

TRI-VALLEY MIDDLE SCHOOL 7-8 GRADE HANDBOOK

ATTENDANCE POLICY/ABSENCES.....	1
AFTER-SCHOOL ACTIVITIES.....	1
ATTENDANCE POLICY	1
BASIC PRINCIPLES OF BEHAVIOR.....	1
BELL SCHEDULE.....	1
BUSING.....	1
FAMILY NIGHT.....	2
COMPUTER/TECHNOLOGY	2
DRESS POLICY.....	3
HALLWAYS AND PASSES	3
HOMEWORK.....	3
LEARNING ENVIRONMENT.....	3
LOCKERS	3
DETENTION.....	4
PERSONAL ITEMS.....	4
PROGRESS REPORTING	4
SCHOOL LUNCH POLICY.....	4
SEXUAL HARASSMENT POLICY.....	6
STUDENT CONDUCT FOR ELIGIBILITY/ACTIVITIES (5-8).....	6
STUDENT RESPONSIBILITIES.....	6
STUDENT RIGHTS.....	6
SUSPENSION	6
TARDINESS.....	7
TELEPHONES.....	7
YEAR AROUND ACTIVITIES RULES.....	7
DEFINITIONS AND CLARIFICATIONS.....	7
DISTRICT BULLYING POCILY.....	9
DISCIPLINE GUIDE.....	11

Mission Statement

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

Attendance Policy/Absences

School is preparation for future life. It is important that habits of regular attendance be developed. A student's contribution and achievement in class are directly related to attendance. Students and parents or guardians must understand that students miss a vital portion of their education when they are absent from class. Demonstrations, discussions, and other activities that take place in the classroom cannot be duplicated. Absence from class must be for the most serious of reasons. A student must be in attendance at least the last three periods to participate in practice or in an after-school activity. The exception to this policy will be if the student has a medical or dental appointment during the last three periods. Students must sign in with the Middle School secretary when arriving late or leaving early. An absence will be considered excused with a note or phone call from a parent or guardian. Absence to accommodate family plans should be requested in advance by a parent/guardian and must be approved by the administration. Parent/guardian requests should be at least three days in advance, unless an emergency prevents doing so. It is the student's responsibility to acquire and complete the assignments for any absence.

After-School Activities

Students need to take all necessary materials to their activity. Students are to leave the building immediately following the activity. If a student is waiting for a ride and the weather is severe, that student should wait in the front entryway or Commons Area.

Basic Principles of Behavior

Character Counts is a program that Tri-Valley has adopted. Students at Tri-Valley Middle School are expected to know and follow the principles of Character Counts, which are posted throughout the building. These are trustworthiness, respect, responsibility, fairness, caring, and citizenship. In accordance with these principles, students will be expected to use socially acceptable behavior anywhere on campus-as well as on the bus or at 'away' functions and activities.

Bell Schedule

1 st Period	8:23 – 9:11
2 nd Period	9:14 – 10:02
3 rd Period	10:05 – 10:53
4 th Period	10:56 – 11:40
5 th Period	11:43 – 12:31
Lunch	12:33 - 1:00
6 th Period	1:03 – 1:51
7 th Period	1:54 – 2:42
8 th Period	2:45 – 3:15

Busing

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

- A. Students should be on time.
- B. The loading of students will be done at regular stops and loading zones only.
- C. All students must be seated while the bus is in motion, and arms and hands must be kept inside the bus.
- D. The aisles must be kept clear at all times.

- E. Boisterous or profane language will not be tolerated.
- F. Use or possession of tobacco, alcohol, or controlled substances will not be tolerated.
- G. Student behavior which distracts the bus driver while operating the bus will not be permitted.
- H. Students will not open or close the windows without the permission of the bus driver.
- I. Courtesy is expected at all times, both to the bus driver and other passengers on the bus.
- J. Students will immediately report to the driver any damage occurring on the bus. The person involved or parents will be held responsible for total cost of the property replacement or repair.
- K. No dangerous weapons will be allowed on school transportation/school grounds. (See Suspension.)
- L. If a student or group of students plan on riding on a bus other than their regular bus, arrangements must be made in advance with the driver or Bus Coordinator.
- M. No pop/beverages on buses.
- N. Students are to stand back from the street at the bus stops and are subject to all the rules and policies of the Tri-Valley School District.

FAMILY Night

There are to be no school-sponsored activities scheduled on Wednesday evenings after 5:30 P.M. and no practice or rehearsals are to be scheduled on Sundays. Exceptions from this policy requires approval from the superintendent's office.

Computers/Technology

Technology is an important part of education. Students are asked to handle all equipment properly and with care. Students must sign a permit form that must be turned in to the office before the student will be granted computer access. Failure to follow all rules and regulations may cause a student to be restricted or banned from the network or computer use. Students will be held responsible for any damages caused by misuse of equipment/network/software. Passes given by the student's instructor are needed to use the computer lab (except when the entire class is supervised by the teacher). Upon entering the lab, the student will need to show the pass and sign in. Failures to sign in and out properly may result in loss of computer lab usage. All computer activities by students may be monitored

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

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

INTERNET USE: The Internet will automatically turn on at 7:30 A.M. and automatically shut off at 4:00 P.M. During school hours (8:23 - 3:15), the computers are used for educational learning. Before and after school hours the students may use the Internet for personal use. Use of the Internet will be monitored at all times. Drugs, alcohol, pornography, or other inappropriate areas are considered off limits. If a student needs special permission to research these areas for an assignment, prior arrangements MUST be made with the instructor or computer lab supervisor. Internet surfing is permissible for educational use provided instructor/computer supervisor approval. NO chat rooms or playing games are allowed on the Internet. A student must get permission prior to downloading any file. Depending on where the file is downloaded, the Anti-Virus program will need to be run so no viruses are placed on the school's machines.

Failure to abide by these rules may result in the loss of Network or Internet uses. (1) First violation the student is denied use for 5 school days: (2). Second violation student is denied use for the entire semester.

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

- 1) Students will not share their passwords with others.

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

The myCampus Student account will become active as soon as a signed Student Handbook is received and the correct steps are made to activate the code through the Tech Center. The account will stay active until the student leaves Tri-Valley or violates the above guidelines. The login information and instructions will be provided by the Tech Center at an appropriate time. Students will receive access to myCampus Student Portal only by signing and returning the Student Handbook form.

Dress Policy

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

In order to promote a positive and safe learning environment, all students need to abide to the following guidelines:

- Students may not wear clothing with writing, slogans, pictures, or symbols that depict alcohol, drugs, obscenities, vulgarity, racism, sex, violence, or gang affiliation. Visible tattoos will fall under the same guidelines.
- Students may not wear clothing that is revealing. Garments that are cut low and expose visible cleavage, midriff, undergarments or sit off the shoulder are not allowed.
- Tank tops, spaghetti strap tops, halter tops, strapless/tube tops, and see through clothing are not allowed.
- Pajama pants may not be worn.
- Students may not wear pants in a sagging manner (below hips).
- No jackets, coats, or, outer wear may be worn during the school day and must be placed in the student's locker.
- No hats, hoods, caps, bandanas, sunglasses, or gloves may be worn while in school.
- Students may not wear bicycle chains, wallets with chains attached, jewelry or accessories with spikes.

Violations of the dress policy:

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

Hallways and Passes

During class times, students may be allowed to leave the classroom only with a signed pass or permission by teacher.

Homework

Home study is an important part of each pupil's educational program and may be assigned each day. The amount of homework will vary with each grade level and class depending upon the material being taught, the ability of the students, and the age of the students. Homework assignments should be turned in on the day they are due. Make-up work should be done promptly. Two days are allowed for every day missed. Each teacher has a policy for how late work will be scored.

Learning Environment

We believe that only when students feel safe and have a feeling of belonging are they able to learn effectively. A good discipline program has standards and expectations which promote appropriate behavior and focus on self-control, responsibility, and respect for oneself and others. Tri-Valley Middle School is a community of learners that must work together to model, learn, and teach appropriate behavioral expectations. All of us - students, parents, and

staff - must work as a team to strive for socially acceptable behavior. The Tri-Valley discipline guide is at the end of the handbook. Consequences administered are at the discretion of the administration and staff involved.

Lockers

Each student will be assigned a locker for storage of books and equipment. Each hallway locker has a combination lock and only the student knows the combination. No other lock may be placed on these lockers. Broken lockers should be reported to the office. Lockers are to be kept neat and clean inside and outside. The school is not responsible for stolen items, so keep personal items at home. Lockers are property of the school district and can be searched at any time by school officials.

Detention

A detention period will be held in an assigned room. Detentions will be in the morning starting at 7:30 A.M. or after school until 4:00 P.M. Students serving detentions will be given one day to arrange a ride. A student should come to detention with materials for study, and duties may be assigned by the detention teacher. Students are required to provide their own transportation home. **If a student is given a detention and does not stay on the morning/night assigned, he/she will serve two detentions. If he/she does not stay for two detentions, the student will be given in-school suspension.** A conference/notification with that student will take place after he/she receives a third detention for the semester.

Personal Items

Toys, any gaming device, candy, pop, playing or trading cards and similar items are not to be brought to school. Cell Phones, iPods can be used at the discretion of the teacher for academic purposes only. Items that disrupt the learning environment will be confiscated and may be picked up after school as a staff member directs. Dangerous items will only be released to a parent. Items will be held only until the end of the school year; and if not picked up, will be donated to charity or destroyed.

Progress Reporting

Progress in school will be reported at the end of each quarter with the following grading system:

A	Excellent	93 - 100
B	Above Average	85 - 92
C	Average	78 - 84
D	Below Average	70 - 77
F	Failing	Below 70

Report Cards will be issued at the end of each quarter/semester and will be sent home with the student. Report Cards at the end of the school year will be available upon request or available via Infinite Campus. Reports may be issued to parents for students who are experiencing academic difficulties in a subject, and consequently there is a danger of failure. Contact the teacher immediately and discuss a plan to improve performance. Progress reports may also be used as a positive tool to notify parents of improvement of a student's performance.

School –Issued Books

Textbooks and library materials are the student's responsibility when checked out. Textbooks should be covered all year long. Charges will be assessed for lost, stolen, or damaged books and materials.

TRI-VALLEY SCHOOL DISTRICT LUNCH ACCOUNT POLICY

The Tri-Valley School District policy regarding lunch accounts effective for the **2016-2017** school year is as follows:

- **As stewards of tax payer money, the district cannot extend credit on meal accounts. Each household is responsible for monitoring their meal accounts.**
- Lunch Accounts are set-up as student and family accounts. Email addresses are required.
 - Each Student has an individual account number that they should memorize.
- Lunch money must be received and deposited at the school office or via the eFunds web site. (<https://eps.mvpbanking.com/cgi-bin/efs/login.pl?access=55072>)
- The policy will be enforced for the **high school and middle school** as follows:

- The lunch room computer will give the cashier a “low balance” warning whenever a student's individual account is \$15.00 or below.
 1. Students will be offered a hand stamp each day their balance is below \$15 and email notifications will begin. Students will not be allowed to carry a negative school lunch balance.
 2. When a \$0 balance is reached, the student will have up to, but no more than, 5 low balance meals* until their lunch account is addressed. After the 5th low balance meal, the student will need to bring their own meal with beverage included (water is available) or they will be given the opportunity to call home over lunch. This will apply to both breakfast and lunch.
 3. **Statements will not be sent home with Middle and High School students. It is expected that High School and Middle School students be responsible for their own lunch account balance.**
 4. Parents and/or students can check their account balance by checking online through their Infinite Campus Parent Portal account (see www.tri-valley.k12.sd.us), or by calling the Food Service Director at (605) 446-3538.

- The policy will be enforced for the **elementary** as follows:
 - The lunchroom computer will give the cashier a “low balance” warning whenever a student's individual account is at \$15.00 or below.
 1. Students will be offered a hand stamp each day their balance is below \$15 and email notifications will begin. Students will not be allowed to carry a negative school lunch balance. Written notices will be sent home in addition to a hand stamp.
 2. When a \$0 balance is reached, the student will have up to, but no more than, 5 low balance meals* until their lunch account is addressed. After the 5th low balance meal, the student will need to bring their own meal with beverage included (water is available) or they will be given the opportunity to call home over lunch. This will apply to both breakfast and lunch.
 3. **Parents should check student's backpacks for lunch account statements.**
 4. Parents and/or students can check their account balance by looking online through their Infinite Campus Parent Portal. (see www.tri-valley.k12.sd.us) or by calling the Food Service Director at (605) 446-3538.

- If two insufficient fund checks have been written from the same checking account, only cash or a cashier’s check will be accepted for future lunch account deposits.

- After thirty (30) days of any negative balance, (or at the beginning of the 2016-2017 school year) collection procedures will be initiated on all negative balance accounts, (from the previous year) starting with a letter to the responsible party. If there is no response, a collection agency will be called on balances over \$100.00. After it is judged that the usual methods to collect the money owed the district have failed, and the past balance is over \$250.00, then action will be taken to collect in small claims court. **Payment arrangements can be made by calling the Business Manager at (605) 446-3538. A minimum monthly payment of 10% (of the original balance) will be required to qualify for payment arrangements. No negative charging will be allowed during this time. If you qualify for free lunches while under payment arrangements, your student will still receive the first meal.**

- If you have not checked to verify whether or not you would qualify for free or reduced, please contact the school. Free and reduced lunches help the school in more ways than one. Not only do they help us in getting reimbursed for lunches, the more we have that qualify, the more federal money we receive. If approved for meal benefits, it is crucial for you and your student(s) to understand all guidelines of the program. The US Department of Agriculture (USDA) manages the school meal benefit program and establishes all rules, regulations, restrictions and guidelines that must be followed by both students and schools.

- Free and reduced accounts only receive the first meal at the free or reduced rate. All seconds, extra milk, or ala carte items are at full price.

**Low Balance Meal = defined as one cheese sandwich and a carton of milk.

1. Each student will receive a slip of paper reminding him or her when the family account balance has reached \$5.00 or less.
2. The student's parents will receive notice (by phone call) when the account has reached a balance of zero funds.

3. Meal service for the student will be discontinued when the parent has been contacted about the insufficient funds in the account.

Parents are advised to apply for Free and Reduced Price Meals immediately at the beginning of the school year or whenever there is a change in family finances.

Sexual Harassment Policy

It is the district's policy that sexual harassment is illegal, unacceptable, and will not be tolerated; that no employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination, suspension, or expulsion for violation of this policy.

DEFINITION

Any unwelcome sexual advance, solicitation or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitutes sexual harassment. This conduct has the effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive employment or educational environment regardless of intent.

RESPONSIBILITY

School district officers, employees, and students are responsible for maintaining a working and learning environment free from sexual harassment. Workshops and activities will be provided by the school district to explain the policy and laws. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill-founded may constitute libel or slander. Copies of the policy will be available at all administrative offices.

COMPLAINTS

Any employee who believes that he or she has been a subject of sexual harassment by a district employee or officer should report this incident immediately to his or her immediate supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to the supervisor's immediate supervisor. Students should report such incidents to the guidance counselor and/or the responsible administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained.

Student Conduct for Eligibility/Activities (7&8)

Eligibility may be gained or lost at each midterm and quarter. Students become ineligible to participate if they do not pass all classes or do not have a GPA of 1.6 on a 4.0 scale.

Student Responsibilities

Tri-Valley Middle School students have the responsibility to

- know and obey the rules established for students.
- listen to and follow directions from staff members.
- understand and give every task a personal best effort.
- be prepared and have all necessary materials for assigned classes.
- maintain and assist in keeping the school, equipment, and materials safe and in top condition.

Student Rights

Tri-Valley Middle School students have the right to

- an education.
- be respected and treated with kindness at school.
- be safe at school.
- fair consequences when acting in an unacceptable way.

Suspension

In-School Suspension (ISS) is assigned for more severe misconduct according to the Discipline Guide. Students will spend from one class period to ten days working independently in an isolated area under direct supervision. Credit is given for complete work and for attendance. No extracurricular participation is allowed during the time the student is on suspension. Out-of-School Suspension (OSS) is assigned according to district guidelines and credit will be given for complete work.

Tardiness

Punctuality is an important part of maturity and reflects an attitude of courtesy toward others. To provide uniformity of treatment and avoid confusion, these policies will be followed:

- ∞ Students will enter their classrooms quietly and will prepare to begin work.
- ∞ Students who are not in their seats when the bell rings will be marked tardy.
- ∞ Teachers will assign consequences according to classroom guidelines and student discipline plan.

Telephones

Students may use the office phone or be called out of class only for emergency calls. One telephone is provided for student use in the south front entrance of the school. This phone is to be used only after school hours for students to contact parents. Cell phone use will be allowed at the discretion of school personnel.

YEAR AROUND ACTIVITIES RULES

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

B. Statement of Purpose

1. To encourage the growth of responsible citizenship among the students and employees
2. To emphasize the school's concern for the health of students in the areas of safety and long-term physical and emotional effects of chemical use and abuse
3. To promote equity and a sense of order in discipline among students
4. To confirm and support existing state laws that limit the use and abuse of mood-altering chemicals
5. To establish standards of conduct for those students who are leaders and standard bearers among their peers
6. To assist students who desire to resist peer pressure which directs them toward the use of mood-altering chemicals
7. To assist students who should be referred for assistance or evaluation for their use or abuse

C. Confirmation of Violations

Violations of any of the provisions of this policy will be confirmed by school officials or public first hand accounts.

No hearsay or innuendo will be given credence. All suspensions will commence as soon as the student:

1. is found guilty by a court of law.
2. pleads guilty/admits to a violation of one of the below offenses.

D. Violations

Any student activity participant who pleads guilty, is found guilty, admits to or is seen

1. using or possessing alcoholic beverages
 2. using or possessing dangerous, non-prescription drugs
 3. using or possessing any tobacco product
- will forfeit the right to participate in any school activity according to the following rules.

E. Rules

1.

First Violation

 - a. After confirmation of the violation, the student shall lose eligibility for 25% of the regularly scheduled athletic contests and two consecutive weeks of ineligibility for any other school activity in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.
 - b. The student will need to show proof a chemical dependence evaluation and an assessment of potential use or abuse.
2. Second Violation
 - a. After confirmation of the second violation, the student shall lose eligibility for 50% of the regularly scheduled athletic contests and six consecutive weeks of ineligibility for any other activity in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.

- b. Before being re-admitted to any activities, the student shall show evidence that he/she has sought and received counseling from a community drug counselor, medical doctor, psychologist, or psychiatrist.
- 3. Third Violation
 - a. After confirmation of the third or subsequent violation, the student shall lose eligibility for the next twelve consecutive weeks of activities in which the student is a participant.
 - b. If, after the third or subsequent violations, the student on his/her own choice becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in activities after a minimum of six weeks. Such certification must be issued by the director of the treatment center and approved by the secondary principal and activity director.
- 4. Penalties shall be accumulative beginning with each student's 7th grade enrollment in Tri-Valley.
- 5. All students must attend practice but are ineligible for any performances during the period of suspension. If the athletic season ends before the suspension time is completed, it will transfer to the next sport that the athlete has been an active participant in.
- 6. Any student who pleads innocent to one of the above charges and is later found guilty will miss the same number of performances as he/she would have missed if the student had originally pled guilty.

F. Final Observation

No one, including the Tri-Valley School system, expects rules alone to deter students from the use of drugs. The clear philosophy and statement of purpose explains the rule and gives direction, encouraging our staff, students, and parents/guardians to take an active role in responding to existing chemical use problems, preventing future problems from occurring, and promoting the chemical health of our students. Students will also be subject to rules and regulations set down by the advisor/coach, the school board, and the SDHSAA.

DEFINITIONS and CLARIFICATIONS

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

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

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

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

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

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

INAPPROPRIATE BEHAVIOR: Is defined as behavior that disrupts the educational process and impedes the learning of themselves and/or other students.

INSTIGATING: spreading rumors or agitating a conflict, which may escalate conflict between others.

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

INSUBORDINATION/HABITUAL DISOBEDIENCE: Student conduct deemed as unwillingness to submit to authority, refusal to respond to a reasonable request, or situations in which the student is shown to chronically break the school rules and policies.

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

MOOD ALTERING CHEMICALS, SUBSTANCES, AND TOBACCO: Using, possessing, selling, dispensing, being under the influence of any mood altering chemicals, substances, tobacco, possessing drug paraphernalia at school, on school property, at a school sponsored activity, or when the conduct poses a threat to the student or others and is not in the best interests of the school.

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

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

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

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

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

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

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

Tri-Valley School District Bullying Policy

The Tri-Valley School District is committed to fostering and maintaining a constructive, safe school climate that is conducive to student learning and in which all students are treated with respect and dignity.

Persistent bullying can severely inhibit a student's ability to learn and may have lasting negative effects on a student's life. The bullying of students by students, staff, or third parties is strictly prohibited and shall not be tolerated.

Bullying consists of physical, verbal, written or electronic conduct directed toward a student that is so severe, pervasive and objectively offensive that it:

1. has the purpose of effecting or creating an intimidating, hostile or offensive academic environment, or
2. has the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities.

Bullying behaviors are listed below but are not limited to the following:

1. Physical-violence and attacks
2. Verbal-taunts, name-calling, and put-downs
3. Emotional-spreading rumors and ridiculing
4. Threats-intimidation
5. Extortion
6. Stealing
7. Sexual-singling someone out because of gender and demonstrating unwarranted or unwelcome sexual advances
8. Racial-ethnically-based or gender-based rejection, verbal abuse, or isolation of someone
9. Cyber-bullying-electronic communication that occurs in school or at school-sponsored activities or electronic communication that occurs outside the school or school-sponsored activities that negatively affects the educational environment. Electronic communication can include but is not limited to:
E-mails, text messages, instant messaging, etc.

Reporting Procedure for Students, Parents, and Employees

Tri-Valley School District encourages all students and parents/guardians who become aware of any act of bullying to immediately report the conduct. Students may report acts of bullying to their teachers, principal, guidance counselor or other school employees supervising school sponsored activities. Parents/Guardians may contact the guidance counselor, teacher, and/or principal to report acts of bullying. If teachers and/or other staff cannot reasonably remediate acts of bullying through their own intervention, they should report the bullying to the principal. Any individual filing a report of bullying will be asked to put the facts surrounding the conduct in writing on the Tri-Valley Bullying Report Form.

Investigation.

At the time a report is made, district staff may request any evidence of the alleged bullying, including, but not limited to, letters, tapes, pictures or electronic communication devices. The investigation may consist of personal interviews with individuals named in the report and any others who may have knowledge of the alleged incident(s) or circumstances giving rise to the report. The investigation may also consist of any other methods deemed appropriate by the investigating party. The district may also take immediate steps, at its discretion, to protect students and employees pending completion of an investigation.

Prohibition Against Retaliation

Students who file a bullying complaint or who have assisted or participated in any manner in a bullying investigation may not be retaliated against.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. If any student who has, in good faith, reported bullying or has testified, assisted or participated in an investigation, believes that he or she has been retaliated against because of his or her participation, he or she should follow the procedures previously set forth.

Consequences

Individuals found to have violated this policy will be subject to discipline consistent with Tri-Valley School District policy. The District will take the action it deems necessary and appropriate, up to and including expulsion, dismissal or appropriate sanction determined and imposed by the administration and the School Board. Individuals may also be referred to law enforcement.

1st Offense in a school year – Mediation, Verbal Warning, Parent Notification

2nd Offense in a school year – Mediation, Detention, Parent Notification

3rd Offense in a school year – In-School Suspension, Loss of School Privileges

Additional Offenses in a school year – Out-of-School Suspension,

In addition, the student will be required to attend a meeting with school

Officials and his/her parents before returning to school.

Any charge of bullying found to have been intentionally dishonest or made maliciously without regard for truth is subject to disciplinary action consistent to Tri-Valley School District policy.

This policy is in effect while students are on property within the jurisdiction of the school district; while on school-contracted and/or school operated vehicles; or while attending or engaged in school-sponsored activities.

DISCIPLINE GUIDE

Used as a guideline and at the discretion of principal.

MISBEHAVIOR	CONSEQUENCES			
OFFENSES	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE	HABITUAL DISOBEDIENCE
Class One (per semester)				4 or more Class 2-6 offenses
Tardy to school	Record	Record	3 rd -6 th tardies unexcused Detention	7 or more tardies, ISS or detention, student conference and parent contact
Class Two (per semester)				
Classroom, library, Lunchroom or study hall Disruption, inappropriate Dress, parking lot or traffic Violations, skipping	Detention, parent contact Removal from a classroom a verbal warning and or detention, parent contact	Detention, parent contact	ISS (1-3 days), parent conference	OSS (5days), Reassignment; No OSS for skipping if under 16, truancy petition for skipping, No credit earned
Class Three (per semester)				
Insubordination, Pornographic materials, Disrespectful/obscene Language or actions, Physical aggression.	Detention, ISS (1-3), Parent contact OSS (1-3 days) if obscene Language or action directed at a person.	ISS (1-3 days), parent conference Counselor referral when appropriate OSS (1-3 days) if obscene language directed at a person...	OSS (5 days), parent conference Counselor referral.	OSS (10 days), Long term suspension or expulsion
ILLEGAL OFFENSES				
Class Four (per year)				
Violence, fighting, Intimidation, tobacco, theft, Physical injury, destruction Of property, secret societies, Harassment, hazing.	OSS (1-5 days), parent conference, Restitution and police referral when appropriate.	OSS (5-10 days),, Parent conference, Restitution and police referral when appropriate. No credit earned	Long term suspension or expulsion, police referral when appropriate. Student and parent must attend conflict resolution training before student return to school.	
Class Five (per HS career)	1 ST OFFENSE	2 ND OFFENSE		
Drugs, alcohol- Using or under the influence, Or possessing drug Paraphernalia Drugs, alcohol – Possessing An amount that suggests Distribution	OSS (5-10 days). Parent conference, police referral, Reduce suspension to 5 days if student and parent participate in drug/alcohol evaluation and counseling. Student activity rules will be followed No credit earned Long term suspension or expulsion. Student and parent must attend drug/alcohol evaluation and counseling before student returns to school.	Long term suspension Or expulsion, police referral when appropriate. Student and parent must attend drug/alcohol evaluation and counseling before student returns to school		
Class Six (per HS career)				
Weapons, bomb threat, fires, endangering the life of others	Long-term suspension or expulsion, parental conference, referral to authorities. Mandatory 12 month expulsion for firearm possession			

EDUCATION FIELD TRIP PERMISSION FORM

For students 5-8, this signature indicates that permission is given for your child/children to attend/participate on an educational (field) trip away from the school premises. Advance notice of each trip will be given to students/parents. If a parent wishes for his/her child/children not to attend a given trip/trips, the parent/parents must send a written note, and an alternate assignment may be given.

Parent's Signature

Please return this form to your principal's office. Thank you.

We have read the Student-Parent Handbook.

Parent's Signature

Please Print Student's Name

Signature

Student's Grade

Student's

This signature indicates that you have read the handbook. It does not indicate that you agree with its entire contents.