

2017-2018  
Parent-Student Handbook  
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# Mission Statement

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

## School Closings

Unplanned delayed starting times, early dismissals, and school closings will be announced through a **SchoolMessenger phone call** and over the following radio and television stations:

Radio Stations: KSOO, KELO, KJAM, KTWB, AND KMXC

TV Stations: KELO, KDLT, KSFY AND KTTW

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

## Activities

### ACTIVITY TICKETS

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

Costs: K-6 - \$15.00    7-12 - \$20.00    Adult - \$40.00    Family - \$85.00

### FAMILY NIGHT

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

### FUND-RAISING PROJECTS

All fund-raising projects must be approved in advance by the sponsoring organization's advisor. It is then the responsibility of that advisor to consult the Activities Director and building Principal.

### PARTICIPATION IN ACTIVITIES/PRACTICES

A student must be in attendance at least the last three periods to participate in practice or in an after-school activity. The exception to this policy will be if the student has a medical or dental appointment during the last three periods. Students must sign in with the High School secretary when arriving late or leaving early. An absence will be considered excused with a note or phone call from a parent or guardian.

### SCHEDULING EVENTS

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

### STATE TOURNAMENTS

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

### Participation Of Alternative Instruction Students

At the discretion of the Board, alternative students under SDCL 13-27-3 may be granted permission by Tri-Valley School District 49-6 to participate in interscholastic contests by annually fulfilling the following conditions:

1. Demonstrate compliance with the Chapter I, Part IV – Student Eligibility and Chapter II, Part I – Further Eligibility Requirements for Athletic Contests (as applicable) by submitting the SDHSAA Eligibility Checklist for Alternative Instruction Students.

2. Providing documentation of the SDCL 13-27-3 Application for Public School Exemption Certificate Request and nationally standardized achievement test in grades tested under the state testing program.
3. Complying with Tri-Valley School District 49-6 eligibility requirements with the exception of attendance requirements.
4. Any student, who is unable to maintain academic eligibility in an accredited school, shall be ineligible to participate as an alternative instruction student for a period of one year. After one year, the student may regain eligibility per Tri-Valley School administrative policy.
5. Satisfying the responsibilities and standards of behavior and performance, including related class or practice requirements, as expected of other student participants as a condition for both initial acceptance and continued membership in the activity including but not limited to:
  - a. All local school training rules and /or codes of conduct will be applicable.
  - b. In order to be eligible to audition for and/or participate in Region Music Contests, All-State Chorus, All-State Orchestra or All-State Band, the student must be currently enrolled and attending the local school's parallel musical organization i.e. vocal music, instrumental music, orchestra. (This is the same rule that applies to students attending Tri-Valley School.)
  - c. A student who is a member of a high school team may not participate in games, practice, tryouts, etc. in that particular sport during the same season of an independent or non-high school team or as a member of an "all-star" team, or completely unattached on an individual basis. (This is the same rule that applies to students attending Tri-Valley School.)
  - d. All references to calendar shall refer to the calendar of Tri-Valley School where the alternative instruction student is participating.
6. Alternative instruction students will attend a minimum of two classes per day and maintain academic eligibility per Tri-Valley School District policies.
7. Alternative instruction students will provide the administration, academic progress every four weeks while participating in an interscholastic activity.
8. Any student who leaves Tri-Valley School for any reason to enter an alternative instruction program, shall be ineligible for interscholastic competition for a period of one year, beginning on the date the student enters the alternative instruction program. Re-enrollment in the Tri-Valley School shall not nullify the year of ineligibility.

Alternative instruction students wishing to participate in interscholastic activities must be a resident of the Tri-Valley School District.

## Student Responsibilities

### *ATTENDANCE POLICY/ABSENCES*

Both students and parents should understand that students miss a vital part of the students' education by absence in the classroom. Although written work can be made up, class instruction, discussion, presentation, and student-teacher interaction, once missed, can never be made up. All students absent from the class without an approved excuse will be considered truant. Students will be allowed a maximum of eight (8) parental excused absences per semester. These excused absences must be requested by the parent verbally or in writing the day of, or prior to, the absences.

Any student who has missed a class more than eight (8) times per semester will not receive credit for that class. A student who misses more than a total of eight (8) days per semester will not receive credit for any classes for the semester.

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

Students may accumulate up to two (2) days of absences without affecting their semester test privilege. The two days will count toward their total of eight days.

In addition to illnesses, the following absences will also be excused but will count towards the two (2) days for tests and the eight (8) day total.

1. Absences for a funeral, orthodontist, doctor's appointment. Extended absences for illness or surgery will need a doctor's note. An absence for a funeral for an immediate relative (parent, brother, sister, grandparent) will be excused and not affect two (2) day semester test opt out privilege.
2. **STUDENTS ARE ENCOURAGED TO MAKE ALL APPOINTMENTS AFTER SCHOOL WHENEVER POSSIBLE!**
3. Students participating in school-sponsored activities will be excused from class as necessary.
4. Arrangements for make-up work must be made with the classroom teacher before participation in a school activity or excused absence. If work is not made up before participation, the teacher has the right not to accept late work.

### ***BEVERAGES/POP***

Pop and other beverages are not to be brought into the school building without permission. Beverages from school machines must be kept in the STUDY HALL only. *Pop is not allowed in the classrooms, the hallways, or the lockers.*

### ***DETENTIONS***

A detention period will be held in an assigned room. Detentions will be in the morning starting at 7:30 A.M. or after school until 4:00 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.

### ***DISCIPLINARY PROCEDURES***

Students in grades 9-12 who receive a detention or suspension will receive written notification. A conference/notification with a student's parent/guardian will take place when a student receives a suspension (OSS). Upon receiving the third suspension in a semester, the student and his/her parent/guardian will appear before the school board. For consequences for misbehaviors, see page nineteen (19).

### ***DRESS POLICY***

Tri-Valley High School Students represent themselves, their families, the school, and the community. During the school day, TVHS 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.

### ***DRIVING***

City and state traffic laws apply to the parking lot and the streets surrounding the schools; violations of these laws pose a threat to safety. Violators will be reported to the authorities.

### ***HALL PASSES***

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

### ***HEADPHONES, CELLULAR PHONES,***

Headphones, cellular phones, MP3, ipods, etc. are not allowed during the school day. The exception to this is students will be able to use their cellphones during lunch and may listen to their ipod, MP3, etc. during study hall. Items will be confiscated and may be picked up after school as a staff member directs. If a student has more than one cell phone violation, semester test opt-out privileges will not be allowed for the remainder of that academic school year.

### ***HOMEWORK***

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

### ***LOCKERS / DESKS***

Each student will be assigned a locker/desk. This service is for the students' convenience. School authorities are charged with the safety of all the students under the Fourth Amendment to the Federal Constitution. This includes the reasonable exercise of board power in the interest of health, welfare, and safety of all school students. Courts have reasoned that the school extends locker use to students for legitimate purposes. The locker is subject to periodic inspection for the purpose of insuring the school safety and student welfare. Students will be issued a lock and will be responsible for returning the lock at the end of school term or pay for the lock if it is lost. Personal locks are not allowed. Students are responsible for their assigned locker. Any damage to their locker may be that student's responsibility to pay for the damages.

### ***LOST AND FOUND***

A lost and found department is maintained in the principal's office. **The school is not liable for lost or stolen items.**

### ***MAKE-UP WORK***

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

### ***PARKING LOT***

Between 8:00 A.M. and 3:30 P.M., enter the middle east drive and exit the west drive. Students are to park in designated areas only. High school students are to enter and exit at the far east driveway between 8:00 A.M. and 3:30 P.M. Violations will result in disciplinary action/loss of parking lot privileges. Only licensed vehicles will be allowed on school grounds.

### ***REPORT CARDS***

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

### ***STUDENT CONDUCT***

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

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

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

#### ***STUDENT CONDUCT FOR ELIGIBILITY/ACTIVITIES (9-12)***

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

#### ***SUSPENSION***

**Out-of-School Suspension (OSS)** may be from one to ten days. For certain infractions, a student will be sent home at once and will be re-admitted only after a satisfactory conference involving the principal, the student, and the parent/guardian takes place. Assignments/tests must be made up, and a reduced grade may be given for those assignments/tests. OSS may result in zero grades added at the end of the grading period and will be counted as an absence. For infractions which may result in suspension, see page nineteen (19) A student may be placed in the in-school suspension room until parents have been contacted.

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

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

#### ***TARDINESS***

Tardiness is a failure to be at one's assigned workstation when the tardy bell rings. All tardies will be handled as unexcused unless approved by the principal. Students who are tardy for class at the beginning of the day must report to the principal's office before being admitted to class. If a student is tardy more than half of that period, it will count as an absence for that period. When a student receives his/her third tardy, and any tardy thereafter, a detention will be given. Upon receiving a third tardy, a detention will be given, and the student's grade may be reduced. Other disciplinary action may be taken at the discretion of the principal. (Refer to *page 19*.)

#### ***TELEPHONE***

**Students may use the office phone or be called out of class only for emergency calls.** One telephone is provided for student use in the 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.

## **Academic**

#### ***BOOK FINES***

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

#### ***COMPUTERS***

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

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

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

**INTERNET USE:** 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 - 3:10), the computers are to be used only for educational learning. Before and/or after school hours, the students may use the Internet for personal use (e-mail or personal surfing). Use of the Internet will be monitored at all times. Drugs, alcohol, pornography, or other inappropriate areas are considered off limits. If a student needs special permission to research these areas for an assignment, prior arrangements MUST be made with the instructor or computer lab supervisor. Internet surfing is permissible for educational use with instructor/computer supervisor approval. No chat rooms or games are allowed on the Internet. If a student needs to download a file, he/she must get permission before hand. Depending on where the file is downloaded to, the anti-virus program will need to be run so no viruses are placed on the school's machines.

Students will be assigned an e-mail address to be used at school on the school computers. Students may not use personal e-mail accounts, for example yahoo, hotmail, etc. E-mails will be monitored. Failure to abide by these rules may result in the loss of Network or Internet use ranging from five (5) school days to an entire semester. After the second Network/Internet violation, semester test opting out privilege will be lost.

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

- 1) Students will not share their passwords with others.
- 2) Students will not attempt to tamper with data found on myCampus and other 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.

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

#### **GRADES FOR A-B HONOR ROLL**

Distinguished Honor Roll – 4.0 average      Honor Roll – 3.5-3.99 average      B Honor Roll – 3.0-3.49 average

Only full credit courses will be used in figuring GPA. The honor rolls will be posted in the school newsletter as soon as the list can be compiled at the end of each nine week grading period.

#### **GRADES FOR MIDTERM REPORTS/PROGRESS REPORTS**

Midterm reports will be sent home by each classroom teacher for the parents/guardians to sign and have returned to the teacher. Failure to return the midterm to the teacher may result in a detention. If a student is failing three or more classes at the end of the nine weeks/semester, a meeting with parents/guardians, teachers, counselors, and administration may be required.

#### **GRADING SYSTEM**

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

#### **SCHEDULES**

##### **High School (9-12)**

Warning Bell .....	8:20
1st Period .....	8:23-9:13
2nd Period .....	9:16-10:06
3rd Period .....	10:09-10:59



4th Period .....	11:02-11:52
Lunch/Advisory .....	11:52-12:31
5th Period .....	12:34-1:24
6th Period .....	1:27-2:17
7th Period .....	2:20-3:10

**SEMESTER EXAMS**

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

**SEMESTER EXAMS - BONUS**

A program has been designed to reward students who wish to participate. A student with two or less absences in a class and no detentions, suspensions, or Network/Internet violations will be allowed to exclude two semester tests of his/her choice, or a student with an "A" average in a class for each quarter within the semester with no detentions, suspensions, or Network/Internet violations will be allowed to exclude a semester test for that class. There is an exclusion limit total of two tests. If a student excludes a test for the first semester, they may not exclude the same test for the second semester. (ie. If they exclude Biology I test first semester, they may not exclude Biology I test second semester.) Any exceptions must go through the principal.

**STUDY HALL**

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

1. All students will be assigned seats to facilitate the checking of attendance.
2. Student mobility should be kept to a minimum and is at the prerogative of the study hall teacher.
3. Students need to bring all necessary materials and be prepared to work.
4. With a pass or proper authorization, students may be allowed to use the library, or they may go to a staff member for help.
5. Each study hall teacher will observe the above rules; however, the teacher may impose additional rules.

**TRI-VALLEY GRADUATION REQUIREMENTS**

A minimum of 24 credits is required for graduation. Only the seniors that have fulfilled both district and state requirements will be allowed to participate in graduation exercises and receive a diploma. All fees and fines will be paid in full before diploma is issued.

English/Language Arts	4 credits	
Mathematics	3 credits	(1 credit must include Algebra I)
Laboratory Science	3 credits	
Social Studies	3.5 credits	(Includes: Geography, Civics, World History, U.S. History, U.S. Government and Personal Finance.)
Computer Science	0.5 credit	
Fine Art	1 credit	
PE	0.5 credit	
Health	0.5 credit	
Electives	8 credits	

**TRI-VALLEY HIGH SCHOOL CLASS MEMBERSHIP**

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

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

Each student must sign up for a minimum of six classes per semester. It is the student's responsibility to complete course work as assigned by the teacher. In order to receive credit in any course, the student must meet the requirements of the course as established by the teacher. Credits are issued on a semester basis. Students who fail a required course will be required to repeat the course at the earliest feasible time. Students who fail elective courses are not required to repeat that particular course but must subsequently enroll in a sufficient number of courses in order to earn a total of 24 credits.

**Dual Credit:**

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

- 1) The student shall obtain the building principal's approval of the course prior to enrolling in the course.
- 2) The course may not be a course that is offered at Tri-Valley High School during the time the student chooses to take that course from another institution.
- 3) The course must be taken from an accredited institution.
- 4) The student will receive a letter grade for the course taken but the grade will not be included on their overall GPA.
- 5) The amount of credit awarded for successful completion of the course shall be one credit per semester the student is enrolled in the class.
- 6) When applicable, students enrolled in a course(s) from another educational institution will be released from school for attendance at the other educational institution for a period of time, which shall allow for travel and attendance. The principal shall determine the release time. The student released for attendance at another educational institution shall be the sole responsibility of the parent/guardian and shall not be the responsibility of the school or its employees.
- 7) Students will be required to maintain minimum course enrollment at the high school and will remain responsible for all the rules and regulations of the high school and school district while in attendance at the high school.

## Miscellaneous

### *BUSING*

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

- 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. School policy will be followed.
- 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 responsible or his/her parents will be held responsible for the 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 group (2 or more) of students plans to ride a bus other than their regular bus, arrangements must be made in advance with the driver or Sherry Roth.
- M. No pop/beverages are allowed on the buses.
- N. Students at the bus stops and on the buses are subject to all the rules and policies of the Tri-Valley School District. Children are to stand back from the street where the bus stops.

### *CAFETERIA*

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

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

### *FIRE DRILL*

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

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

### **LIBRARY**

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

1. The library is open during the regular school day, Monday through Friday.
2. Students must have a pass from a teacher/librarian when entering the library and upon returning to class/study hall during regular class time. A student will only be allowed ten minutes in the library unless he/she has a pass from his/her classroom teacher. Students must report back to class/study hall before the end of the period.
3. A non-disruptive atmosphere will be maintained; a student's failure to follow this rule will result in loss of library privileges.
4. Teachers may bring their classes to the library for research when prior arrangements are made with the librarian. Study hall students may/may not be allowed to come to the library when classes are using it.
5. A student will not be allowed to check out library materials if he/she has overdue materials, and report cards, when applicable, will be held until the materials are returned.
6. Students losing or damaging materials shall be responsible for the repair or replacement cost of the items.

### **TRI-VALLEY SCHOOL DISTRICT LUNCH ACCOUNT POLICY**

The Tri-Valley School District policy regarding lunch accounts effective for the **2017-2018** 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](http://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](http://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 2017-2018 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.

#### ***PARENT/TEACHER CONFERENCES***

Conferences are scheduled for October 12, 2017, of the first semester and February 15, 2018, of the second semester. Parents or guardians are encouraged to attend. Parents may also make appointments for conferences with teachers, counselors, or the principal, by calling the office.

## **Policies & Procedures**

#### ***HOMECOMING ROYALTY POLICY***

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

#### ***SENIOR PRIVILEGES***

All Tri-Valley High School students must be enrolled in at least six (6) academic classes each semester. **Seniors** will have the option of starting school second hour or leaving school seventh hour if they have a study hall scheduled first or seventh hour.

**Seniors** will have to meet the following criteria to earn the privilege of missing study hall first or seventh hour:

1. A **senior** must be academically eligible and passing all classes.
2. A **senior's** attendance must be in good standing.
3. A **senior** must not have discipline problems like excessive tardiness, detentions, ISS or OSS.
4. A **senior's** privileges may be revoked by the administration at any time.

#### ***RULES OF STUDENT CONDUCT AND DISCIPLINE***

Consequences are designed to be fair, firm, and consistent for all students in district 49-6. The consequences listed below are minimums, and administration has the latitude to modify penalties. Additionally, the

administration will have the authority to enforce other responsible disciplinary action found warranted by the situation.

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

#### ***USE OF PASSIVE ALCOHOL SENSOR***

The device known as the Passive Alcohol Sensor (PAS) may be used to check for breath alcohol and can be used with or without a subject's direct participation. This is known as passive breath sampling, as opposed to an active testing when the subject blows directly into a mouthpiece on the intake port. There may be times when the PAS can be used passively, as it can detect alcohol in open containers or in enclosed spaces such as rooms, lockers, etc. Procedurally, we will not vary from our normal course of action when faced with the question of possible consumption. All due process precautions will continue to be in place. Given reasonable suspicion of use or possession, the following steps will occur.

1. Any student of the Tri-Valley School District present on any Tri-Valley School District property or in attendance at any Tri-Valley School District activity, wherever held, will be considered to have given consent to submit to analysis by the PAS. If a student refuses to submit, he or she will be subject to those disciplinary measures authorized by the Tri-Valley Student Handbook for consumption of alcohol.
2. Reasonable suspicion of alcohol, such as a staff referral or information gathered during an investigation, will initiate administrative contact with said students.
3. The student will be directed to an office area where he or she will be kept in observation and questioned regarding the concern of alcohol consumption.
4. The student may, at that point, confirm or deny the report.
5. After a period of observation and questioning, the student will be informed of the new, less invasive means of detecting breath alcohol and will be allowed to speak/breathe across the intake port of the PAS.
6. The subject will be informed of the results. (The sensor either will or will not detect the presence of alcohol.)
7. If it is determined that the subject has consumed alcohol, administration will inform the subject, the Sheriff's Department, and his/her parents. The student will be detained, and custody will be given over to the Sheriff's Department. The subject will be informed that he/she has violated the alcohol and drug policy found in the Tri-Valley Student Handbook. He/She will also be informed that he/she may face legal consequences as a result of failing the test.

#### ***SEXUAL HARASSMENT POLICY***

### **POLICY**

It is in the district's policy that sexual harassment is illegal, unacceptable, and shall not be tolerated. No employee or student of the school district may sexually harass another. If an employee or a student is found guilty, he/she will be subject to disciplinary action including possible termination for violation of this policy.

### **DEFINITION**

Any unwelcome sexual advances, solicitation, or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitute sexual harassment. This conduct, regardless of intent, 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.

### **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. If an employee or student files a written complaint because of dissatisfaction with the handling of the complaint, he/she may utilize any applicable grievance procedure.

### ***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.

***STUDENT'S DUE PROCESS***

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

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

***TRADING OR SELLING***

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

***WEAPONS - See Suspension***

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

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

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

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

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

## **Services**

### ***GUIDANCE OFFICE***

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

1. Counseling on study, achievement, social relationships, activities and goals
2. High school and advance educational planning, selection of courses and subjects
3. Information concerning educational opportunities
4. Financial aid for additional schooling and scholarships available
5. Information concerning the armed services
6. Vocational information, job trends
7. Test information, interpretation of results
8. Schedule changes
9. Review credit and grade transcripts
10. Group guidance sessions
11. Conferences with teachers or parents
12. Recommendations
13. Referrals to agencies outside of school

### ***INJURIES***

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

### ***MEDICATION***

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

### ***SCHEDULE CHANGES***

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

1. Registration dates set prior to the start of school
2. Dates set prior to the start of second semester

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

### ***SEARCH IN PLAIN SIGHT POLICY***

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

Lockers are the property of the school district and can be searched at any time by school officials

### ***SPECIAL EDUCATION***

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

### ***TESTING PROGRAMS***

Several major examinations are given to various groups of students during the year in addition to regular class exams. These include:

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



ACT SCHOOL CODE # 420800

2017/2018 Regular Registration Postmark Deadline  
See Guidance Counselor

2017/2018 ACT Test Dates  
See Guidance Counselor



## Glossary

### DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## APPLYING THE DISTRICT-WIDE HIGH SCHOOL RULES

MISBEHAVIOR	CONSEQUENCES			
OFFENSES	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	HABITUAL DISOBEDIENCE
Class One (per semester)				4 or more Class 2-6 offenses
Tardy to school	Record	Record	3 <sup>rd</sup> -6 <sup>th</sup> 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 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> 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 7-12, 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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Student's Grade

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