



Symmes Valley High School

STUDENT HANDBOOK • 2018-2019

Symmes Valley High School Mission Statement

The mission of Symmes Valley High School
is to academically prepare all students
to become life-long learners.



This handbook belongs to:

Name _____

Address _____

City/Town _____ Zip _____

Phone _____



We Are Proud To Be Vikings...

A Viking is a mighty warrior, courageous, and proud of his past triumphs, and always seeking new challenges in the future. He is willing to assist all who strive for greatness, but will never seek the road to mediocrity or choose comradeship that seeks only selfish ends. A Viking is honest and can be trusted. He will never turn his back to a fellow Viking in need, but will not tolerate the disrespectful.

We are proud to be Vikings. We are proud to associate ourselves with students who strive to excel, and are examples of what is right about America's youth. May it be said, "When America looks for leaders, may it look no further than the halls of Symmes Valley."

We are proud to be Vikings!

Symmes Valley Faculty and Staff

SYMMES VALLEY LOCAL SCHOOL DISTRICT

2018-2019 SCHOOL CALENDAR

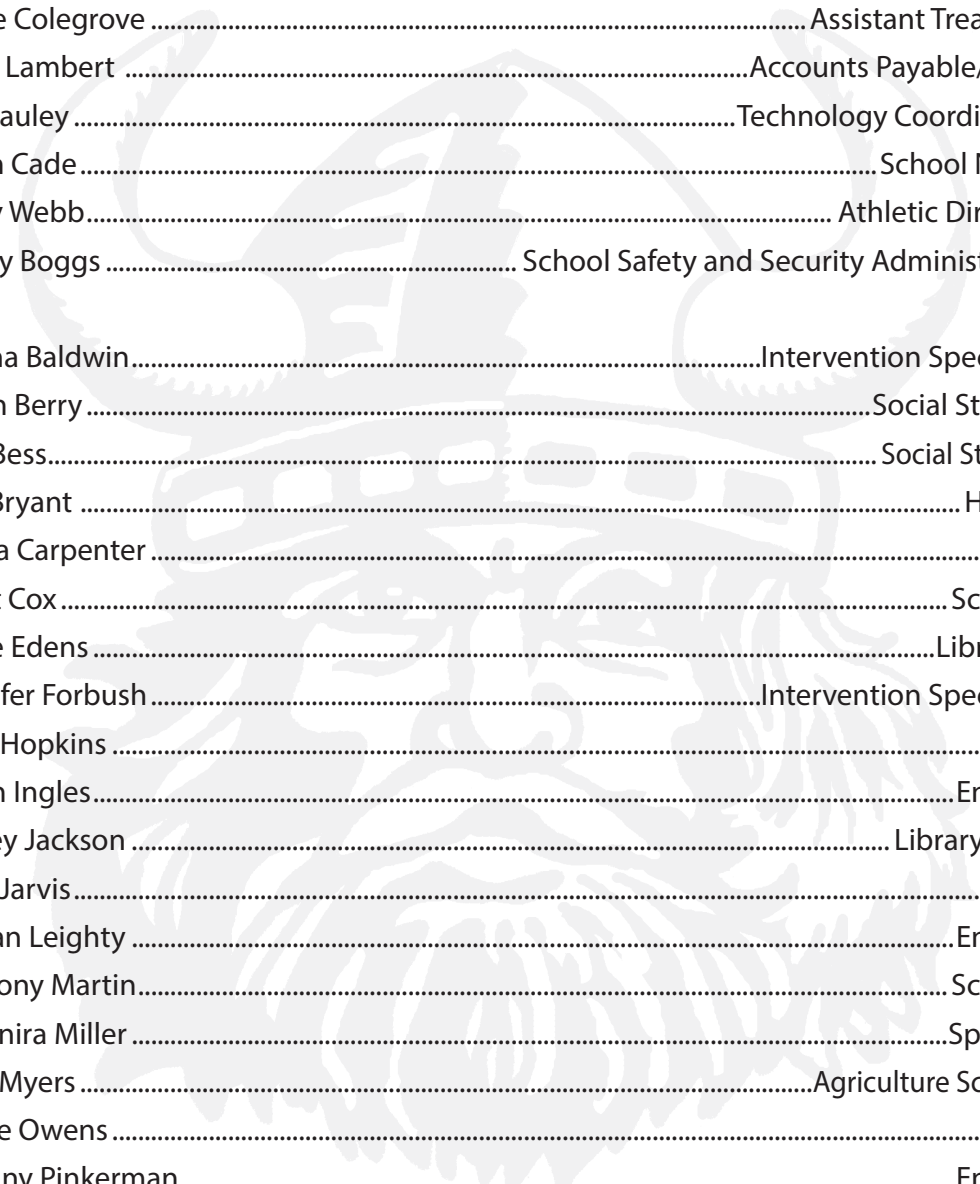
Monday, August 13	Teacher In-Service Day 8:00 - 3:00pm
Tuesday, August 14	Teacher In-Service Day 12:00 - 5:00pm
	Open House 5:00 - 8:00pm
Thursday, August 16	First Day of School
Monday, September 3	Labor Day (No School)
Friday, October 12.....	End of 1st Nine Weeks (41)
Monday, November 5	Parent/Teacher Conference 3:00 – 8:30pm
Tuesday, November 6	No School (Election Day)
Wed.- Mon, Nov. 21 - Nov. 26.....	Thanksgiving Break (No School)
Tuesday, November 27.....	Classes Resume
Thursday, December 20.....	End of the 2nd Nine weeks (44)
Friday, December 21	Christmas Break Begins (No School)
	End of the first semester (85)
Thursday, January 3.....	Classes Resume
Monday, January 21	King Holiday (No School)
Thursday, February 14.....	Parent-Teacher Conference 3:00 - 8:00pm
Thursday, February 15.....	No School (due to PTC)
Monday, February 18.....	*President's Day (No School)
Friday, March 15	End of 3rd Nine weeks (49)
Fri. April 19 - Fri. April 26.....	*Spring Break (No School)
Monday, April 29	Classes Resume
Friday, May 24.....	Last day of School
	End of the 4th Nine weeks (44)
	End of 2 nd semester (93)
Friday, May 24.....	Graduation 7:00pm

178	Days of Instruction
2	Teacher Inservice Days
2	Parent-Teacher Conferences
182	Total Calendar Days for Approximately 1,133.5 hours of Instruction

*AS MANDATED BY O.R.C. THE CONTINGENCY PLAN FOR THE SYMMES VALLEY
LOCAL SCHOOLS TO MAKE UP NECESSARY HOURS.

SYMMES VALLEY

ADMINISTRATION, FACULTY, & STAFF



Darrell Humphreys.....	Superintendent
Greg Bowman.....	Principal
Crystal Bloomfield.....	Guidance Counselor
Jo-el Whitehead	Secretary
Jack Webb	Treasurer
Jamie Colegrove	Assistant Treasurer
Holly Lambert	Accounts Payable/EMIS
Jeff Pauley	Technology Coordinator
Sarah Cade	School Nurse
Rusty Webb.....	Athletic Director
Randy Boggs	School Safety and Security Administrator
Donna Baldwin.....	Intervention Specialist
Justin Berry	Social Studies
Rob Bess.....	Social Studies
Lisa Bryant	Health
Jonda Carpenter	Art
Brent Cox	Science
Leslie Edens	Librarian
Jennifer Forbush.....	Intervention Specialist
Ruth Hopkins	Math
Karen Ingles.....	English
Ashley Jackson	Library Aide
Matt Jarvis.....	Band
Megan Leighty	English
Anthony Martin.....	Science
Deyanira Miller	Spanish
Beth Myers	Agriculture Science
Kristie Owens	Math
Brittany Pinkerman	English
Jeanne Schneider	Science
Brenda Wade	Math
Emily Webb.....	Computers
Rusty Webb.....	Physical Education
Justin Wine.....	STEMM/BioMed

OFFICE PHONE

740-643-2371 OR 740-643-2372

STUDENT ATTENDANCE POLICY

Because of the necessity for good attendance and the need for the exposure to a minimal amount of instruction for the students to do well and to accomplish the educational goals of each class, the following policy has been developed for Symmes Valley High School.

1. Students absence - Students missing school must bring an excuse signed by a doctor or parent/legal guardian.

This note should be presented to the office **within 3 days of the student's return.**

Students whose bus does not pick them up must bring a note signed by the bus driver and parent to be excused. Teachers are to allow make-up work for excused absences only.

Students are allowed one full day to make up work for an excused absence, including tests and quizzes that are announced the day of the absence for the next day, or if the student misses the day before the test and was unable to study due to not having the needed materials. An excuse for an absence from school may be approved on the basis of any one or more of the following conditions:

a. Personal illness or medical/dental appointment– the school may require the certificate of a physician if it is deemed advisable.

b. Illness in immediate family requiring student to stay home to provide help – the school may require a written statement from a physician and an explanation as to why the student's absence was necessary

c. Quarantine of the home – the absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.

d. Death in immediate family – The absence arising from this condition is limited to a period of three days unless a reasonable cause can be shown by the applicant child for a longer absence.

e. Observance of a religious holiday – any child of any religious faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs.

f. Emergency or other set of circumstances – circumstances which in the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school.

g. College visitation – the school may require verification of the date and time of the visit by the college, university, or technical college.

h. Out of state travel (up to a maximum twenty-four hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student. If the student will be absent for twenty-four (24) or more consecutive hours that the students school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

i. Medically necessary leave for a pregnant student.

TRUANCY POLICY LAWRENCE COUNTY SCHOOLS-ATTENDANCE POLICY

The educational program offered by the Lawrence County Schools is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Repeated infractions of Board policy on attendance may result in additional consequences for the student and the parent/guardian of the school age student.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for Instruction) to participate in a District-approved enrichment or extracurricular activity

Any classroom assignment missed due to the absence shall be completed by the student.

If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

- H. such good cause as may be acceptable to the Superintendent
- I. medically necessary leave for a pregnant student

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for his/her parents or guardians. Such excuse should not exceed five (5) days and may at the discretion of the Superintendent be renewed for five (5) additional days. At no time, however, shall such excuse cause a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent or his/her designee, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C. 3321.04; or
- C. the student has received an age and schooling certificate.

If a student is habitually truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court (following a checklist) and/or to take any other appropriate intervention actions as set forth in this Board's policy.

If a student who is habitually truant violates the order of a Juvenile Court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

In order to address the attendance practices of a student who is habitually truant, initially determined by absence of the student without an excuse for thirty (30) or more consecutive hours; forty-two (42) hours or more in one month; or seventy-two (72) or more hours in one school year; the Board authorizes the Superintendent to take any of the following intervention actions:

- A. assign the student to a truancy intervention program
- B. provide counseling to the student
- C. request the student's parent to attend a parental involvement program
- D. request a parent to attend a truancy prevention mediation program
- E. notify the Registrar of Motor Vehicles of the student's absences
- F. take appropriate legal action
- G. assignment to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)

Chronic absenteeism percentage that is less than five (5%) percent, as displayed on the school district's most recent report card, would be exempt from the requirement. Chronic absenteeism over five (5%) percent would require the school district to assign habitually truant students to an absence intervention team as stipulated in ORC 3321.191. The Lawrence County Juvenile Court has created a checklist as a guide to comply with prior to the referral of the habitually absent student to the court. See attachment.

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

The Superintendent shall develop administrative guidelines that:

- A. establish proper procedures so the student and his/her parents are provided the opportunity to challenge the attendance record prior to notification and that such notification complies with R.C. 3321.13 (B)(2);
- B. establish a school session which is in conformity with the requirements of the rules of the State Board;
- C. govern the keeping of attendance records in accordance with the rules of the State Board;
- D. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- E. provide students whose absence has been excused an opportunity to make up work they missed and receive credit for the work, if completed;
- F. refer for evaluation any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence to determine eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, or other appropriate accommodation.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absence.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

If a student transfers from one Lawrence County School to another, the student's absence record will follow the student and all appropriate policies and laws will apply. For credit to be earned in classes with excessive absences, hours must be made up during summer school.

Again, all excuses must be turned in to the office within three days of returning to school. Absence policy for missing due to lice – After one day per case, absences will be unexcused.

This policy subject to change based upon state legislation and or changes to ORC.

SIGN IN

If a student is late for school it is the responsibility of the student to report to the office before going to class. Students must sign a tardy sign-in sheet when they report to the office. If a student does not report to the office and sign the sheet, he/she will be counted absent until this has been done. To be counted tardy, a student must sign in and be in class for a minimum of 30 minutes, otherwise they will be counted absent for that period. Students exceeding 5 tardies per semester, unless excused by a doctor's statement or

legitimate excuse, will be disciplined. This discipline may include detention, after school detention, alternative school, or loss of parking privileges. If driving and tardy more than 5 times, the following may occur:

1st offense – Loss of parking permit for one week

2nd offense – Loss of parking permit for 3 weeks

3rd offense – Loss of parking permit for the year

All students, regardless of whether they drive or are dropped off, that are tardy more than 5 times may be subject to the following:

1st and 2nd offense – Noon detention

3rd and 4th offense – After school detention

All other offenses – Alternative School placement of 1 day per offense

It should be noted to be eligible for a perfect attendance award students may not sign in late or sign out early more than three times during the year.

SIGNING OUT

Once you arrive at school or board the bus you are under the legal jurisdiction of the school. Unless a parent signs a student out, the parent must phone the principal's office and send a note for an early dismissal. All student notes are to be brought to the principal before homeroom. Students will be excused for necessary reasons, but not for matters of convenience. All students leaving must sign out in the office on a sign-out sheet. *It should be noted to be eligible for a perfect attendance award students may not sign in late or sign out early more than 3 times during the year.*

SUSPENSIONS

Any student who is suspended from school will not be permitted to make up work missed while suspended. Any student placed at the alternative school will receive full credit for work completed while there, however, any work not completed will result in a zero credit for that assignment. Any student suspended for more than 10 consecutive days will have his/her driver's license revoked under rules mandated in the Ohio Revised Code.

DETENTION HALL

Detention is an alternative corrective measure used by the school and will be assigned to students at their lunch-time or after school. The student may eat lunch in lunch-time detention; however, they will not have access to the vending machines. Students are to bring something to work on and arrive in a timely fashion. Failure to do so will result in additional time to be served. Students may receive after school detention after receiving more than three discipline notices or if the Principal deems the misconduct of a student serious enough to grant detention after school. Students who receive more than five discipline notices during a grading period may be subject to placement in the alternative school.

FIGHTING

Students involved in a physical confrontation with another student on the school premises or buses will be subject to a five (5) day suspension at discretion of building principal or transportation director for the first offense, or placement in the Alternative School. A second offense of fighting will be dealt with by a further 5-10 day suspension, or

placement in the Alternative School. A third violation would result in a 10 day suspension and court action will be taken. Students that physically attack a student in what may be considered by the principal as an assault will be subject to 5 to 10 days out of school suspension, placement at the alternative school for 5 to 10 days, and/or court action. Assault or threatened assault with a weapon will result in a 10 day suspension and court action. Parents should accompany the student on their return to school following a suspension for assault.

Students should note that in this policy we are taking the stance that fighting at school is a completely **unacceptable** form of social behavior. **No excuses** will justify a student participating in a fight at school. Students involved in retaliation are subject to the same penalties as listed above. An individual whose deliberate behavior directly leads to a fight between other parties shall be considered a participant.

APPEAL PROCEDURE

It should be noted that students will be given every opportunity to present an explanation of their behavior before any disciplinary action is taken. At times an action taken by the school may be disputed, misunderstood or incorrect. In such cases each student has the right to appeal these decisions, provided they are accompanied by his/her parents or guardians, and shall be made in the following sequence: 1. Building principal; 2. Local superintendent; 3. If the complainant is not satisfied with the decision of the Superintendent, they may appeal to the Board of Education or its designee. The decision of the Board of Education or its designee may be appealed to the Court of Common Pleas. Alternative School placements may not be appealed to court.

CONDUCT

Students are to address all staff members (eg. Teachers, Administrators, Kitchen Staff, Custodians, Substitutes, Bus Drivers, Aides, etc.) in a respectful manner. Disrespectful mannerisms and obscene gestures will not be tolerated.

The following acts of misconduct may result in detention, after school detention, suspension, expulsion, or placement in the Alternative School – depending on the severity of the infraction.

1. Disturbing or interfering with normal school activities whether it is curricular or extracurricular.
2. Vandalism of school property.
3. Failure to accept other forms of discipline.
4. Failure to regard repeated requests, directions, or commands by the staff or principal.
5. Assault on school employees, students, or other persons on school premises, while in the custody and control of the school, or in the course of a school related activity.
6. Use of profanity or vulgar language.
7. Public display of affection.
8. Misconduct on the school bus as this constitutes being on school property and in school custody.
9. Truancy and/or skipping class.
10. Theft.
11. Unreasonable personal contact and any unacceptable sexual behavior.
12. Pushing or shoving in hall. Keep your voice at a conversational tone.

13. Cheating on tests, assignments, or projects.
14. Sexual Harassment: “verbal or physical harassment or unwanted touching”.
15. Explosives or deadly weapons.
16. Use, possession, transmission, sale, attempt to possess or sell drugs, drug paraphernalia, alcohol, tobacco, or “look alike”.
17. Violation of Symmes Valley School District’s “Zero Tolerance Policy”.
18. Repeated violations of the Code of Conduct or gross misconduct will result in additional disciplinary action.
19. Harassing, intimidating or bullying another student. (See definition below)
20. Use of headphones or earbuds in hallways (this constitutes a safety issue).

HARASSMENT/INTIMIDATION/BULLYING

The Symmes Valley Local School District will not tolerate any harassment, intimidation, or bullying of any student.

Definition of harassment, intimidation, or bullying: Any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both:

1. Causes mental or physical harm to the student;
2. Is sufficiently severe, persistent, or pervasive that creates an intimidating, threatening or abusive educational environment for the other student.

If this occurs, the student should report this to a staff member, preferably a teacher or principal. Parents or guardians of any student involved in a prohibited incident will be notified to the extent permitted by law. The disciplinary procedure for any student guilty of harassment, intimidation, or bullying, which shall not infringe on any student’s rights, will follow the code of conduct set forth in the Student Code of Conduct.

A complete policy is available for viewing in the main office.

ZERO- TOLERANCE POLICY

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the Symmes Valley School District must conform to school regulations and accept directions from authorized school personnel. The Board of Education has “zero-tolerance” of violent, disruptive or inappropriate behavior, or excessive truancy by its students. A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board of Education directs the administration to make all students aware of the student code of conduct and the fact that any violation of the student code of conduct is punishable.

If a student violates this policy or the code of conduct, school personnel, students, or parents should report the student to the administrator. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

The Student Code of Conduct is made available to students and parents and is posted in a central location within the building.

DANGEROUS WEAPONS

Ohio Revised Code Section 2923.122 makes it a felony for any person to knowingly convey, attempt to convey or possess any deadly weapon or dangerous ordnance onto or on any property owned by or controlled by, or to any activity held under the auspices of, a school.

The Symmes Valley Board of Education is committed to providing the students of Symmes Valley with an educational environment which is free of the dangers of firearms and other dangerous weapons in the schools.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by action of an explosive: The frame or receiver of any such weapon; Any firearm muffler or firearm silencer; Or any destructive device (as defined in 18 U.S.C.A. section 921-924.), which includes but is not limited to any explosive, incendiary, or poisonous gas: bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the described above. Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity; the superintendent shall expel this student from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The superintendent may grant an expulsion reduction after fully investigating the circumstances surrounding the possession of the firearm or dangerous weapon.

Reasons for reducing the penalty may include mitigating circumstances beyond the control of the pupil Threats of bodily harm, or loss of life, and unintentional possession such as placement by another pupil. Any student expelled for weapons violations will be referred to the criminal justice system. A pupil or his parent, guardian, or custodian may appeal the expulsion to the Board of Education or its designee. The pupil or his parent, guardian or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the board or its designee.

EXPULSION OF STUDENT FOR THREATS OF VIOLENCE

The superintendent is authorized to expel a student from school for a period not to exceed one year for making a threat of violence to a school building, its students, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this division extends, as necessary into the school year following the school year in which the incident that gives rise to the expulsion takes place. Matters which might lead to a reduction of the expulsion period include: the student's mental and/or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator.

TOBACCO

(including "associated" products such as e-cigs, vapor based, synthetic, etc)

Students will not be permitted to use or have in their possession any form of tobacco on school buses, on school grounds, or while attending a school sponsored event. Violation of tobacco use rules will result in 3 days suspension or 3 day placement in the Alternative School. Repeated offenders will be dealt with by the possibility of court action, placement in the Alternative School, or additional suspension.

BOOK BAGS and ACCESSORIES

Backpacks, book bags or book satchels are not permitted. Purses may be used, but must be no larger than/or about the size of a piece of notebook paper, and around 5 inches thick. If a purse is large enough to carry books, then it is considered a book bag.

DRESS CODE

Students and their parents are responsible for the students' proper dress and appearance while at school. The handbook committee has taken into consideration the community values and pride in the formulation of this section for dress code and appearance. It is not our intention to limit the self-expression of our students as they grow and mature, however we feel it is our duty to uphold the high standards of the Symmes Valley community. Additionally, any dress or appearance that interferes with the health, safety, or educational opportunity of students will be prohibited. Students must maintain their personal appearance and hygiene so as not to disrupt the educational process by distracting others within the school environment. The following are examples of dress code violations:

1. Halters, belly shirts or tank tops [sleeveless tops must have material/strap that is as wide as the narrow measurement of a standard Ohio driver's license or standard credit card (which at the time of publication is 2 1/8th or 54 mm)]
2. Shirts with the side out, low sides, have open backs, do not overlap the pants, or are made of see through material that may reveal undergarments
3. Shorts or skirts/dresses must be of the following length:
Shorts – can be no shorter than the length of a standard dollar bill (which is approximately 6 1/8 inches, or 15 1/2 cm long) from the top of the knee
Skirts/dresses – the shortest part can be no shorter than the length of a standard Ohio driver's license or standard credit card (which at the time of publication is 3 3/8th or 85 mm) from the top of the knee
4. Pants with holes above the knee that expose skin, undergarments, pockets, etc.
5. Unnaturally colored (e.g. Pink, Green, Blue, etc) or groomed hair (subtle color accents may be allowed – decisions made by the administration are final)
6. Garments such as spandex, yoga pants, etc, pajama pants, or excessively saggy or baggy pants
7. Visible body piercings (including tongue piercings) other than the ears
8. Excessively low necklines
9. Obscene or sexually suggestive clothing, patches, or emblems either stated or implied, as well as any advertisement for tobacco or alcohol
10. The wearing of hats, hoods, bandanas, sunglasses, or other head coverings in the building

11. Tattoos that are obscene, sexually suggestive, or depict illegal substances or acts must be covered

Any student not abiding by the dress code rules will not be permitted to attend classes at Symmes Valley High School until the item in question has been addressed. The following consequences may also occur as a result of a dress code violation:

- 1st Offense – Warning
- 2nd Offense – In school detention
- 3rd Offense – Call home / In-school detention
- 4th Offense – After School detention
- 5th Offense – Alternative School

ACADEMIC DISHONESTY/CHEATING/PLAGIARISM

Academic dishonesty/cheating/plagiarism are defined for the purposes of this handbook as:

1. Knowingly providing or receiving information during a test
2. Knowingly providing or using unauthorized assistance on a course assignment.
3. Possessing unauthorized materials during a test.
4. Submitting plagiarized work for an academic requirement.
5. Copying of another students work.
6. Alteration of grades or marks by the student in an effort to change the earned grade or credit.
7. Giving answers to another student for an assignment or test
8. Presenting the work of another student as his/her own.
9. Providing the questions or answers on a test to other students.

Individuals determined to be in violation of the above policy will be subject to the following consequences:

1st offense: Grade of 0 (zero) on that assignment, 2 days noon detention, and parental contact by the teacher.

2nd offense: Grade of 0 (zero) on the assignment/test/project 1 day after school detention and conference with teacher, parents, and principal.

DRIVING/PARKING POLICY

Students will park in assigned spaces. One warning will be given and then the parking privileges will be revoked. Students who are tardy and drive to school may have parking privileges revoked. See the “Sign In” section for details. Any student suspended from school for any board acceptable offense will forfeit his/her driving permit. Students driving to school must park and enter the school immediately unless an extra-curricular activity is involved. Also, students must leave the school grounds as soon as the buses leave unless staying for an extra-curricular activity. Speeding, spinning tires, vandalism, littering, tardiness, reckless operation will forfeit your parking privileges.

Students are not permitted to ride home with other students without written permission of their parents and permission by the office. Any driver in violation of transporting a student, who has not received permission, will forfeit their driving privileges. Symmes Valley Local School District will not be responsible for, or assume any liability for, driving students who arrive on campus before 7:30. Students who drive may not leave the school grounds before all buses have left the high school. Once students arrive, they will not be permitted to leave the premises unless they have written permission from the office.

EXTRACURRICULAR/CO-CURRICULAR/ATHLETIC ELIGIBILITY

Any student absent from school may not be permitted to participate in any extracurricular/co-curricular activity that day unless the principal's permission is given. The student must attend school the entire day to be eligible for participation. Any student that signs in late or out early without prior approval or emergency circumstances will be subject to a reduction or loss of participation in games, contests, or activities. Additionally, students will be expected to abide by the Student Athlete Code of Conduct. Grades 9-12 Eligibility for student athletes - a student must have passing grades in a minimum of five (5) one credit courses, no more than 1 (one) F, and a G.P.A. of 1.85 in the grading period. The eligibility of any student continues until the start (morning) of the 5th school day of the next grading period. Any student placed at the Alternative School may not participate in a game, contest, or extracurricular activity. Any student suspended out of school may not play or practice in any extracurricular game, contest, or activity.

DRUGS AND ALCOHOL

No student while on school property or while attending a school function shall have possession, be under the influence, or traffic any drug of abuse or alcoholic beverage.

Definitions:

- A. Student- any person enrolled in Symmes Valley Local School
- B. Drug of abuse - any narcotic, barbiturate, amphetamine, hallucinogen, intoxicant, or any alcoholic beverage.
- C. Sale - includes barter, exchange, gift, or offer thereof and each such transaction made by any person.
- D. Dispense - means, sell, distribute, leave with, give away, dispose of, or deliver. Any student while on school property or while attending a school function found to be in possession, sale, or use of any drug of abuse shall be suspended from school not to exceed 10 school days with possible referral to the county court. Possession of an excessive amount of alcohol or drugs for the apparent purpose of distribution or circulation may be dealt with more severely.
- E. Possession of drug paraphernalia will also be subject to suspension, alternative school, and/or court action.

Drug dogs supervised by the Lawrence County Sheriff's Department may conduct random searches on school property.

MEDICATION POLICY

Medication will be given at school with permission from the parent for short-term situations and permission from the parent and physician for a long-term situation. A special medication form must be obtained from the school.

Medication brought to school must be in proper containers, labeled by the pharmacist or physician. Medications are not permitted to be given if the medication form is not filled out and the medication is not in a proper container. No medication, including over the counter, may be in a student's possession while at school. With the permission of a school official, specific items (such as "Epi Pens, or inhalers) may be in the students possession throughout the school day.

IMMUNIZATION REQUIREMENTS

Fall 2016 Immunization Summary for School Attendance in Ohio as according to the Ohio Department of Health:

1. Dtap/DT/Tdap/Td (Diphtheria, Tetnus, and Pertussis): **Kindergarten** Four (4) or more doses of any combination, unless the fourth dose was given before the 4th birthday, then a 5th dose is required. **Grades 1-12** Four (4) or more of Dtap or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. **Grades 7-12** One (1) dose of Tdap vaccine must be administered prior to entry.
2. Polio: **Grades K-6** Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses. **Grades 7-12** Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the 4th birthday, a fourth (4) dose is required.
3. MMR: **Grades K-12** Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be at least 28 days after dose 1.
4. HEPATITIS B: **Grades K-12** Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The 3rd dose must be given at least 16 weeks after the first dose and at least 8 weeks after the 2nd dose. Third dose must not be administered before age 24 weeks.
5. VARICELLA (Chicken Pox): **Grades K-6** Two (2) doses of varicella must be administered prior to entry. Dose one (1) must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one; however, if the second dose is administered at least 28 days after first dose, it is considered valid. **Grades 7-10** One (1) dose of varicella vaccine must be administered on or after the first birthday.
6. MCV4 (Meningococcal): **Grade 7** One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry to 7th grade. **Grade 12** Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. A minimum interval of at least 8 weeks between dose one and two is recommended. If the first dose of MCV4 was administered on or after the 16th birthday, a second dose is NOT required.

These immunizations can be obtained from your primary health care provider or from the Lawrence County Health Department in Ironton, OH. **Failure to complete or show proof of the required immunizations will result in exclusion from school.**

LICE CONTROL POLICY

The school nurse will conduct periodic/random head checks. Anyone found to have lice/nit will follow this policy:

1. Parent will be notified to pick up student. If unable to reach the parent, student will be removed from the classroom.
2. The following must be done in order for your child to return to school/classroom:
 - a. The bus driver will be notified not to pick up the student. (If there is more than one child in the family, all must be brought to school. No one will be picked up by the bus.) Pick up will be resumed when notified by the principal.
 - b. The parent must bring the child to school to be checked by the school nurse.
 - c. Proof of treatment must be presented. (Box top, bottle label.)
 - d. Child must be nit (egg) free.
 - e. A student will be excused for only 1 absence because of lice. Any student missing more than 1 day will receive an unexcused absence.

SCHOOL TELEPHONE

Use of the school office telephone is for emergency use only. For all other calls a pay phone is provided. Use of either phone requires the permission of their current teacher. When this permission is given, you are to go to the office for final permission and sign the phone log. *At no time during class periods are you to be on the phone.*

LOCKERS

All students are to be issued a hall locker for their books, coats, and personal property. Lockers are under the ownership of the school and to ensure the safety of all students a random safety search will be conducted if there is reasonable suspicion of any item that would endanger the students or staff. Students are expected to keep their lockers properly locked at all times. Also, students are discouraged from sharing lockers

TEXTBOOKS

Our textbooks are provided by the local Board of Education and are school property loaned to the students. Books are labeled and loaned to the student at the start of the school year and returned to that teacher at the end or when a student withdraws. Pupils are expected to purchase their own pencils, paper, and other materials. Some wear is expected through proper use by the students, not neglect or mistreatment, he or she will be expected to pay for it. Books are not to be written in! If a student loses a book during the school year, no new book will be issued until that book is returned or paid for. Books issued to students are their responsibility to account for or pay for.

ILLNESS OR INJURY DURING SCHOOL

All students are required to fill out an emergency medical form at the beginning of the year to provide the staff information should a student become ill or involved in an accident. The student's parents will immediately be notified of the situation. Should a student be unable to get in contact with his/her parents, the school may provide necessary transportation.

CELL PHONES/ELECTRONIC SIGNALING DEVICES

While in class, students may only use electronic devices (including, but not limited to cell phones, iPods, smart watches, wearable electronic devices, etc.) with the permission of the teacher. Students are responsible for knowing and understanding each classroom teacher's rules and are expected to follow them or be subject to discipline described below. Additionally, no photo, video or audio recording via any electronic device is permitted without teacher or school official permission. If electronic devices are out, or turned on without permission, they will be confiscated and taken to the principal. Staff members who believe students have violated the electronic equipment/cell phone policy will have the authority to confiscate cell phones and other forms of technology.

In cases where an electronic device is used for non-educational activities without prior approval from school personnel, disciplinary action may be necessary. This action may include detention, after school detention, alternative school, suspension, or expulsion. Severity of the infraction will be taken into account when consequences are necessary. Students who violate this policy will be subject to the following each semester...

1st offense – Student may pick up the device at the end of the day.

2nd offense – Parent/guardian must pick up the device. Student will serve one (1) day of after school detention.

3rd offense – Device will be confiscated for the remainder of the current semester.

Student will be subject to further disciplinary action.

During the second semester, a student who has had ANY first semester violation of this policy will be subject to the following...

1st offense - Parent/guardian must pick up the device. Student will serve one (1) day of after school detention.

2nd offense – Device will be confiscated for the remainder of the current semester.

Student will be subject to further disciplinary action.

We realize that in most cases, the parent/guardian has invested their money in these often expensive devices, so we urge the parent/guardian and student to carefully consider whether they should have this type of device on school property.

WITHDRAWAL

If you wish to withdraw from Symmes Valley High School, the counselor's office should first be notified. You will be given a drop slip to have properly filled out by each of your teachers. All books are to be turned in to all teachers. Payment for damaged or lost books will be made at that time. No transcript or transfers can be made by the office until the student's record is clear and all bills are paid. If you are not transferring to another school, you must be 18 years of age to withdraw from school. If a student withdraws (drops out) and is not age 18, his/her driver's license will be revoked according to the Ohio Revised Code.

PHYSICAL EDUCATION

Everyone must dress for physical education every day. The only way one does not dress for physical education is by being excused by a doctor's statement. All students are required to bring a shirt, shorts, shoes, and towel to dress for physical education. If you do not dress and are not excused, then you will receive disciplinary punishment or a grade reduction. Physical education is a 1/4 credit class and two semesters (1/2 credit)

are required for graduation.* No one is to be on the gymnasium floor in street shoes. Only clean gym shoes are allowed.

* **Board Policy may provide for other credit alternatives**

CLASS SCHEDULING

Classes are requested in the spring by students and staff. Final schedules are released at the beginning of each school year. Any schedule changes in the fall must be approved by the teacher, counselor, and principal within a 5 day trial period at the beginning of the school year. Students who drop a course after the 5 day trial period will receive a withdraw/fail for the course. This results in an “attempted class” receiving an “F” on the final transcript and affecting the student’s grade point average. Example: For a 1 credit class attempt, the student receives an “F” which has a value of .40 in the overall g.p.a. An “A” for a 1 credit class has a value of 4.0. Students are advised to carefully consider their class selections.

SCHOOL LUNCHES

For the 18-19 school year, the Symmes Valley Local School District is participating in the Community Eligibility Program which provides breakfast and lunch to each student at NO COST. The fiscal sustainability of this program will be reevaluated annually before a decision is made for the next school year. Students wishing to purchase lunch “extras” may do so for \$1.50 – there will be NO charges allowed for the purchase of extras.

SCHOOL DEBTS

Debts or other obligations incurred by students (including outstanding debts from fundraising sales the student participated in) should be paid prior to the release of grades. Debts not cleared by the end of the school year may prevent the processing of registration of that student in classes for the next year, or the release of final transcripts following graduation (for seniors).

VISITORS

When visitors enter the school, we want to treat them with friendliness, and courtesy. Because of the confusion caused by the visiting student during the school day, they will not be allowed during this time. Parents are always welcome to visit the schools to discuss the educational progress of the student. In no way are the parents and visitors to interfere with the practice of extracurricular activities. This is not intended to prevent parents from remaining on the school grounds waiting for the practice to end.

LIBRARY

The library is open all day for the convenience of the students. Students are encouraged to use the facility as a supplement to classroom assignments and activities. Audiovisual material may be used by the students; however, it is the policy that the teacher from whom a student is using this material must also sign for it. Magazines, newspapers, and vertical file materials are to be used in the library only. These materials cannot be checked out overnight. The fine for overdue books is five cents per day for fiction and non-fiction books and reference books in the reserved collection. Encyclopedias may not

be taken from library. Lost books will be assessed the original cost, and there will be a \$3.00 fee for bar code and processing.

SCHOOL DANCES

Students who attend dances are expected to conduct themselves and dress in a manner appropriate to a school function. It is strongly recommended that if you are questioning the appropriateness of a particular outfit that you consult with dance sponsors for guidance before investing in something that would not be appropriate for a HIGH SCHOOL function. If school personnel deem a student's conduct or appearance inappropriate, that student will be asked to leave the dance. Anyone that attends a dance that is not a Symmes Valley student must be pre-approved by filing a guest application with the dance sponsor or principal. For the Homecoming Dance, no one below the 8th grade, or over the age of 20 (at the time of the dance) will be permitted. For the Prom, no one below the 9th grade, or over the age of 20 (at the time of the dance) will be permitted.

HOMECOMING QUEEN

The homecoming queen shall receive a plurality of the total votes cast by the entire student body. Three candidates will be nominated by the senior class. This election will take place during the fall sports schedule. All candidates, members of their court, and escorts must adhere to the rules for "Extracurricular Eligibility".

PROM REQUIREMENTS 2018-2019

The prom will be held at the Knights of Columbus building in Ironton, Ohio from 9 p.m. until midnight on Friday, April 5th. Tickets must be purchased in advance. Prom tickets will go on sale Tuesday, January 3rd and will not be sold after Thursday, February 28th. Prom tickets are \$50 per couple (\$25 individual) through Thursday, January 31st. Beginning on Friday, February 1st, the price will go to \$60 per couple (\$30 individual) through February 28th. Tickets will not be sold after Thursday, February 28th. You must be a junior or senior at Symmes Valley High School to purchase prom tickets. No one below the 9th grade, or over the age of 20 (at the time of the dance) will be permitted. Refunds for tickets will not be given after Friday, March 15th. All tickets must be purchased from the designated prom sponsor, not another student. No tickets for prom will be sold at the door. You may not attend prom if you have earned alternative school and/or suspension (in any combination) two or more times before the date of the prom. If you receive your second alternative school/suspension and have already purchased tickets, and the refund deadline has not passed, you will receive a refund. If the refund deadline has passed, you will not receive a refund due to the money being allocated for prom items. Any date not currently attending Symmes Valley High School must have completed a prom form (It is your responsibility to get one for a non-SVHS date from prom advisors) turned in to prom advisors by FRIDAY MARCH 15th, or your date will not be allowed to attend any prom function (grand march-prom). All participants in the grand march must be accompanied by only one person selected from the following: date for the prom, parent, or sibling. You must be wearing FORMAL attire to be able to attend the grand march or the prom.

Formal attire does not include ball caps, hats must be formal also. Ties must be worn during the grand march and prom, but may be slightly loosened during the prom. *It is*

strongly recommended that if you are questioning the appropriateness of a particular outfit that you consult with dance sponsors for guidance before investing in something that would not be appropriate for a HIGH SCHOOL function. If school personnel deem a student's conduct or appearance inappropriate, that student will be asked to leave the prom. If a date does not attend SVHS, or is not a graduate of SVHS, he/she must have a picture I.D. available upon entrance. Candidates for prom queen, princess, and court will be selected by their respective classes (juniors will nominate juniors, seniors will nominate seniors) and then voted for as a group by the junior and senior classes combined. The candidates with the highest vote total will be the queen or princess. NOTE: The queen and princess must be able to arrive early for pictures. If the queen or princess is late, she will be replaced by the runner-up.

The prom committee is made up of students from the junior class who must participate in fundraising and attend the prom. The junior class secretary and treasurer must serve on the prom committee, which also means that they must participate in fundraising and attend the prom.

PERSONAL PROPERTY

The school cannot be responsible for any personal property or valuables a student may bring to school. However, the principal will be glad to put some valuables in safekeeping in the office until the end of the day.

OPTIONAL CREDIT OPPORTUNITIES:

College Credit Plus: This program provides qualified high school students the experience of course work at the college or university level. College courses can either contribute to or supplement the broad academic preparation needed by high school students. Classes may be provided at the high school or on a university/college campus. Approved classes that are offered at the high school or college/university allow students the opportunity to earn college credit and high school credit at the same time. The classes are taught at the college or university level with an approved college syllabi.

Credit-Flex Test Out: Provided through the Lawrence County Educational Service Center, students can test out of subject areas (prior to a school year) in order to receive credit for a class they have not taken. Students can also test out of a class they have failed. Passing scores are established through the Lawrence County ESC.

SYMMES VALLEY HIGH SCHOOL BETA CLUB

The Beta Club of Symmes Valley High School is an organization of honor students who have demonstrated involvement in both school and community activities. To join and apply for the Beta Club membership one must be an academic student, must have and maintain all A's and B's for the yearly average, and be in the top 15% of the sophomore class, top 20% of the junior class and top 25% of the senior class. Selection will be based on a point system. Applicants with the highest 10% of points in the sophomore class, highest 15% of points in the junior class and highest 20% of points in the senior class will be offered membership. Points will awarded in the following ways:

1. Extracurricular Activities - Students will earn 1 point for each year they have participated in an extracurricular activity. Activities include but are not limited to: Drama

Club, Art Club, Quiz Bowl, Student Council, FCA, FCCLA, FFA, Band, 4-H, Football, Volleyball, Cross Country, Basketball, Baseball, Softball, Weightlifting, Cheerleading.

2. Community Service - Students will earn 1 point for each hour spent participating in a community service activity. These activities include but are not limited to Big Brother Big Sister, City Cleanup, Church Volunteering, Hospital Volunteering, Nursing Home Volunteering, Volunteer Fire Department.

* All Activities will be required to have an adult sponsor signature on the Beta Club application for verification.

3. Rigorous Coursework – 1 point will be awarded for each honors class and College Credit Plus Class taken and completed with an A or B average.

4. Application – 1 point awarded for completed application turned in by deadline. No late applications will be accepted.

5. Teacher Recommendation – Points will be based on teacher rating on evaluation. Points possible will range from 1-5 for each recommendation.

Students selected for Beta Club will be required to pay a membership fee set by the National Beta Club office. The fee is currently \$15.00. Students who have been suspended from school are not eligible for admission in that year.

Students may be disqualified from the Beta Club for the following reasons:

1. Cheating on a test (there must be reasonable proof that the student was cheating);

2. Suspension from school or assignment to the alternative school;

3. Absence at three of the regularly scheduled nine monthly meetings or scheduled service projects. Other absences due to other Symmes Valley High School activities will be reviewed by the Beta Club advisor and principal;

4. Arrested and proven guilty of a crime;

5. Caught possessing, using or experimenting with alcohol or drugs in school or any school related activity.

6. Students failing to attain Honor Roll status for a grading period will result in probation for the next successive grading period.

7. Students failing to make Honor Roll status while on probation will be disqualified for that school year.

8. Students receiving a second disqualification for back to back failures of maintaining Honor Roll status will be permanently disqualified from the Beta Club.

Rules 2, 3, 6, 7 allow for reinstatement the next school year. Rules 1, 4, 5, 8, are permanent.

YEARBOOK STAFF

In March of each year any juniors, sophomores, or freshmen who are interested in being on the yearbook staff during the following school year are evaluated by four of their teachers for the present school year with a scale of 2 points for always good, or above average; 1 point for sometimes or average; 0 points for never or poor. The students are evaluated in 15 areas: dependable, prompt in completing work, organized, neat, cooperative, unbiased, attitude toward school, attitude toward other students, optimistic, artistic ability, originality or creative ability, salesmanship, eagerness to work, attendance and grades. Any students who are already members will remain on the staff unless they

choose otherwise; but they will be evaluated to determine the editor. The editor will be the student with the most experience who has the highest evaluation. In case of a tie there will be co-editors. The number of new members chosen will be the number needed to make 12 members, for example if 5 students remain on the staff, 7 new members will be chosen. In this case the 7 students with the highest totals on the evaluation sheets would be the new members. In case of ties, the number of members on the staff will be increased. The yearbook staff uses a demerit system. Ten demerits cause dismissal from the staff. Two demerits are given for each month that a member does not attend at least one staff meeting, for each grading period that grade average falls below a B average, for not selling at least \$200.00 worth advertising, or for undesirable behavior according to the school's rules. Yearbook staff members must be able to work during the summer selling ads and must be able to stay after school on Wednesdays. If a member sells \$300.00 worth of ads, he/she will receive a free yearbook; or if he/she sells \$350.00 worth, he/she will receive a free yearbook with his/her name on the cover.

QUIZ BOWL

1. Purpose: the purpose of establishing a quiz bowl at Symmes Valley High School is to provide two teams of academically excelled students to compete against teams in neighboring school districts.
2. Those students who wish to participate on the Quiz Bowl Team will be given a written, timed test and/or an oral, timed test, either with or without the Quiz Bowl equipment.
3. To become a team member, the student must maintain a 3.0 grade average. Once a student becomes a member of the team, the members are required to attend all practices and competitions.

STUDENT COUNCIL

The student government is composed of 4 officers and 8 elected members. Their duties consist of communicating information concerning their classes and representing their respective classes in various activity planning and decision making.

Officers: In the spring of every year the four student council officers are elected for the school year. A student must be a junior to run for president, and at least in ninth grade to run for vice president, secretary, or treasurer. To run for any student council officer position you must be at least a one year member of student council.

To be considered for an office, a student must provide a brief explanation of what office they are wanting and why they are qualified for the position and a \$3.00 filing fee. The students may have to orally give their speech(es) if more than one candidate applies for the position. The election is held requiring a majority of the student body before a person can be elected

Members: At the beginning of every school year two members are elected from each class to serve on student council. To be considered a candidate, a student must submit a petition. Seniors and juniors must have at least (10) signatures and all others must secure at least twenty (20) signatures. No student may sign more than two petitions. A filing fee of \$2.00 must be submitted with each petition. The election is then held and two candidates from each class are declared the winners.

FFA

FFA is an intra-curricular student organization for those interested in agriculture and leadership. It is one of the three components of agricultural education.



FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

FCCLA

Family, Career and Community Leaders of America is a state vocational student organization. Any student who is taking or has taken a course in family consumer science through grade 12 may belong. FCCLA's goal is to help youth assume their roles in society through family consumer science education in areas of personal growth, family life, vocational preparation and community involvement.

FCA

The Fellowship of Christian Athletes is a volunteer organization offered to promote Christian principles not only to athletes, but to the student body at large. We meet on a regular basis for devotions, and have special events after school throughout the year. We encourage anyone, not just athletes, who would like to participate, to do so.

BUS INFORMATION

Once you step on the bus, the school becomes legally responsible for you. Thus, you must behave in a respectful manner. There is to be no tobacco (or associated products) at any time on a bus, or no liquids (especially drinks), unless sealed. Talking should be kept at a reasonable level and the bus driver should not be distracted while driving. The bus is considered school property and should be treated with care. Marking on or cutting up seats is considered a serious offense. Students who disrupt the bus and cannot behave in an acceptable manner will be appropriately punished. If your bus does not run due to weather or other circumstances it is the responsibility of the student to secure a signed excuse from his/her driver to be excused through the office.

SCHOOL CLOSINGS

Should school be forced to close for a period of time as a result of flood, snow, or some other community emergency, notification will be announced by an automated call, over the air of WKEE and WTCR Radio, WSAZ Channel 3 and WOWK Channel 13 TV, as well as the Symmes Valley homepage, and district Facebook account.

MINIMUM GRADUATION REQUIREMENTS: GRADE 12

HIGH SCHOOL CURRICULUM		CAREER CENTER
English	4 credits	4 credits
Social Studies	4 credits	3 credits
Math	4 credits	4 credits
Science	4 credits	3 credits
Health	½ credit	½ credit
P.E.	½ credit	½ credit
Electives	<u>6 credits</u>	<u>8 credit</u>
Total Credits	23 credits	23 credits

COMMENCEMENT PARTICIPATION

In order to participate in graduation ceremonies a student must have successfully fulfilled the state minimum requirements, does not have excessive absenteeism that requires make up time following the date of graduation, is not currently under suspension, and met the End of Course test requirements or the alternative.

STUDENT CLASSIFICATION

To be designated in the freshman class, you must have completed the eighth grade.

To be designated in the sophomore class, you must have earned four (4) units of credit.

To be designated in the junior class, you must have earned ten (10) units of credit.

To be designated in the senior class, you must be eligible for graduation during the present school year.

Any student attending Collins Career Center must be on track to graduate by having met all requirements (to date) for graduation by the end of their sophomore year [Algebra I, Algebra II, English 9, English 10, Physical Science, Biology, World History, US History, Health, Fine Arts, PE I and PE II (or suitable alternative)] before being permitted to attend Collins Career Center. Students wishing to attend Collins Career Center must enroll no later than June 1st for the following school year that begins in August. Administration has the final decision when a student applies to Collins.

GRADE POINT AVERAGE POLICY

It is the feeling of the staff and student body of Symmes Valley High School that the Grade Point Average (GPA) should be based on the final average received in each course taken for credit. All courses for which a student receives credit will be included in the GPA and will be weighed according to the amount of credit granted (English - 1 unit, PE-

1/4 unit, Keyboarding - 1/2 unit). The following 4 point system will be used to assign numerical equivalents to each grade:

Chart #1 – for one credit classes

A = 4.00 B+ = 3.30 C+ = 2.30 D+ = 1.30 F = .40
A- = 3.70 B = 3.00 C = 2.00 D = 1.00
B- = 2.70 C- = 1.70 D- = .70

FINAL GRADE POLICY

The final grade in all courses will be an average of the nine weeks grades. If the course meets for the entire year then the final grade will be determined by adding each nine weeks grade, then dividing this sum by four. If the course meets for only one semester, then the final grade will be determined by adding each nine week grade, then dividing this sum by two. For each subject a student must have an average of D- or .70. The following chart will then be used to convert this numerical value of a class into an equivalent letter grade. This final letter grade will be used to calculate the GPA.

Chart #2

4.00-3.85 = A 3.14-2.85 = B 2.14-1.85 = C 1.14-.85 = D
3.84-3.50 = A- 2.84-2.50 = B- 1.84-1.50 = C- .84-.70 = D-
3.49-3.15 = B+ 2.49-2.15 = C+ 1.49-1.15 = D+ .69 - O = F
Summa Cum Laude - 3.85 Magna Cum Laude - 3.60-3.84 Cum Laude - 3.30-3.59

SENIOR GRADES

Grade point averages (GPA) and rankings used for some scholarships, some awards, and college applications are based on the GPA achieved through the first six semesters, except as otherwise may be required by the deadline of the particular scholarship, award, or application. Valedictorian and Salutatorian awards are no longer utilized. Honor students will be recognized during graduation with the designation of Summa Cum Laude, Magna Cum Laude, and Cum Laude as determined by the GPA at the end of the third nine weeks grading period of the senior year and in accordance with the formula appearing in this Handbook above. Rankings for honor students, scholarships, awards, etc. will be determined at the end of the third nine weeks grading period of the students' senior year. However, GPA's and class rankings are not finalized until grades are submitted at the end of the fourth nine weeks grading period of the senior year, and it is this GPA and rank that will be recorded on the student's final transcript.

“F” FAILURE POLICY

Students must pass two out of the four grading periods to pass a class and receive an average of D- (.70). If the student receives three F's, the student will fail the class. There will be no “F” Failure Policy for semester classes. The final grade will be the average of the four nine week grading periods and receive an average of D- (.70).

GRADING SCALE

A..... 95-100 C..... 77-79

A-	92-94	C-	74-76
B+.....	89-91	D+	71-73
B.....	86-88	D.....	68-70
B-	83-85	D-	65-67
C+.....	80-82	F	64

ALTERNATE GRADING SCALE FOR AP AND HONORS CLASSES

A.....	90-100
B.....	80-89
C.....	70-79
D.....	60-69
F.....	59

PROGRESS REPORTS

Students will receive progress reports at the mid-point of each nine week grading period. Progress report dates will be announced to the students. The school will make every effort to ensure that each student receives their progress report, but if a student does not receive their report, they should notify the Principal or Guidance Counselor as soon as possible. Also, the Symmes Valley School District encourages both parents and students to obtain passwords which allow access to “Progress Book”. Upon access to “Progress Book” a parent or student can monitor updated grades in each of their classes at any time during the nine weeks.

HONOR ROLL

Any student receiving an all A - B grade card will be eligible for honor roll recognition.

NON-DISCRIMINATION POLICY STATEMENT

Symmes Valley School District complies with federal laws and practices the concept of non-discrimination in all areas of human and personal relations. Symmes Valley High School does not discriminate on the basis of race, color, sex, handicap, political affiliation, religion or admissions, education policies, curriculum, selection of textbooks, scholarships and loan programs, educational opportunities and employment.

SEXUAL HARASSMENT POLICY OF SYMMES VALLEY SCHOOL DISTRICT

The Symmes Valley School District is committed to eliminating and preventing sexual harassment and dating violence from all schools and facilities. Sexual harassment is improper, immoral, illegal, and will not be tolerated within the district. This policy is implemented to inform both students and personnel as to what sexual harassment is and what procedures are to be followed in dealing with sexual harassment within the district.

DEFINITION OF HARASSMENT

Ohio and federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:

1. Unwanted sexual advances, including propositioning, repeatedly asking someone out for a date after it is clear that the person is not interested.

2. Explicitly or implicitly offering employment benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.
4. Non-verbal conduct: leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, or posters.
5. Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes, making sexually based remarks about another person's or one's own body.
6. Verbal abuse of sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
7. Physical conduct: touching, assault, impeding or blocking movement. This sexual harassment policy is intended to protect against sexual harassment before it becomes actionable sexual harassment. The term "sexual harassment" is intended to mean sexual harassment in the broadest meaning of that term in current popular as well as legal usage.
8. If you feel uncomfortable or embarrassed by the sexual content of a situation, immediately tell a teacher, guidance counselor, or administrator about the situation.

BELL SCHEDULE

First Bell	7:50
1st Period	7:53-8:39
2nd Period	8:42-9:26
3rd Period	9:29-10:13
4th Period	10:16-11:01
5th Period	11:04-12:19*
6th Period	12:22-1:06
7th Period	1:09-1:53
8th Period	1:56-2:40
*1st Lunch	11:04-11:37
*2nd Lunch	11:46-12:19

COMPUTER USE

The purpose of the backbone networks making up the internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Symmes Valley School District. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmissions of any material in violation of any national or state regulation are prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges, and punitive measures as determined by administration. The Symmes Valley Local School Board has the right to terminate all privileges if the system is abused at any time. A signed Computer Agreement form must be on file before operating computers at Symmes Valley High School.

High School students who receive board owned Chromebooks (or like devices) for use are expected to abide by the following rules:

- Take care of your Chromebook (or like device)
- Keep them at school for school use only
- Use care when getting your device from the cart and when putting it away
- Use your own device and do not allow others to use yours – you are responsible for damages to the device assigned to you
- Do not share account passwords with others (except school personnel)
- You are responsible for carelessness which results in damage or loss
- Follow additional rules and guidelines issued by the district technology coordinator

PARENTS RIGHT TO KNOW

At the beginning of the year, parents will be notified that they may request information regarding the professional qualifications of the student’s classroom teachers, including: If the teacher has met state qualifications and licensing criteria for the grade level and subject areas taught;

- If the teacher is teaching under emergency or provisional status;
- Baccalaureate degree major, graduate certification, and field of discipline;
- Whether the student is provided services by paraprofessional and if so, their qualifications.

District to provide:

- Information on the level of achievement of the student in each of the State’s academic assessments.
- Timely notice that the child has been assigned to be taught, or has been taught for four or more consecutive weeks, by a teacher who in not “highly qualified”.

RIGHTS OF HOMELESS PARENTS AND THEIR CHILDREN

- If you are homeless, your child has the right to:
- Go to school, no matter where you live or how long you have lived there.
- Stay in the school that he or she was attending before becoming homeless or the school he or she last attended, if that is your choice and it is feasible.
- Enroll in school immediately, even if you do not have all the paperwork, such as your child’s school or medical records.
- Access the same special programs and services that are provided to other children, including special education, migrant education and vocational education.
- Receive the same public education that is provided to other children.

(Please detach, sign, and return the sections found below)

USE OF A STUDENT’S NAME, LIKENESS, OR WORK

The Symmes Valley Local School District strives to recognize its students that excel both academically and in extracurricular/co-curricular activities. To accomplish this end the SVLSD may use pictures, names, and examples of student work on its website(s) and other social media outlets. **Your signatures below indicate your consent for SVLSD to use the students name, likeness, and work. Parents/guardians that do not wish**

for their child's name, likeness, or work to be used on the website must notify the school at 740-643-2371.

Student Signature Grade _____
Date

Parent Signature _____
Date

Confirmation of Reading the Student Handbook

We, the undersigned, have read and understand fully the information presented in this document. We intend to comply with any and all stipulations set forth in this handbook, and should we have any questions concerning school rules or guidelines, we will ask a teacher or administrator.

Student Signature Grade _____
Date

Parent Signature _____
Date

