be referred to law enforcement officers and the phone will not be released until all discipline has been served.

Should it be discovered, through an indirect investigation, that a student did not comply with the cell phone policy, that student may be disciplined accordingly.

ELECTRONIC DEVICES

Students are prohibited from using cellular telephones or other electronic communication devices (ECD) or having them "On" during the school day, (Upon arrival through 3:15 PM) without specific permission from a staff member. This includes lunch periods and in between class periods, as well as on school-sponsored trips or in school vehicles. "Using" refers to, not only the making and/or receiving of calls, but also using the cellular telephone or ECD for any other purpose (i.e., sending text messages, taking pictures, making recordings, etc.). Students also may not use cellular telephones or ECDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Students are not permitted to wear their cellular telephones or ECD clipped to a belt or otherwise display them in plain sight during the school day without specific permission from a staff member. Cellular telephones or ECDs may not be "on" or otherwise used in classrooms, locker rooms,

bathrooms, whether here or at another school district where a school activity or athletic event is occurring. This includes the use of the camera feature available with some models of cellular telephones.

The Board of Education is not responsible for the loss, theft, damage, or vandalism to student cellular telephones or ECDs as well as other student property. Students and parents are strongly encouraged to take appropriate precautions, if students have cellular telephones or ECDs in their possession, to make sure the cellular telephones and ECDs are not left unattended or unsecured.

Using a cellular telephone or other ECD in an unauthorized manner or in violation of the policy, may result in loss of this privilege, additional disciplinary action (e.g., warnings, parental notification and conferences, suspension, expulsion), confiscation of the cellular telephone or ECD (in which case, the cellular telephone or ECD will only be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed), and/or referral to law enforcement if the violation involves an illegal activity (e.g., child pornography).

TELEPHONES

A student may ask permission to use the telephone in the general office for the following reasons only:

1. To make a call at the request of a teacher.
2. To call home in case of illness.
3. To make business calls for your class/organization.

Any long distance calls must be reported to the secretary so the calls can be charged to the proper account. (Three minute time limits are expected.)

A student WILL NOT be called from his class to receive a telephone call unless deemed an emergency. A student should be informed of after-school directions from home prior to arriving at school.

VISITORS

All visitors must report to the office immediately upon entering the building. Visitors are not permitted to visit throughout the building without permission from the office. Visitors must obtain and wear a school-issued visitor's badge while in the building.

SEXUAL HARASSMENT

All students, teachers, non-teaching employees, and administrators of the Indian Valley School District are expected to conduct themselves so as to provide an atmosphere free from sexual harassment. Sexual harassment, whether occurring on school grounds or at a school-sponsored event, is illegal and unacceptable. Any person who engages in sexual harassment is in violation of this policy and will be subject to disciplinary action.

Definition of Sexual Harassment: Unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. submission to such conduct is explicitly or implicitly made a term or condition of an individual's employment or educational development;
2. submission to, or rejection of, such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive environment.

Examples of Sexual Harassment:

- Unwanted sexual advances
- Demands for sexual favors in exchange for favorable treatment
- Repeated sexual jokes, flirtations, advances, or propositions
- Verbal abuse of sexual natures
- Graphic verbal commentary relating to an individual's body or sexual prowess
- Coerced sexual activities
- Any unwanted physical contact
- Sexually suggestive or obscene comments or gestures
- Displays of sexually suggestive or obscene objects or pictures

Grievance Officer: The superintendent is the grievance officer who is vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the established procedure. Any individual who believes that he/she has been subjected to sexual harassment should file a sexual harassment complaint form with the superintendent. The privacy of the charging party and the privacy of the individual accused of sexual harassment shall be protected to the extent possible. Complaint forms are available in each school office.

WEATHER PROCEDURE

All school closing due to weather or other calamity reasons will be announced through the district's phone system, on WJER AM (1450), on WTUZ (99.9) and on Channels 2, 3, 5, 8 & 9.

WEAPON-FREE AREA

"Unless otherwise authorized by law, pursuant to Ohio Revised Code section 2923.122, no person shall knowingly possess, have under person's control, convey, or attempt to convey deadly weapon or dangerous ordnance into a school safety zone."

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with the law, and yet be guarded as confidential information.

The Superintendent is responsible for the proper administration of student records in keeping with the Ohio law and Federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

Upon request, all records and files included in the student's cumulative file are available to parent(s) or the student (if he/she is over 18 years of age). This request must be in writing and is granted within seven calendar days. No records are to be removed from the school; a principal, teacher or other qualified school personnel must be present to explain any of the test and other material.

All rights and protection given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a post secondary school. The student then becomes an "eligible student."

The District provides notice to parents and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy. It is the intent of the District to limit the disclosure of information contained in the student's education records except:

1. by prior written consent
2. as directory information and
3. under other limited circumstances, as enumerated under administrative regulations.

The following rights exist:

1. the right to inspect and review the student's education scores;
2. the right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s) or eligible student's request
3. the right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Family Educational Rights and Privacy Act (FERPA) and
4. the right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies. *(See administrative regulations.)

DIRECTORY INFORMATION

The following information is designated "directory information". The school may release directory information without prior written consent unless the parent or eligible student informs the Principal in writing that any or all of the information designated below should not be released without prior consent.

1. student's name, address, date of birth, dates of enrollment
2. parent or legal custodian's name and address
3. student's grade level classification

4. student's participation in recognized school activities and sports
5. weight and height of member of athletic teams
6. student's diplomas, certificates, awards, and honors received.

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity.

Administrative regulations set forth a procedure for annual notification to parents and eligible students of the District's definition of directory information. Parents or eligible students then have two weeks in which to inform the District, in accordance with such regulations, of any or all times which they refuse to permit as directory information about the student.

To carry out their responsibilities, school officials have access to student education records for legitimate educational purposes. The District uses the criteria set forth under administrative regulations to determine who "school officials" are and what constitutes "legitimate educational interest."

Other than requests as described above, school officials release information from, or permit access to, a student's educational records only with the prior written consent of a parent or eligible student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations (e.g., transfer to another school district or to comply with judicial order or subpoena or where warranted, in health or safety emergency, etc.).

The District maintains, in accordance with administrative regulations, an accurate record of all requests to disclose information from or to permit access to, a student's education records and of information disclosed and access permitted.

INFOHIO

INFORMATION AT YOUR FINGERTIPS: As a student in the Indian Valley School District you may access INFOhio Resources from home with the remote username and password. Go to the [Indian Valley home page](#) and click on the [student/parent web tab](#); then [INFOhio](#). Enter the [username: learn](#); and [password: infohio](#), to gain access to encyclopedias, newspaper and magazines articles, and much more! It's a great resource tool for all research topics!