GREETINGS FROM THE HIGH SCHOOL ADMINISTRATION

The high school staff welcomes all students to the current school year. We are delighted to have you back and we are looking forward to a productive and successful school year with you. We firmly believe that education can be enjoyable and rewarding if teachers and students work together harmoniously.

We believe we have prepared a fine curriculum and an extensive extra-curricular program that is designed to benefit you not only for the present but for the years ahead of you.

We, at Pymatuning Valley High School, stand ready to assist you and your parents with your educational concerns at any time.

EIGHTEEN YEARS OLD OR OLDER

All rules, regulations, and policies apply to eighteen year old and older students in the same manner as they do all students. All students must have notes or telephone calls from parent/guardian excusing their absence from school, granting permission to leave school, or to change a schedule. 18 year-old students are considered to be adults. Adult students may request to be considered as educationally independent (responsible for all of their actions). Forms are available in the Attendance Office.

VISITATION

All visitors must report to the Office as soon as they enter the building. Visitors must receive a visitor’s name tag and sign in and out.

FOOD SERVICES

During the first week, we will send a notice regarding breakfast, lunch, and milk costs, as well as free/reduced meal applications. Free/reduced applications will be processed as soon as possible and notification of eligibility will be sent home. If you qualified for free or reduced meals last year then it will still apply for the first two weeks of the new school year.

Prepayments are welcomed and will be placed in your individual account for use for breakfast, lunch or milk. Checks are preferred whenever possible.

Charges are for emergencies only and are limited to five. All charges should be paid as soon as possible. They MUST be paid by the end of the year. If you abuse the privilege you will no longer be permitted to charge. All charges must be paid by May 1st.

LOCKERS

Each student is assigned a locker which is to be used by him or her. Each locker has a combination lock. Students are reminded not to give this locker combination away to other students as their privacy will be at stake. Students should not give away their combinations by being careless or allowing their friends access to their lockers. Lockers are not to be defaced by students. Lockers that are defaced may result in the student being fined an amount necessary to replace the locker to its proper state. Lockers are the property of the school district and may be inspected at any time when the health and/or safety of the school are at stake.

VALUABLES

You are advised not to bring valuables and large sums of money to school because of the possibilities of theft, extortion, or loss. Students engaged in fundraising activities or having an emergency need are to contact the office for proper disposition of large sums of money. The school cannot be responsible for the loss of any valuables or money which you carry with you or leave in your lockers or in classrooms. Items belonging to the school or school supporting groups, if lost, are the student’s responsibility and must be paid for at an appropriate value. It is not the school’s responsibility to search and locate missing or stolen items.

PUBLICATION OF SCHOOL EVENTS

Any publication or other use of pictures, videos and accounts of school events without the express written consent of the Pymatuning Valley Local Schools is prohibited. Students that publish items that depict activities or events that take place on school grounds may be subject to a demand for removal and/or disciplinary action.

CELL PHONES, I-PODS, AND OTHER ELECTRONICS

Radios, iPods, MP3 players, pagers, cell phones and other electronic devices may not be used in school. Students not abiding with this rule may have these items confiscated and returned at the discretion of the principal and may face disciplinary action for violation of this rule. It is strongly recommended that students store cell phones in their lockers so that they are not lost, stolen, or damaged.

Cell Phones and other Electronic Devices

1. Cell phone confiscated and kept in the Principal’s Office for the remainder of the day. Parent is contacted and a student is issued a lunch detention.
2. Cell phone confiscated, detention issued and a parent must retrieve the device during normal school hours or the device will be held for 3 days.
3. Cell phone confiscated and a parent must retrieve the device during normal school hours or the device will be held for 10 days. Saturday School Issued.
4. Immediate 5 Day Out-of-School Suspension.
SUBSTITUTE TEACHERS

Substitute teachers are vital for times when regular teachers are absent. They are to be treated with the same respect as the regular classroom teacher. Substitutes are guests in our school and the student body is to act accordingly. Any student not cooperating with a substitute will be dealt with severely.

TRUANCY

Truancy may result in detentions; Saturday School; suspension from school; and in repeated truant behavior, with a citation to the Juvenile Court. If any unlawful behavior resulted during the absence from school, the Juvenile Court of Ashtabula County will be notified.

TELEPHONES

All office and classroom telephones are to be used only in case of sickness and emergencies (e.g. cancellation of an extra-curricular activity). Permission must be granted by a staff member. Absolutely no cell phone use is permitted during school hours. This includes text messaging as well as any other feature found on a cell phone.

THEFT

Any pupil under the direct supervision of the school, who commits or attempts to commit any act of theft against his fellow student or the school, may be suspended from school and subject to expulsion and referral to police authority.

PLAGIARISM

Students are responsible for completing their own work. Only then will teachers be able to gauge student learning and be able to provide support when needed. Plagiarism will not be tolerated, and teachers will discipline students accordingly.

DRUG ABUSE-GUIDING STATEMENT

The Pymatuning Valley School District recognizes the problem of drug abuse as a matter of serious concern and reaffirms its commitment to cooperate with all responsible youth serving agencies to combat the abuse of drugs by the student population.

The school will endeavor in its instructional program to acquaint and teach students the proper use and what misuse and abuse of drugs constitutes. The high school administration recognizes the need for this information to be conveyed to the student body through various means, including the required health and science curriculum.

In cases where students are allegedly using illegal drugs, the school may notify parents of the suspected problem and do what it can to assist the student in the rehabilitation process. Staff members have a responsibility to keep school officials alerted to suspected student experimentation in drugs or abuse of drugs. The school’s main emphasis will be rehabilitation, not punishment for drug offenders.

GUIDELINES FOR HANDLING SUSPECTED DRUG AND ALCOHOL USE OR ABUSE

Possession/distribution/sale of drugs

1. In cases of student involvement in the possession or distribution of alcohol, illegal drugs, look-alike drugs, synthetic drugs or misuse of legal over-the-counter drugs the student will be suspended and the parents informed under normal suspension procedures.
2. The above will be reported to the local law enforcement agency for possible legal action.

Specific offenses referred to under this regulation will be dealt with as follows:

First Offense – Five to ten day suspension from school.
Second Offense – Expulsion from school for a length of time to be determined by the superintendent.

Substance Abuse Assessment as Reduction of Suspension

When a student is suspended for a violation of substance abuse policies, the district may offer the student a suspension reduction if the student agrees to attend a substance abuse assessment at an agency accredited by the Ohio Department of Alcohol and Drug Addiction Services. The purpose of the assessment is to allow trained professionals in the field of substance abuse an opportunity to determine if the offense is an isolated incident or if the student shows the symptoms of dependency or has a need for counseling.

GENERAL STUDENT INFORMATION

School Closing or Delayed Starting Time

Extreme, adverse weather conditions including heavy snow, drifting, ice, cold temperature(below zero degrees), severe winds, extremely heavy fog or any combinations of these conditions which would endanger the safety of the students riding buses or walking to school, could bring about either the closing of school or delayed starting, whichever is deemed necessary. When severe weather conditions exist, parents and students are urged to listen for announcements over Radio Stations WFUN, WKBN, or WGRP between 6:00a.m. and 7:30 a.m. Also, an automated phone call will be made to the number the school has on file for making primary contact about a student. If you do not receive a call and believe you are the primary contact, please contact Cathy Fassett, our attendance secretary.
ATTENDANCE
Ohio law requires students to be in attendance each day that school is in session and the Ohio Department of Education has set a benchmark for public schools to achieve 93% attendance. Given a 178 day school year, students must be present for 166 days to achieve this mark. Therefore, it is the intention of the Pymatuning Valley Local Schools to hold students to the same benchmark that the school is being held.

The Board of Education also believes that good attendance is a vital part of academic success in the high school setting. To this end, it has established a policy whereby any student who exceeds the maximum of 12 days absent per year, may:

- Be recommended for expulsion;
- Receive F’s in all courses for the remainder of the year;
- Be cited to Juvenile Court (if a juvenile);
- Be referred to the Registrar of Motor Vehicles and have their driver’s license suspended or revoked.

Days of absences covered by a doctor’s excuse, related to a death in the immediately family or days of suspension will not be counted toward the total of 12 days permitted by this policy.

The following reasons for excused absence from school are based on the Ohio attendance laws; however, it should be noted again that only absences excused by a doctor, related to a death in the immediately family or out-of-school suspension will NOT count towards the 12 day rule:

1. Student Illness
2. Illness in the immediate family
3. Death in the immediate family (administrative decision for outside the immediate family)
4. Emergency at home (validity determined by the principal/designee)
5. Seasonal farm work which must be performed for the family
6. Medical appointment – student will not be excused for the entire day unless it can be shown that the appointment necessitates this. An official note for the Doctor’s office will be required to not count against the 12 day attendance policy limit.
7. Driver’s license exam
8. Extended vacation – The principal must give prior-approval and arrangements must be made to make up work. These days, although excused, do count toward the 10 day expulsion and possible failure policy.
9. Any other reason for not attending must be approved by the principal or superintendent

UNEXCUSED ABSENCES
If any absence from school or leaving school early does not fall into one of these nine categories the absence will be considered unexcused and work will not be allowed to be made up.

Pymatuning Valley cannot allow students to miss school without an excuse. As such, when a student accumulates 6 unexcused absences for the year, they may:

- Be recommended for expulsion;
- Receive F’s in all courses for the remainder of the year;
- Be cited to Juvenile Court (if a juvenile);
- AND
- Be referred to the Registrar of Motor Vehicles and have their driver’s license suspended or revoked.

Absence Procedures and Rules
1. When returning to school after being absent, students are required to present to the attendance office a note dated and signed by the parent or guardian stating the dates and reason of absence. A phone call from parents would also suffice. The school is required by law to determine if an absence is excused or unexcused. If a note or phone call is not produced within the day the student returns, the absence will be considered unexcused and credit will not be given for makeup work.

2. Students who are absent from school or leave school early without returning are not allowed to be on school grounds or attend any school events. This would include events held that night. Exceptions will be made for an official doctor’s visit or prior-approved excused absence. Truancy or skipping school will not be tolerated. Any student who leaves school or any class without permission from the office will be considered truant and subject to discipline.

3. All students leaving the building for any reason must have parental permission and sign out in the attendance office. This also applies to students 18 years or older, unless they have approved paperwork indicating that they are an adult-status student. Students who sign in after 9:00 AM or later will be considered absent for ½ day. Students who leave before 1:00 PM will be considered absent for ½ day.

4. In order to participate in any athletic or extracurricular activity the student must be in school by 10:35 AM. Exceptions would be made for an official doctor’s visit with a signed, dated note from the doctor’s office and approval by the principal or a prior-approved excused absence.

CHRONIC MEDICAL ABSENCES
It is the intention of the school to provide education to all students, including those that are too ill to attend class regularly. As such, after a student accumulates 20 medically excused absences, a mandatory placement meeting will be held to determine if the student should be placed on home instruction. Invitees will include the student, parent, teachers, guidance counselor, and physician from which the majority of excuses are coming. The meeting will be mediated by the building principal.
TARDY TO SCHOOL
Students who are tardy to school twelve (12) times in a year may be cited to juvenile court for truancy and fail their 1st period academic (graded) class for the grading period in which the twelfth (12th) tardy occurred. Students are counted tardy to school if they are not in their classroom by 7:35 AM. Students who are late to school and drive, may have their privilege revoked and be required to ride the bus to school.  
4-8 Tardies=SMR referral  
9-11 Tardies=Saturday School  
12+ Tardies= Office referral, possible court citation.  

TARDY TO CLASS
Students who are tardy to class will be assigned:  
4-8 Tardies= SMR referral  
9-11 Tardies=Saturday School  
12+ Tardies= Office referral  

SATURDAY SCHOOL
Saturday School program hours are from 8:30 - 12:00 in the high school. The following are the guidelines for behavior:  
1. Students are required to be on time.  
2. Students are to bring study materials or acceptable leisure reading materials.  
3. Students are not permitted to communicate with other students, eat, or sleep during the hours assigned.  
4. Students are required to be cooperative with the instructor at all times.  
Students who do not comply with the rules will be removed from the program and be given an out-of-school suspension. Students are assigned a Saturday School for minor offenses of the conduct code. Students who are assigned more than five (5) Saturday Schools within a year will be deemed habitually incorrigible and may be assigned out-of-school suspensions, in lieu of further Saturday School assignments. A missed Saturday School without a doctor’s excuse will result in a three day out-of-school suspension.  
Once a Saturday School is assigned it MUST be served on that date or a medical excuse must be provided giving reasons why the student was unable to attend.  
Saturday Schools will not be not be rescheduled for any other reasons. Students who fail to serve the Saturday School as assigned will be suspended for 3 days.  
Students cannot be assigned a second Saturday School before the first has been served. Two Saturday School offenses within one session will cause the second offense to result in a three (3) day out-of-school suspension and the first Saturday School will still need to be served.  

COLLEGE VISITATION
Students will be permitted a maximum of three College Visits per school year. Upon return the student must produce a signed and dated note or letter from that college validating the visit. There will be no college visitations permitted during Proficiency or OGT Test Weeks.  

HUNTING POLICY
It is possible for a student to be excused from school for ONE day for reason of hunting provided that prior permission is granted by the high school principal and assignments are turned in on the day the student returns to school.  
Students may be excused for more than one day by following the guidelines set forth in the family vacation policy. To qualify under this policy, students must be hunting with family members out of state and would require the student to stay overnight away from home.  

ACCEPTABLE DRESS AND GROOMING

The Board of Education believes that responsibility of proper attire and good grooming should rest primarily with the home. However, school authorities are required to reserve the right to intercede in cases where the health, welfare, and safety of students and others are affected.  
Proper attire and good grooming will help to insure a desirable learning atmosphere. Clothing and hair styles that are distracting or hazardous to health and safety interfere with the educational process. Hair should be clean, neatly trimmed and of natural color. Clothing must be clean and orderly, and students must wear appropriate footwear (bedroom slippers are not permitted) throughout the day.  
The following attire would be examples of dress unfit (including but not limited to) for school: No cut or altered shirts, T-shirts of the undershirt style, sleepwear, bathing suits, excessively unbuttoned shirts and blouses, muscle shirts, baggy pants, all clothing should be clean and without holes, halter tops, off the shoulder tops, spaghetti straps, bare midriff (a good shirt or blouse length guideline would be if the shirt or blouse can be tucked in), see-through clothing and sunglasses (unless prescribed by a physician). No head-gear of any kind (for males or females) will be permitted in the school or in the classroom. Outdoor coats, jackets, and hats will be stored in assigned lockers. Clothing advertising any alcohol or tobacco products or making reference to any illegal products will not be permitted. Shorts may be worn throughout the school year. All shorts, skirts, and dresses must be at a minimum of finger tip length.  
Students should understand that these are minimum guidelines for both academic and extracurricular activities, and that hair styles and clothing may have to be more strictly regulated when the health or safety of student is endangered. Examples would be when working on or near machinery, in a laboratory, working in a food preparation class, or extracurricular activities such as some sports. Any type of attire which attracts undue attention to the student is not acceptable (To be determined by the administration).  
Students in violation of these guidelines will face disciplinary action and may be denied admission to classes until they can meet this responsibility.
RULES FOR SMR
1. A Student Management Room (SMR) will be used throughout the day. Students sent to SMR will receive working lunches.
2. Students in SMR may not do any of the following:
   a. Communicate with others in any form
   b. Leave the assigned seat without permission from the supervisor
   c. Leave the room without permission from the supervisor
   d. Sleep
3. It is the student’s responsibility to keep track of his or her own working lunches. Forgetting is not acceptable.
4. Repeated SMR Referrals will result in the following:
   - 5 SMR Referrals within one quarter – Saturday School
   - 8 SMR Referrals within one quarter – Saturday School
   - 12 SMR Referrals within one quarter – 3 Day Out-of-School Suspension
5. A missed working lunch will result in a Saturday School.

LOST AND DAMAGED TEXTBOOKS
All textbooks are owned by the Board of Education and are assigned to the students for their use. The Board is responsible for every book which it purchases and in turn the student is responsible for every book which is issued to him. Lost books will be paid for by the students. The teacher who issues a book may assess reasonable damage charges against the book. Report cards and high school diplomas will be held until fees are paid.

DRIVING TO SCHOOL/RIDING WITH STUDENT DRIVERS
It is the policy of the school to provide parking areas for students’ motor vehicles. However, any student who chooses to utilize said parking areas will be required to permit the interior of the vehicle they own, operate, or have control of to be inspected upon the request of the school principal.

All students who drive will be asked to register their vehicle with the principal or his designee and display a parking permit on the rearview mirror at all times. This is done for the safety and security of all concerned.

Students who fail to comply with the principal’s request will be subject to discipline in accordance with this handbook.

Students will be permitted to drive to school as long as the following rules and regulation are not abused:
1. No vehicle is to be moved until the student’s daily schedule is completed.
2. No one is to enter the automobile during school hours unless they have obtained permission from the office.
3. Reckless operation of vehicles near or on the school grounds will not be tolerated.
4. High school students will park in the fourth row behind high school faculty or in the west end of the parking lot. Students who enter or leave the school grounds in a reckless manner will have driving privileges suspended at the discretion of the principal. Students who leave school early in cars without proper authorization will lose driving privileges. Students who are found to be habitually tardy may also have their driving privileges revoked.

ATHLETIC ELIGIBILITY
To be eligible to participate in an athletic extracurricular activity, the student must be passing five credits toward graduation at the high school level (grades 9-12) and must have a minimum of a 2.00 GPA during each grading period immediately preceding the period of athletic participation.

MAKE-UP WORK
The teachers are required to offer sufficient time to make up work missed for an excused absence. All makeup work is the responsibility of the student. Work must be made up by the student in the same number of school days as you have been absent. For example, if you have been out for three days, you will have three school days to make up the work missed, starting the day of your return. If you are present the day before an announced test is to take place and absent the day of the test, the test is to be made up on the day you return. Makeup work must be given to students with unexcused absences, but no credit will be awarded.

WORK PERMITS
Working permit applications are available in the office. Every person, in school or out, less than eighteen years of age must have a working permit for any regular job, either part time or full time. Working permit cards must be filled out as follows: Application Card - to be filled in and signed by parent, employer, and physician, then returned to the school to be completed by the school attendance officer.

HONOR AND MERIT ROLLS
A student must obtain a 3.5 to 4.0 grade point average to be on the honor roll and a 3.0 to 3.49 grade point average to be on the merit roll. Any students with a grade lower than a “C” will not earn honor or merit roll status.

PRINCIPAL’S BREAKFAST
It is important to reward student achievement as a means of encouraging further accomplishment. As such, it has become tradition for the Principal and Academic Boosters to host the Principal’s Breakfast each year. In order to be eligible to attend, students must meet the following criteria:
1) Honor Roll for the 1st, 2nd & 3rd grading periods.
2) 95% Attendance Rate
3) Clean Discipline (No Saturday Schools or Suspensions)

PROMOTION TO NEXT GRADE
In order to be promoted to the next grade level a student MUST have passed the following number of credits:
10th Grade: Must have passed 5 credits before entering.
11th Grade: Must have passed 10 credits before entering.
12th Grade: Must have passed 15 credits before entering.
In the Pymatuning Valley Local Schools, the pupils in grades 9-12 are graded by the following letter system:

- A: superior or excellent - 100-93%
- B: good or excellent - 92-85%
- C: fair or average - 84-74%
- D: poor but passing - 73-65%
- F: failing work - 0-64%

**GRADE AVERAGING AND CREDITS**

A minimum of 5 quality points must be earned in order to pass a course for the year. The following scale applies to individual nine weeks and final exams:

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<tr>
<th>9 Week and Exam</th>
<th>Quality Points for</th>
<th>Quality Point for</th>
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<tr>
<td></td>
<td>First Semester</td>
<td>Final Grades</td>
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<tr>
<td>A = 4</td>
<td>A = 18-20</td>
<td>A = 35-40</td>
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<tr>
<td>B = 3</td>
<td>B = 13-17</td>
<td>B = 25-34</td>
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<tr>
<td>C = 2</td>
<td>C = 8-12</td>
<td>C = 15-24</td>
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<tr>
<td>D = 1</td>
<td>D = 3-7</td>
<td>D = 5-14</td>
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<tr>
<td>F = 0</td>
<td>F = 0-2</td>
<td>F = 0-4</td>
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Semester averages will be calculated by doubling the quality points for the quarter and adding the quality points for the exam. Quarter grades are worth 40% and the exam is worth 20% of the semester average. In order for a student to get credit they may not fail two out of three grades for the second semester. (FF Rule) This is regardless of the number of quality points earned.

In addition, all students must complete all requirements of a class as outlined by individual teachers. Regardless of the quality points earned, credits will not be issued until all basic requirements of the course are met. The classroom teacher and high school principal will make a final decision on matters of course completion.

**GRADUATION REQUIREMENTS**

- English Language Arts – 4 Credits
- Social Studies – 3 Credits (Must include one credit of American History and one credit of American Government)
- Science – 3 Credits (Must include one credit in Physical Science and one credit in Biology)
- Mathematics – 4 credits (Must include one credit of Algebra II or its equivalent)
- Health and Physical Education – 1 Credit
- Electives – 5 Credits
- Business, Fine Arts or Foreign Language – 1 Credit
- Graduation Requirement Total – 21 Credits & must pass all state-required examinations.

**GRADUATION CEREMONIES**

The graduation ceremony is considered a monumental event in a student's life and is to be treated as a formal occasion. Students dress should be business casual or business. Sandals, boots, tennis shoes, blue jeans and shorts are not appropriate attire for the ceremony. Students MAY be denied the privilege of marching in the commencement ceremony for inappropriate behavior and/or dress. Decorating of caps must be appropriate and not contain any profanity, drug innuendo, and/or offensive statements.

The State of Ohio requires students to pass all five areas of the Ohio Graduation test and meet the Pymatuning Valley Local Board of Education requirements to receive a high school diploma. Students who do not meet the Pymatuning Valley Local Board of Education requirements ARE NOT permitted to participate in the commencement ceremony. Students who meet the Pymatuning Valley Local Board of Education requirements but fail to meet the State of Ohio requirements are permitted to participate in commencement ceremonies but WILL NOT receive a diploma until they pass the Ohio Graduation tests.

**SCHOOL-SPONSORED EVENTS**

All students are to view any school-sponsored events as having the same rules and regulations in effect as guide them during the official school day. The conduct code is in effect during all extracurricular events and field trips.

**STUDENT CONDUCT**

These student rules and consequences are general in nature. The administration reserves the right to use its discretion in enforcing the rules and the consequences. Due to a broad range of behaviors, mitigating circumstances, and a sincere desire to modify misbehavior rather than simply assign pre-determined consequences the administration will use discretion as it sees fit.

**Rule 1: Disruption in School:** A student will not, by use of violence, force, coercion, threat, harassment, insubordination or repeated acts of misbehavior cause disruption or obstruction to the educational process, including all curricular and extracurricular activities. Order and respect will be shown at the appropriate times, in order for learning to occur. It should be noted that refusing to participate in class is a disruptive act. Any student inciting mass chaos or panic will be suspended and cited to the Ashtabula County Sheriff's Department.

**Consequences:**
- All Offenses – SMR, Saturday School, or 1-10 Days OSS (Depending on Severity)

**Rule 2: Destruction of School or Private Property:** A student will not cause or attempt to cause willful destruction or defacement of school or private property (including vehicles owned by the Board). This would include deletion of computer files as well as knowingly introducing a computer virus to any school program.

**Consequences:**
- All offenses– Repayment and 1-10 Days OSS
Rule 3: **Fighting, Unauthorized Touching, and/or Threat:** A student will not physically attack or threaten any person.

**Consequences:**
- 1st Offense-Parental Contact, 3-10 Days OSS (Depending on Severity)
- 2nd Offense-Recommendation for Expulsion

Rule 4: **Dangerous Weapons, Instruments, Fireworks, or Objects:** A student will not possess any objects which are considered dangerous or threatening (Administrative Discretion). See Dangerous Weapons Section.

**Consequences:**
- All Offenses-1-10 Days OSS and Possible Expulsion

Rule 5: **Narcotics, Alcoholic Beverages, and Drugs:** A student will not possess, use, transmit, or conceal any alcoholic beverage, dangerous drug, drug paraphernalia, narcotic or any substance that is classified as a look alike drug or that causes physical or mental change.

**Consequences:**
- 1st Offense- 5-10 Days OSS, Possible Suspension Reduction for Assessment
- 2nd Offense-Recommendation for Expulsion

Rule 6: **Smoking/Tobacco:** Students shall not be in possession of tobacco at school or any school function. Students will not be permitted to use tobacco in school buildings, on school grounds, or at any school-related activity.

**Consequences:**
- All Offenses-3 Days OSS (Possession will result in confiscation and 3 day suspension)
- ALL STUDENTS UNDER AGE 18 WILL BE CITED TO COURT FOR FINE AS REQUIRED BY OHIO LAW!

Rule 7: **Profanity, Offensive Language, Indecency, and/or Obscenity:** A student will not, by written, verbal, gesture, or other means, annoy or humiliate others or disrupt the educational process by using profanity, offensive language, being indecent, or using obscenities. **Profanity towards a staff member will be deemed a more serious offense.**

**Consequences:**
- All Offenses – SMR, Saturday School, or 1-10 Days OSS (Depending on Severity)

Rule 8: **Truancy and Tardiness:** A student will comply with the compulsory school attendance laws. When a student is absent from school without a legal excuse, it constitutes truancy or tardiness. This includes unexcused absences from study hall, class, or any other properly assigned activity. Repeated tardiness is also considered a serious offense.

**Consequences:**
- Class Cut-Saturday School
- Multiple Cuts- 1-5 Days OSS

Rule 9: **Insubordination:** A student will comply with directions of authorized school personnel during any period of time the student is properly under authority of the school. Failure to abide by other rules which may be established will also be considered insubordination.

**Consequences:**
- Minor Offenses-SMR referral/Parental Contact
- Major Offenses-Saturday School or 1-5 Days OSS

Rule 10: **Inappropriate Dress:** A student will not dress or appear in a fashion that interferes with the student’s health or welfare or that of others and, causes disruption or interferes with the educational process. (See Acceptable Dress and Grooming Section)

**Consequences:**
- All Offenses-From a warning and change of clothing to a Saturday School

Rule 11: **Extortion:** A student will not obtain or attempt to obtain another person’s property, whether by implied or expressed threat.

**Consequences:**
- All Offenses: From a Saturday School to 1-5 Days OSS

Rule 12: **Forgery:** A student will not falsify in writing the name of another person, times dates, grades, addresses or other data on school forms or correspondence directed to the school. This also includes computer hacking or other unauthorized entry into computers or information databases.

**Consequences:**
- All Offenses including Parental Contact and detention, Saturday School, or 1-5 Days OSS are at the principal’s discretion.

Rule 13: **Trespassing or Loitering:** A student will not be present in a school building or on school grounds at unauthorized times when his presence may cause disruption of an activity, function, or the educational process. A student will not loiter in the halls during classes without an authorized hall pass signed and dated by a staff member. A student will not be outside the building during the school day without permission.

**Consequences:**
- Minor Offenses-SMR referral or Detention or Saturday School
- Major Offenses-1-5 Days OSS

Rule 14: **False Identification:** A student will not use or attempt to use false identification to mislead school personnel.

**Consequences:**
- All Offenses- Saturday School to 3 Days OSS

Rule 15: **Breaking and Entering:** A student will not break and enter, or attempt to break and enter, school or private property either on school grounds or at any school activity, function or event off school grounds.

**Consequences:**
- All Offenses- 1-10 Days OSS and Referral to Law Enforcement Authorities
Rule 16: **Theft**: No student, while on school property or in attendance at any school-sponsored activity, shall steal, attempt to steal, or knowingly possess stolen property, which is to include either private or school property.

**Consequences:**
All Offenses-1-10 Days OSS and referral to Law Enforcement Officials.

Rule 17: **Harassment/bullying/Cyber bullying**: Any intentional written, verbal, or physical act that a student exhibits toward another particular student and the behavior both (1) causes mental or physical harm to the other student, and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. All instances will be documented.

**Consequences** include:
All Offenses – SMR, Saturday School, or 1-10 Days OSS (Depending on Severity)

Rule 18: **Missed/Skipped Detention or Working Lunch or Saturday School**: All students who are assigned a detention or Saturday School must report on time and follow all rules and regulations.

**Consequences**:
Missed Detention/Working Lunch=Saturday School
Missed Saturday School=3 Days OSS

Rule 19: **Public Displays of Affection**: A public display of affection is distasteful to some people and generally unacceptable. Students using poor judgment in this matter will be subject to disciplinary action. There will be no kissing or inappropriate touching.

**Consequences**:
Minor Offenses-SMR referral and Parental Contact
Major Offenses-Saturday School to OSS

Rule 20: **Unauthorized Area**: Students shall not be in any area that they are not assigned or authorized or have permission to be. This includes, but is not limited to, buildings, classrooms, shops, vehicles (upon arriving on school property), Students moving outside of their assigned classroom area must have a hall pass. Students arriving early must remain in the cafeteria area until it is time to report to their Home Room class.

**Consequences** include:
All Offenses – SMR, Saturday School, or 1-10 Days OSS (Depending on Severity)

Rule 21: **Reckless Driving**: Students drivers must be cautious and in control of their vehicle on the road to school, home from school, and in that parking lot at school.

**Consequences** include:
All Offenses –Suspension/Loss of Driving Privileges, Saturday School, or 1-10 Days OSS (Depending on Severity)

Rule 22: **Safety Equipment/Personal Safety**: Students shall not make unauthorized use of any school safety equipment, including but not limited to, fire extinguishers, eye rinses, fire and burglar alarms, etc. Students must wear safety glasses and safety shoes when in areas that require them, when performing tasks that require them, or any such times an instructor or staff member asks a student or group of students to comply with safety regulations. Students are not to engage in conduct that violates established safety practices.

**STUDENT SUSPENSION PROCEDURE**

In all instances of student behavioral problems, school personnel are encouraged to work in a positive manner in bringing about desirable behavior by the student. Recognizing that in some instances the student’s behavior exceeds tolerable limits, action by school officials must be taken for the general good of the school operation.

Students not in compliance with the adopted Board Policy of the Students’ Conduct Code may be suspended by the principal or superintendent for not more than then (10) school days.

Prior to suspension, the principal or superintendent shall give the pupil written notice of the intention to suspend him/her and the reason for the intended suspension, and provide the pupil an opportunity of appeal at an informal hearing before the principal, assistant principal, superintendent and challenge the reasons for the intended suspension or otherwise to explain his actions.

On decisions to suspend, the superintendent or principal shall within twenty-four (24) hours after the time of the pupil’s suspension, notify in writing the parent, guardian, or custodian of the pupil, and the Clerk of the Board of Education of such suspension. The notice shall include the reasons for the suspensions and shall also include notification of the right of the pupil or his parent, guardian, or custodian to appeal such action to the Board of Education or its designee, to be represented in all such appeal proceedings, to be granted a hearing before the Board or it’s designee in order to be heard against such suspension, and to request that such hearing be held in executive session.

A pupil or his parent, guardian, or custodian may appeal his/her suspension by a superintendent or principal to the Board of Education or to its designee. Such pupil or parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the Board or its designee in order to be heard against the suspension. At the request of the pupil, or his parent, guardian or custodian, or attorney, the Board or its designee may hold the hearing in executive session but shall act upon such suspension only at a public meeting. The Board may, by a majority vote of its full membership or by the action of the designee, affirm the order of suspension or may reinstate such pupil, or otherwise reverse, vacate, or modify the order of suspension.

The Board of Education or its designee shall make a verbatim record of the hearings held. The decision of the Board or its designee may be appealed under Chapter 2506 of the Ohio Revised Code.

**STUDENTS’ RIGHTS PHILOSOPHY**

The Board of Education of the Pymatuning Valley Local School District believes that it is the Board’s responsibility to encourage the student body of all its schools to take full advantage of the educational programs, the school facilities and talents of the school personnel, to develop the individual’s full mental and physical abilities.

It is essential that in accomplishing this goal, every student is protected by the First Amendment to the United States Constitution within certain limitations; the right of free speech, symbolic speech, freedom of assembly, right of privacy and person appearance. The development of a STUDENT CONDUCT CODE provides the necessary restraints so as to not frustrate the good intentions of the majority of the student body. NOTE: All students are required to have due process before penalties are imposed.
STUDENT EXPULSION PROCEDURE

Students not in compliance with the adopted Board policy of the Student Conduct Code, may be expelled by the superintendent for a period of time as determined by the superintendent within the guidelines of the law. No pupil shall be expelled unless prior to his/her expulsion the superintendent:

1. Gives the pupil and his parent, guardian, or custodian written notice of the intention to expel the pupil and
2. Provides the pupil and his parent, guardian, custodian, or representative an opportunity to appear in person before the superintendent to challenge the reasons for the intended expulsion or otherwise to explain the pupil’s actions.

The notice in (1) above shall include the reasons for the intended expulsion, notification of the opportunity of the pupil and his parent, guardian, custodian, or representative to appear before the superintendent to challenge the reasons for the intended expulsion or otherwise to explain the pupil’s actions and notification of the time and place to appear. The time to appear shall not be earlier than three (3) nor later than five (5) days after the notice is given, unless the superintendent grants an extension of time at the request of the pupil, his parent, guardian, custodian, or representative. If an extension is granted, the pupil and parent/guardian/custodian will be notified of the new time and place to appear.

The superintendent shall, within twenty-four hours after the decision to expel a student, notify in writing the parent, guardian, or custodian of the pupil, and the clerk of the Board of Education of such expulsion. The notice shall include the reason for the expulsion and shall also include notification of the right of the pupil or his parent(s), to appeal such action to the Board of Education to be represented in all such appeal proceedings, to be granted a hearing before the Board in order to be heard against such expulsion, and to request that such hearing be held in executive session.

DANGEROUS WEAPONS IN THE SCHOOLS

The Pymatuning Valley Local Board of Education is committed to providing the students of the District with an educational environment which is free of dangers of firearms, knives, 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 the 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. sections 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 devices 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 reduce this requirement on a case-by-case basis in accordance with State law.

Students are also prohibited from bringing knives on school property, in a school vehicle, or to any school-sponsored activity. The definition of knife includes but is not limited to a cutting instrument consisting of a sharp blade fastened to a handle. If a student brings a knife on school property, in a school vehicle, or to any school-sponsored activity, the

Superintendent may, if authorized by the Board, expel the student from school, with the same expulsion implications as noted above.

The Board may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined but not limited to metal knuckles, heavy chains attached to clothing, straight razors, explosives, noxious irritation or poisonous gases, poison, drugs or other items possessed with the intent to use, sell, harm, threaten, or harass students, staff members, parents or community members, may be subject to expulsion.

SEARCH AND SEIZURE

School personnel reserve the right to search lockers and contents, cars and contents, as well as student computer files whenever the health and/or safety of the students or staff may be in jeopardy. The administration may without any additional notification solicit the assistance of law enforcement agencies and the canine teams for reasons of conduction random searches of the buildings.

BUS REGULATION FOR PUPILS

BY ORDER OF PYMATUNING VALLEY BOARD OF EDUCATION

1. Immediately upon entering the bus, pupils shall take their assigned places.
2. Pupils shall not be loud or use improper language at any time.
3. Windows and vents shall not be adjusted without the permission of the driver.
4. No pupil shall attempt to get on or off the bus until it comes to a full stop.
5. Pupils should be ready when the school bus approaches.
6. Pupils should not stand in the middle of the road while waiting for the school bus.
7. Pupils should not talk to the driver unnecessarily while on the route.
8. Pupils shall conduct themselves on the bus approximately as they would in classroom, except that reasonable visiting and conversation are permissible.
9. The driver has the same authority over passengers on the school bus as the teacher has over students in the classroom.
10. Waste paper and rubbish should never be dropped on the floor of the bus.
11. Never throw anything within the bus.
12. Never throw anything out of the bus.
PUPIL AND PARENT RESPONSIBILITIES

1. Parents and pupils must assume that school bus transportation is a privilege to the student, not a right.
2. Pupils will ride on assigned buses. Parents must request in writing to permit deviation from this rule. Request shall be made to the principal and/or transportation supervisor.
3. Pupils will ride their assigned bus both to and from home to school unless a written request asking permission to be let off the bus at some other stop is represented to the bus driver and signed by parents and counter-signed by the building principal.
4. Parents are responsible for the safety of pupils while going to and from pick-up points and for their meeting the bus on schedule.
5. Buses operate on a time schedule as outlined by the transportation supervisor.
6. Parents will be responsible for any damage to a bus by their children.
7. Eating and littering are not permitted on buses. No tape players or radios are to be played on the bus.
8. Noise on a bus shall be kept to a minimum at all times to assure safety of operation.
9. Absolute quiet must be maintained at railroad crossings or other danger areas.
10. Nothing shall be thrown out of the bus, nor anything held so it extends out the window.
11. All parts of the pupil’s bodies shall be kept inside the bus at all times.
12. Pupils shall be waiting at the curb side of the road to board the bus when it stops in the morning.
13. Pupils shall sit three to a seat and no standing shall be allowed as long as seats are available. Seats are assigned by the driver to maintain order and for evacuation purposes.
14. Band instruments or special equipment which blocks the aisle of the bus are not permitted on a bus.
15. Knives, animals, dangerous articles, etc., are not permitted to be on the bus.
16. The driver has the authority to enforce the above regulations. The pupils shall conduct themselves on the school bus as they would in the classroom except that reasonable visiting and conversation are permissible. Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation service to any student. When it becomes necessary to refuse transportation to a pupil due to misconduct the school administration (transportation supervisor) shall notify the parents of such refusal in writing with a full explanation for this action. The bus driver then shall not permit the pupil to board the bus at his or her home until the parent gives assurance future good conduct on the part of the pupil.

BUS PASSES

We will no longer issue bus passes for students to be dropped off to an address other than the one where they were picked up from unless a “Request for Alternate Busing” form has been submitted to the office Please allow 48 hours to process the request. A copy of the form will be in the attendance office at the High School.

CREDIT FLEXIBILITY PROGRAM

Guidelines for PVHS students wishing to pursue supplemental/remedial educational opportunities.

1. STUDENT: Must be currently enrolled at Pymatuning Valley High School
2. OPTIONS: Alternative methods to earn credit toward Graduation requirements shall be considered.
3. DEADLINE: Written request for proposed credit flex option must be turned into the guidance office before June 1st of each school year. Credit flexibility programs will be reviewed and granted/denied for the next academic school year.
4. METHODS:
   a. TEST-OUT: Student needs to demonstrate preparation in order to utilize a Department developed “test out” assessment.
   b. PORTFOLIO: Accumulation of work provided by the student, which is preapproved/reviewed by related department personnel, Principal and/or Guidance Counselors.
   c. OTHER ALTERNATIVE METHODS: On-line courses, independent study and or any other means deemed supplemental/remedial that will enable the student to demonstrate mastery. Department personnel, Principal and/or Guidance Counselors will approve.
5. GRADING/CREDIT: Letter grade or Pass/Fail will be given and appropriate credit applied to the student transcript as well as toward Graduation requirements.
6. RESERVING THE RIGHT: The Administration, Department Personnel and Guidance Office does reserve the right to approve or deny proposed options that do or do not meet the acceptable level of mastery.

EARLY GRADUATION

The Board strongly believes that twelve years of formal education provides the best foundation and preparation for the demands of adulthood. It further believes that every attempt should be made to encourage and make this possible. However, it also recognizes that in unusual and extenuating circumstances there exists a need for students to complete their schooling in three years at the secondary level. Reasons that may be considered are:

1. Early entrance to college, business school, trade or technical school only if the student has completed all courses in their chosen field.
2. Economic distress and/or family needs.
3. Chronological age of the student.

Students wishing to be considered for this must meet with the high school counselors and principal for their recommendation with final authority to grant this request resting with the Board. Such approval must be given by the May Board meeting of the sophomore year.