

Trimble Local Schools

Student Handbook

2019-2020

Trimble Local Schools Mission Statement

The mission of the Trimble Local School District is to be the supporting force in our community by providing excellence in student achievement for all.

Trimble High School & District Office

One Tomcat Drive
Glouster, OH 45732
(740) 767-3434 (High School)
(740) 767-4444 (District Office)
(740)767-4901 (Fax)

Trimble Elementary / Middle School

18500 Jacksonville Road
Glouster, OH 45732
(740) 767-2810
(740) 767-9523 (Fax)

CHAIN OF COMMAND

Should a problem arise or any information be needed please follow the chain of command. Start with the teacher or person who would directly be involved with that problem area (eg; Attendance Officer for attendance, Athletic Director for athletics, Transportation Director for bus concerns, Dean of Students for discipline). If the problem remains unresolved and only then, please contact the principal, followed by the superintendent, and finally the board of education. This chain may be broken only in the event of a true emergency. Please be aware that we will follow this guidance as well to resolve any and all problems or concerns.

DISTRICT SUPERVISORS

Superintendent	Mr. John Hurd	740-767-4444
Treasurer	Mr. Jared Bunting	740-767-4444
High School Principal	Mr. Matt Curtis	740-767-3434
Elementary / Middle School Principal	Mrs. Jamie Taylor	740-767-2810
Curriculum and Testing	Dr. Diane Hobson	740-767-2810
Director of Special Services	Mr. Thaddeus Fields	740-767-2810
Attendance Coordinator	Mrs. Roxanna Weekley	740-767-4444
Transportation Supervisor	Mr. Bob Lowery	740-767-2525
Cafeteria Supervisor	Mrs. Billie Jo Limo	740-767-2810
Technology Coordinator	Mr. Mike Kunzler	740-767-3434/2810
Dean of Students (Elem / MS only)	Mr. Phil Faires	740-767-2810
Athletic Director	Mr. Austin Downs	740-767-3434

DISTRICT WEBSITE AND BOARD POLICIES

The staff of Trimble Local School District understands the importance of communicating with the families of our students. The Trimble Local School District's Website at www.trimble.k12.oh.us contains important information including the following policies that families should refer to. These policies can be found by using the "BOE & District Office" link and going to board meetings and policies. If you do not have access to a computer so that you can read these policies please contact us and set up a time to use a computer at our school.

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ADMISSION / WITHDRAWAL / TRANSFER

ADMISSION

In order to be enrolled as a student at Trimble Local Schools, parents/guardians must be able to provide the district office staff the following documents:

- Copy of the original birth certificate
- Copy of social security card
- Previous school records, including IEPs and ETRs
- Proof of Residency
- Custody papers, if applicable
- Special custodial parent requests, if applicable
- Copy of shot records
- Proof of Immunizations

The following immunizations/vaccinations are required: DTP- 5 required, Polio- 4 required, Measles, Mumps, Rubella Combination- 2 required, Hepatitis B series- 3 required, and Varicella- 2 required. Please refer to the chart of immunizations under the Medication and Health section of the handbook.

Emergency Medical Form - This form must be completed and returned to the school by the first Friday of the school week or immediately upon enrollment. Parents are responsible for informing the school when information needs updated, including phone numbers and address changes as soon as those changes occur. Parents are also responsible for reporting changes in a child's medications and custody information. A copy of court documents may be requested as proof. The emergency medical form is kept on file in the school office. Failure to provide this legally required information will result in your child NOT being able to attend school. The school can not be held responsible for things or situations that occur due to information not being updated by a parent/guardian.

WITHDRAWAL / TRANSFER

Please send a note to the school office for the building your child attends as soon as you know your child will be withdrawing or transferring from our school. Please indicate the last day of attendance, your new address, and the district your child will be attending. In addition, please stop in the school office to fill out a withdrawal form as soon as possible. When a child is enrolled in a new school district, the parent will sign a release form that will be sent to our school. Once we receive the notice, we will mail the new school district the student records. Students are required to attend school every day and will be counted absent for each day they are not in attendance, until officially enrolled in another school district.

ARRIVAL AND DISMISSAL

HIGH SCHOOL

School hours are from 7:35 am until 2:15 p.m. daily. Students who arrive before the busses start dropping off need to report to the cafeteria. Students are not permitted to walk down the hallways until 7:25. In addition, students are not to stay after school to wait for activities and events that take place later that evening unless they are directly reporting to and being supervised by a coach or advisor.

Parent Drop Off - Students will need to be dropped off in the front of the building. If busses are parked to drop students off, please be patient and wait for them to leave before pulling up to the front of the building. If you bring your child to school after 7:35 a.m., you must park your car and come into the office to sign your child in with the office staff.

Students arriving within the first half hour of school are counted tardy. Students arriving after the first half hour of the school are counted for every minute they are not in attendance.

If you have difficulty arriving at school on time we kindly suggest that you consider having your child ride the bus.

Parent Pick Up - You may pick up your child on the side of the building in the gravel strip by the track, as the front is used for busses. If you park in the parking lot, please find a designated parking space or use the row that is farthest from the track. Please be sure you are on the emergency medical card if you are picking up the student. If for some reason an adult

is not on the emergency medical card, contact will be made to the child's legal guardian to determine the next step. Students will not be released to parents/guardians who are visibly impaired.

Bus Transportation - Once the last bell of the day rings, students may exit out the main doors of the front of the building or the gym lobby doors to his or her bus. Three busses will be at the high school, all three do go to the middle school. Students are encouraged to ride the same bus and not change busses at the middle school if it is not needed. Students are also encouraged to get off at their stop at the first chance they get. No child is permitted to stay after school to wait for a practice unless it starts directly at 2:15 p.m.

Walkers - If your child walks home, they are asked to walk on the sidewalk in the direction that they need to go before crossing the parking lot or road.

*The arrival and dismissal procedures typically require some adjustments at the start of each school year. It is important that our procedures effectively monitor the safe arrival and dismissal of our students. Your patience and understanding with this matter is greatly appreciated.

MIDDLE SCHOOL

School hours are from 7:45 am until 2:25 p.m. daily. School doors will open ten minutes prior to the start of the school day. Students who arrive earlier than this time will not be supervised as staff members will be in meetings. In addition, students are not to stay after school to wait for activities and events that take place later that evening unless they are directly reporting to and being supervised by a coach or advisor at 2:25.

At the start of the school year, parents will complete a Bus Transportation Form for their child, indicating whether the child will go home on the bus, get picked up, or walk home. A change in your child's regular end of the day procedures must be provided to the office in the form of a signed note (this includes bus changes). Your child should present the note to his/her homeroom teacher or the office as soon as he/she arrives to class. **For safety reasons, calling in a change for your child is not accepted.** Both the Transportation form and Emergency Medical Form must have the same designated pick-up people listed. Please make sure there are several people listed.

Parent Drop Off - Students will need to be dropped off in the front of the building. If busses are parked to drop students off, please be patient and wait for them to leave before pulling up to the front of the building. If students are dropped off prior to the doors opening at 7:35, they may enter and remain in the vestibule until the doors are unlocked. Again, please try and avoid this as there is no staff supervision until the doors unlock. Once doors are unlocked, students are to report to the cafeteria for breakfast and wait for dismissal to class.

If you bring your child to school after 7:45 a.m., you must park your car and come into the office to sign your child in with the office staff.

Students arriving within the first half hour of school are counted tardy. Students arriving after the first half hour of the school are counted for every minute they are not in attendance.

If you have difficulty arriving at school on time or if you are unable to wait until 7:35 a.m. to let your child off, we kindly suggest that you consider having your child ride the bus.

Parent Pick Up - You may pick up your child on the side of the building only, as the front is used for busses. If you park in the front, you will be directed to move. Please be sure you are on the emergency medical card if you are picking up the student. If for some reason an adult is not on the emergency medical card, contact will be made to the child's legal guardian to determine the next step. Both the Transportation form and Emergency Medical Form must have the same designated pick-up people listed. Students will not be released to parents/guardians who are visibly impaired.

Bus Transportation - Once the last bell of the day rings, students may exit out the main doors of the front of the building to his or her bus. If all of the buses are not present, students must wait on the sidewalk, making sure to be standing behind the red painted stripe. No child is permitted to stay after school to wait for a practice unless it starts directly at 2:25 p.m. For safety reasons, the office staff **does not permit** parents/guardians to call in with bus notes/end of the day changes. Notes

should be sent to school with their child on the day of the change or parents/guardians can bring in a note prior to 10:00 a.m.

Walkers - If your child walks home, the office will also need a note stating he or she has your permission to do so. Students who walk home should not leave school grounds until every bus has pulled out of the parking lot.

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ELEMENTARY

School hours are from 8:45 am until 3:25 p.m. daily. School doors will open ten minutes prior to the start of the school day. Students who arrive earlier than this time will not be supervised as staff members will be in meetings. In addition, students are not to stay after school to wait for activities and events that take place later that evening unless they are directly reporting to and being supervised by a coach or advisor at 3:25.

At the start of the school year, parents will complete a Bus Transportation Form for their child, indicating whether the child will go home on the bus, get picked up, or walk home. A change in your child's regular end of the day procedures must be provided to the office in the form of a signed note (this includes bus changes). Your child should present the note to his/her homeroom teacher or the office as soon as he/she arrives to class. **For safety reasons, calling in a change for your child is not accepted.** Please make sure there are several people listed.

Parent Drop Off - Students will need to be dropped off at the side parking lot of the building in front of the teacher on duty. Follow the directional markers to keep traffic flow moving safely. Students should be dropped off directly in front of the staff member on duty only. For safety reasons, do NOT let your child out of the car until it is your turn and you are parked directly in front of the staff member where it says "student drop off."

If you bring your child to school after 8:45 a.m., you must park your car and come into the office to sign your child in with the office staff.

Students arriving within the first half hour of school are counted tardy. Students arriving after the first half hour of the school are counted for every minute they are not in attendance.

If you have difficulty arriving at school on time or if you are unable to wait until 8:35 a.m. to let your child off, we kindly suggest that you consider having your child ride the bus.

Parent Pick Up - Parents must park in the side parking lot, NOT the front of the building. If you park in the front, you will be directed to move. Parents are asked to enter the front of the building and remain in the vestibule. All parents picking up students will need to sign their child out in the vestibule with the teacher on duty. For safety reasons, you are **not permitted** to enter the front hallway unless directed to the office by the teacher on duty. Both the Transportation form and Emergency Medical Form must have the same designated pick-up people listed. Students will not be released to parents/guardians who are visibly impaired.

Staff members will ask for identification of all adults who pick a student up until they become familiar with them. If an adult is not on the approved list of people to pick the child up, they will not be permitted to do so and will be directed to the principal's office.

Bus Transportation - At the end of the day, once all the buses have arrived, children will be dismissed to get on the buses in the front of the building. Busses will be called over the intercom, and students will be dismissed accordingly. For safety reasons, the office staff **does not permit** parents/guardians to call in with bus notes/end of day changes. Notes should be sent to school with their child on the day of the change or parents/guardians can bring in a note prior to 10:00 a.m.

Walkers - Only students in grade 5 who live in Jacksonville are permitted to walk home from school. If you would like your child to walk home, please indicate this on your child's Transportation form. For safety reasons, walkers will be the last students dismissed from the school and only after all buses have departed.

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ATHLETICS

Please refer to our grades 7-12 athletic handbook for policies and procedures that pertain to our athletic and extra-curricular programs.

ATTENDANCE

Section 3321.04 of the Ohio Revised Code provides that every parent, guardian, or other person having charge of any child of compulsory school age must send such child to school. The statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school. Senate Bill 181, the "truancy bill," prescribes punishments for both students and parents, should a student be deemed a "habitual" truant by the courts. Trimble Local Schools is obligated by law to report such cases to local authorities.

ABSENCE REPORTING

Parents/guardians are required to notify the school if their child will be absent from school in a timely manner. Parents should call the school within the first half hour of the school day. If the school does not receive a notification of the student's absence, the school is required by law to notify the parents that the child is not in school. Our school district has an automated calling system that is utilized for this purpose. Parents are asked to provide the school with a primary phone number where someone can be reached during school hours by school personnel.

A student will not be counted absent when his/her bus does not run or when the student is participating in field trips, school related activities, or an activity which has been approved by the principal in advance.

Requests for early dismissal should be limited. A written note from the parent/guardian is required in order for a student to be dismissed early. The note must state the reason, have a time, and be signed. Students are only dismissed to those adults listed on the Emergency Medical Form or may drive themselves where appropriate.

EXCUSED / UNEXCUSED ABSENCES

After an absence, the student must bring a note from his/her parents/guardians stating the reason for the absence. Students are provided with 5 excused absences per semester with a parent/guardian note. In addition, a signed doctor's note, college visit form, funeral notice, etc. will also count as an excused absence. Please note that a doctor's excuse may be required of any student with excessive absences (more than 7% absence rate without medical excuses during the current or previous school year.) To be documented as a medical excuse, a note must state the student needed to be out of school for a specific length of time as a result of an illness, injury, or treatment. All absence excuses are to be turned into the school office upon the child's return to school. "Excused absences" do not count toward loss of credit, but does when determining "Habitual" Truancy. An attendance contract may be negotiated with an 18-year-old student whose attendance becomes an issue.

The term chronic truant will no longer be used. Habitual truant refers to a child of compulsory school age who is absent from school with, or without legitimate excuse for the following number of hours (ORC 2151.011): It is no longer days, attendance is calculated by hours. 30 or more consecutive hours, 42 or more hours in one school month, 72 or more hours in a school year. Attendance officers shall file a complaint in juvenile court if: The student has unexcused absences of 30+ consecutive hours, 42+ hours in one month, or 72+ hours in a school year. The district has made meaningful attempts to re-engage the student through the absence intervention plan or other intervention strategies and alternatives to adjudication. The student has refused to participate in or failed to make satisfactory progress on the plan, strategies, or alternatives.

Due to Health Department guidelines, a student with live head lice will be sent home by the school nurse or principal. The day the student is sent home will be considered an excused absence. However, this policy is limited to three times per school year. If the child does not return to school the next day, a parent may write a note and it will be considered one of the five parent excused notes per semester. After that time, the absences are considered unexcused.

LOSS OF CREDIT / RETENTION

Parents of children who have a record of missing too many school days/hours may be involved in one or more of the following: parent conference, counseling, administrative hearing, student after school make-up time, and/or juvenile court referral.

High School - Students with forty two (42) hours or more of unexcused absence, and /or being tardy to class, or school in a semester may forfeit credit, for that semester. Students with seventy eight (78) hours of unexcused absence and/or being tardy to a class/school in a school year may forfeit credits for that school year.

Elementary / Middle School - According to Ohio Revised Code, students can be retained in grades K-8 if a child is absent 10% or more of the school year and/or fails a minimum of two classes.

MAKE UP WORK & VACATIONS

It is the responsibility of the student, not the teacher, to arrange for make-up work following an absence. For truancy cases, no make-up work is allowed and the student will receive a zero (0) on any work turned in or graded that day.

Students will have the number of days they were absent plus an additional day to get assignments turned in for full credit. After these days are up, a student's grade for an assignment may be lowered for each additional day the assignment is late as determined by the teacher.

If students are going on vacation during the school year and will miss school days, a request for vacation leave must be filled out in the office ahead of time for approval by the building principal. If a student has excessive absences, a significant amount of missing work, or attendance warnings, a principal has the right to not approve the vacation leave request and the student will be expected to be in attendance.

TARDIES

Tardiness will be counted within the first half hour of the school day. The student must be signed in at the office by a parent/guardian. A pass will be given to the student to be admitted to class from office staff members. Cases of frequent tardiness will be reviewed by the principal and may also be shared with our Attendance Coordinator. Consequences for frequent tardiness may range from parent conference, lunch detention, and in school-suspension. In addition, after school detention may be used for students with frequent tardiness to make up instructional time. In addition, further tardiness will result in the county attendance officer being notified.

ATTENDANCE PHILOSOPHY

Learning activities that take place in the school classroom are a vital part of the teaching and learning process. A day lost from the classroom can never be recaptured and the dialogue that has taken place between members of class cannot be duplicated. Thus, attendance at each assigned class period is very important.

*It is your responsibility to pick up your child in a timely manner when the school contacts you for sickness, injury, behavior, etc. Please make sure the individuals listed on the Emergency & Personal Information Form are available during school hours to pick up your child in a timely manner if contacted. (ID must be provided when picking up a student.)

BELL SCHEDULES**HIGH SCHOOL**

Regular Bell Schedule	2 Hour Delay Schedule	Block/Testing Schedule
1 st 7:35-8:25 2 nd 8:28-9:17 3 rd 9:20-10:09 4 th 10:12-11:02 5 th 11:05-11:55 / Lunch 11:58-12:28 5 th 11:38-12:28 / Lunch 11:05-11:35 6 th 12:31-1:22 7 th 1:25-2:15	1 st 9:35-10:07 2 nd 10:10-10:42 3 rd 10:45-11:17 5 th 11:20-11:54 / Lunch 11:57-12:27 5 th 11:52-12:27 / Lunch 11:20-11:50 4 th 12:30-1:03 6 th 1:06-1:38 7 th 1:42-2:15	1st/2nd 7:35-9:17 3rd/4th 9:20-11:02 5th 11:05-11:56 / Lunch 11:59-12:29 5th 11:35-12:29 / Lunch 11:05-11:35 7th/6th 12:32-2:15

Half Hour Early Dismissal Schedule	Two Hour Early Dismissal Schedule	Activity Period Schedule
1 st 7:35-8:20 2 nd 8:23-9:09 3 rd 9:12-9:57 4 th 10:00-10:46 5 th 10:49-11:36 / Lunch 11:39-12:09 5 th 11:22-12:09 / Lunch 10:49-11:19 6 th 12:12-12:56 7 th 12:59-1:45	1 st 7:35-8:06 2 nd 8:09-8:40 3 rd 8:43-9:14 4 th 9:17-9:49 6 th 9:52-10:24 5 th 10:27-11:07 / Lunch 11:10-11:40 5 th 11:00-11:40 / Lunch 10:27-10:57 7 th 11:43-12:15	1 st 7:35-8:21 2 nd 8:24-9:09 3 rd 9:12-9:57 4 th 10:00-10:46 5 th 10:49-11:35 / Lunch 11:38-12:08 5 th 11:22-12:08 / Lunch 10:49-11:19 12:11-12:41 (Activity Period) 6 th 12:44-1:26 7 th 1:29-2:15

MIDDLE SCHOOL

Door open / Breakfast	7:35 - 7:43 (students report to cafeteria)
Staff Report	7:40
1st Period (Homeroom)	7:45-8:33 (counted tardy 7:45-8:15)
2nd Period	8:35 - 9:21
3rd Period	9:23 - 10:09
4th Period (Lunch A / Advisory A)	10:11 - 10:41
5th Period (Lunch B / Advisory B)	10:43 - 11:13
6th Period	11:15 - 12:01
7th Period	12:03 - 12:49
8th Period	12:51 - 1:37
9th Period	1:39 - 2:25
Students Dismissed	2:25
Meeting Time (teachers)	2:25 - 2:40
Staff Dismissed	2:40

ELEMENTARY

Meeting Time / Staff Report	8:30-8:45
Doors open	8:45 (students report to cafeteria)
Day Begins / 1st-5th Breakfast	8:45 - 9:00 (counted tardy 8:45-9:15)
PreK & KG Breakfast	9:15

Grade 4 + Werry Specials	10:52-11:32
Grades 4, 5 Lunch	11:32 - 12:02
Grade 1 Specials	11:32 - 12:12
Grade PreK Lunch	11:52 - 12:22
Grades KG, 2 Lunch / Grades 4, 5 Recess	12:02 - 12:32
Grades 1, 3 Lunch / Grades KG, 2 Recess	12:32 - 1:02
Grade 5 Specials	12:42 - 1:22
Grades 1, 3 Recess	1:02 - 1:32
Grade KG + McGuire Specials	1:22 - 2:02
Grade 3 + Buckley Specials	2:02 - 2:42
Parent Pick-up Dismissed	3:15
Bus Students Dismissed	3:25
Staff Dismissed	3:30

BULLYING

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while on the way to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, text, social media, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental

and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

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

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

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Principal or appropriate staff member shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate staff member believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate

administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Building Director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

COMPLAINTS

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

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Building Director for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

PRIVACY / CONFIDENTIALITY

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

REPORTING REQUIREMENT

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District website (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

IMMUNITY

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

NOTIFICATION

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

CODE OF CONDUCT

The Trimble Local Board of Education has adopted a Major and Minor Student Code of Conduct. This code is reproduced in this part of the student handbook so that you may fulfill your responsibility in making sure that your child knows and understands this code. A reminder to students that all school rules and policies are in place at any school sponsored event, regardless of location.

PART I - STUDENT RIGHTS

The Trimble Local School System recognizes the constitutional, legal, and moral rights of students. We recognize our responsibility to provide a safe, healthful, educational environment, and to provide an equal and appropriate education to all students regardless of race, religion, sex, national origin or handicap. Students have the responsibility to conduct themselves in such a way as not to interfere with the rights of others in the pursuit of their studies or their duties. The building principal (or their authorized designee) is charged with the authority and the responsibility of maintaining discipline in the school. School authority extends to school buses and school events (even outside school hours and off school property) that have a direct and immediate effect on school discipline and welfare. Any student who engages in any of the actions described in Part II (Minor) or Part III (Major) below but not limited to the actions described below, are subject to the discretion and judgment of the principal or their designee(s), may face restriction, loss of privilege and/or field trips, detention, after school detention, Saturday School, community service, suspension for a period of up to ten (10) days, or other developmentally appropriate consequences and/or referrals to other appropriate agencies. Engaging in actions described in Part III may also result in expulsion for up to eighty (80) days. For more details on expulsions, please see list of consequences for further explanation.

PART II - MINOR MISCONDUCT VIOLATIONS

Any student who engages in any of the actions described below, but not limited to the actions described below, and subject to the discretion and judgment of the principal or his/her designee(s), may face detention, loss of privilege and/or field trips, community service, suspension for a period of up to ten (10) day, or any other consequence listed under the Trimble Local Schools Consequences.

1. Willful or persistent tardiness to school or individual class(es).
2. Outside assigned area or leaving assigned seat or area without permission.
3. Throwing any object, including snow.

4. Insubordination or willfully failing to respond to or carry out, a reasonable request by school personnel or other authorized person(s).
5. Profane, obscene, or suggestive language, gestures or expression, or possession of any material or object containing such expression.
6. Entering or remaining in an unauthorized area without permission. Each building principal will designate restricted areas for students.
7. Abuse or misuse of furniture, equipment or supplies, including any use other than its designated function or purpose including misuse of computers, internet, etc.
8. Eating in any area except the cafeteria without permission. Water must be in clear plastic bottles only. Water in a clear plastic bottle is the only beverage allowed in the hallway and classrooms unless given specific permission by the classroom teacher.
9. Insulting, provocative, or contemptuous language or expression including racial slurs.
10. Falsely reporting incidents, false accusations, or giving false or recklessly inaccurate statements, obstructing an investigation by withholding information, or failing to report situations which threaten safety of people/property.
11. Horseplay, mischief, lack of self-control, especially any action which can result in self-injury, injury to others, or damage to property or equipment.
12. Persistent minor disturbances which affect instruction, the academic atmosphere of the school, or its orderly operation. This includes the use of any fidget toy including but not limited to, fidget spinners, rubiks cubes, stress balls, or other hand held items. These items are not allowed to be used during the school day.
13. Cheating - Students may be given a score of 0 without the opportunity to make up the assignment when cheating is discovered.
14. Forgery
15. Gambling
16. Public displays of affection
17. Possession or use of radios, tape players, electronic or other games or devices including cell phones, pagers, iPods, CD players, etc., except those provided for instruction. Refer to cell phone/electronic device policy.

PART III - MAJOR MISCONDUCT CODE

Any student who engages in any of the actions described below, but not limited to the actions described below, and subject to the discretion and judgment of the principal or his/her designee(s), may face suspension for up to ten (10) days, loss of privilege and/or field trip(s) (including Washington D.C.), expulsion for up to eighty (80) days, or any other consequence listed under the Trimble Local Schools Consequences. A suspension or expulsion at the end of a school year may be extended into the next school year by the superintendent. An expulsion may extend beyond eighty days if permanent exclusion is being considered. In addition, violations of local ordinances or violations of the Ohio Revised Code may be reported to the appropriate authorities for further action.

1. Disruption or interference with the educational process, or normal function of the school including curricular, co-curricular, and extracurricular activities, and including school buses. Students are responsible for knowing the policies for riding the bus which is a privilege that can be revoked at any time. State law says that schools are not required to transport high school students therefore good behavior is expected.
2. Vandalism, damage or destruction or attempting to vandalize damage or destroy private or school property.
3. Fighting or assault, including threats, intimidation, or inciting others to fight, threaten, or assault another, or forcing or threatening another person to do any act against that person's will, including inappropriate touching or interference with another person's clothing or accessories.
4. "Hazing" or "initiating", defined as doing any act, or forcing another, including the victim, to do any act of initiation into a student or school organization that causes or creates a risk of harm or mental or physical harm to any person.
5. Use, possess, distribute, conceal, or be under the influence, or exhibit behavior of a person using any dangerous, mind-altering or intoxicating substance, or drug, or anabolic steroid, or other dangerous controlled substance, or counterfeit controlled substance as defined in O.R.C. 2925.01 (P), including paraphernalia, etc.
6. Steal or transmit or be in possession of stolen property.
7. Leaving the school, classroom, bus, activity, or assigned area without written permission.

8. Possession of animals, firearms, ammunition, explosives, fireworks, matches, lighters, sharp or cutting or pointed objects, or other dangerous materials, or objects which may interfere with the safe operation of the school or school bus.
9. Possess, maintain, handle, transmit, or conceal any object which might be considered a dangerous weapon or instrument of violence.
10. Truancy, defined on page 8.
11. Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar look alike devices in school, on school grounds, on school buses, and at any interscholastic event, extra-curricular event, or other school sponsored event is prohibited. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substance that may contain tobacco. Smoking of electronic
 - A. cigarettes, "vapor device", and other substitute forms of cigarettes whether they contain nicotine or not, are prohibited.
12. Defiance, including refusal of assigned consequences.
13. Verbal/sexual harassment.
14. Misuse of a motor vehicle including excessive speed, passing loading or unloading buses, improper parking, failure to obey traffic laws, e.g. wear seat belt, etc.
15. Willful or persistent violation of reasonable school rules or procedures including, but not limited to, all rules stated in the Major and Minor Misconduct Codes.

PART IV - O.R.C. 3313.66 ©

Any student who is age sixteen or over and commits any of the following serious crimes, in addition to criminal prosecutions, may be permanently excluded from the Trimble Local Schools by the Superintendent.

1. Conveying deadly weapons onto school property or at a school function.
2. Possessing deadly weapons on school property or at a school function.
3. Carrying a concealed weapon on school property or at a school function.
4. Trafficking in drugs on school property or at a school function.
5. Murder or aggravated murder on school property or at a school function.
6. Voluntary or involuntary manslaughter on school grounds or at a school function.
7. Assault or aggravated assault on school grounds or at a school function.
8. Rape, gross sexual imposition, or felonious sexual penetration on school grounds, at a school function, or when the victim is a school employee.
9. Complicity in any of the above offenses, regardless of location.
 - A. A suspension or expulsion at the end of a school year may be extended into the next school year by the superintendent. An expulsion may extend beyond eighty days if permanent exclusion is being considered. In addition, violations of local ordinances or violations of the Ohio Revised Code may be reported to the appropriate authorities for further action.

TRIMBLE LOCAL SCHOOLS CONSEQUENCES

Administrative Hearing - meeting of the parent, student, administrator, and/or staff held in conjunction with Athens County Juvenile Court to review and make recommendations about the student's absenteeism, tardiness, and/or behavior.

After School Detention - school days and times as assigned. Failure to attend on the assigned day will result in suspension unless a doctor's excuse is presented or permission is obtained from the principal in advance. Any student who earns an after school detention must be picked up by an adult listed on his or her emergency medical form.

Alternative School - The student is suspended from class, hallways, lunch, etc. Students will receive credit for both their academics and attendance provided they are in school and completing their work.

Emergency Removal - If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, then the

Superintendent, principal, assistant principal, or dean of students may remove the student from curricular activities or from the school premises. A teacher may remove the student from curricular activities under the teacher's supervision, but not from the premises. If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing, as soon as practicable. No prior notice or hearing is required for any removal under this policy. In all cases of normal disciplinary procedures where a student is removed from a curricular activity for less than one (1) school day and is not subject to further suspension or expulsion, the following due process requirements do not apply.

Expulsion - the superintendent may recommend the removal of a student from school for up to 80 days or permanently for certain serious offenses, deadly weapon possession, drug trafficking, and serious crimes or complicity therein. Parents will be notified in writing of the intent to expel and may appeal to the Board of Education or its designee. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student.

In School Detention - the student is suspended from classes, halls, etc. and will be assigned to complete work in a designated area. Student work will earn credit. Failure to complete work may result in more days being required to be served.

Lunch Detention - school days and times as assigned. Students will eat lunch in a designated area rather than getting to eat lunch with their peers.

Loss of Recess - school days and times as assigned. Students will remain in the classroom or be asked to stand on the wall, rather than participate in recess with their peers.

Out-of-School Suspension - the student is suspended from school attendance including extra-curricular activities. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, dean of students, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time a suspension is imposed; fewer than ten (10) days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year. Students will be required to make up any missed work being given the amount of days they were suspended to do so after returning to school. Students will earn up to 100% credit for the first suspension and up to 50% for following suspensions, regardless of the amount of days spent on suspension. Before an out-of-school suspension, a student will be given a notice of the intent to suspend and the reasons for the intended suspension. The student will have the opportunity for an informal hearing with the principal (prior to suspension unless it is an emergency removal.) If the student is suspended after the informal hearing, the parents will receive written notice of the suspension. (18-year-olds will need to sign a release for parent contact.) The parent/student may appeal to the superintendent or Board of Education/designee.

Permanent Exclusion - shall mean the student is banned forever from attending a public school in the State of Ohio.

Restriction List - use of school facilities may be limited, including driving privileges.

Saturday School - as assigned. Failure to attend will result in suspension and charges in juvenile court unless the student presents a doctor's excuse.

The administration reserves the right to determine the length of placement or amount of time spent per consequence. While consistency will be the top priority please know that not all situations are exactly the same.

Extra-Curricular Participation: Participation in extracurricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals, assistant principals and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from

participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct took place. In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein. Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing, or appeal rights. The Board recognizes the importance of safeguarding a student's constitutional rights particularly when subject to the District's disciplinary procedures. To better ensure appropriate due-process is provided a student, the Board establishes the following regulations: A student must be given both written notice of suspension and the reasons therefore and the opportunity to appear and respond to the charges prior to the suspension. An appeal may be addressed to the principal. Further appeal may be taken pursuant to procedures set forth in the Student Handbook. However, an appeal will not delay the suspension. A student and a student's parent or legal guardian must be given written notice of the intention to expel and the reasons therefore, and an opportunity to appear with a representative before the Superintendent to answer the charges. The student and/or parent or legal guardian shall also be provided a brief description of the student's rights and of the hearing procedure. The Board shall act on any appeal to an expulsion. The Superintendent shall ensure that all members of the staff use the above regulations when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents. The School district reserves the right to search all lockers on school grounds.

SOLICITATION AND/OR PRIVATE SALES

Students are NOT permitted to solicit money from children or adults while on school property, including school buses or to offer items for sale without PRIOR approval from the principal.

CONFIDENTIALITY

Trimble Local Schools adheres to the following law in regard to confidentiality of student records. The Family Educational Rights and Privacy Act (FERPA), 20U.S.C. section 1232g and the regulations that implement it (34C.F.R. part 99) apply to any public or private entity that receives federal funds. Parents/guardians have the right to review their child's "education record", defined as "those records, files, documents, and other materials which contain information directly related to a student, and are maintained by an educational agency or institution or by a person acting for such agency or institution".

When a student becomes 18 or is attending college, the right to view the records transfers to the student. Parents may request corrections of the records, with opportunity for a hearing if necessary.

If a parent feels that their rights have been violated they may send a complaint letter to Mr. Hurd at 1 Tomcat Drive, Glouster, OH 45732. With some exceptions, personally identifiable information in a student's record, except "directory information" may not be released by the school to a third party without a parent's written consent.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; telephone numbers only for inclusion in school or PTO directories; or unlisted numbers not to be released.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within ten (10) days after receipt of the Superintendent's annual public notice. Some exceptions are: 1. A school may release information to school officials including teachers who have a "legitimate educational interest". 2. The education record can be sent to another school upon condition that parents are notified. 3. Personally identifiable data can be released for purposes of federal, state, or local audits, for law enforcement; and for some education research

(provided the information will be destroyed when no longer needed). 4. Student education records can be released without prior consent in an emergency when the information is necessary to protect the health or safety of the student or other persons, and during investigations of acts of terrorism. Parents have the right to inspect, review, and request amendments to student educational records. In accordance to Revised Code 3319.321 parents do have the option to send a letter to the school stating that they do not want their child to talk to an armed services representative. We do have representatives from the various branches of the armed services in the high school building throughout the year.

COUNSELING

The school counselor's role is to assist students with academic, career, and social/emotional development so they achieve success in school and are prepared to lead fulfilling lives as responsible members of society.

TALENT SEARCH / TRIO

Talent Search offers tutoring, in school and after school homework assistance, college visits, help with EOC exams or other state tests and ACT test preparation, and other services to help students grades 7-12 have a successful school year. The TRiO staff will work closely with the school counselor and principal to provide the best services. The TRiO office is located in the high school library and once a student is enrolled in the program they stay enrolled through graduation.

GRADE LEVEL ASSIGNMENTS & RETENTION

Grade Level Assignments - Revised Code 3313.609 states a student who has been truant on 10% or more of the required attendance days during the current school year and who has failed two or more required courses at his/her grade level cannot be promoted unless the principal and the teachers of the failed subjects agree that the student is academically prepared for the next grade level. The district does not take teacher or placement requests for grade level assignments.

Students will be assigned to their appropriate grade classification at the beginning of each school year for the following year based upon the credits earned:

To be assigned to	Grade 10 -	5 credits
	Grade 11 -	11 1/2 credits
	Grade 12 -	16 1/2 credits

HIGH SCHOOL

Preparation for College Entrance - Students who plan to attend a college, university or other institution of higher education, must meet often with the school counselor to ensure that they meet all deadlines for college entrance testing, application for admission, and financial aid.

Procedure for College Visitation - 1) The student must schedule their own college visit in advance. 2) Obtain parent permission form and college visit form from school counselor's office. 3) Return forms to principal's office prior to scheduled visit for approval. 4) After visit, return the visitation form to high school office signed by a college official.

Scholarship Information - Local, state, and national scholarship applications and information will be available through the school website starting in October. Applications will also be available outside of the school counselor's office for student convenience. Please be advised that while we are given some specific dates that not all scholarships are predictable in nature as to when they are received. It is suggested that students check both the school website and outside of the school counselor's office frequently throughout the year for any new material.

Foreign Exchange Students - Any foreign exchange student who is eligible to attend Trimble High School will not be permitted to receive any local scholarships and will not qualify for ranking in their class by GPA. If a foreign exchange student is of senior status he/she may participate in the graduation ceremony, provided all high school requirements are met, but will not receive a diploma. Instead he/she will receive a certificate of attendance.

Graduation Requirements - The following list is the minimum requirements, beginning with the graduating class of 2014 and beyond, that have been mandated by the State of Ohio Department of Education and/or the Trimble Local Board of Education:

Trimble Local High School	23 credits
Tri-County Career Center	21 credits
English	4 credits to include English 9-12
Math	4 credits to include Algebra 2
Science	3 credits to include Physical Science & Biology
Social Studies	3 credits to include American History & American Government/Economics
Health	½ credit
Physical Education	½ credit
Fine Arts	1 credit
Electives	7 credits

See the school counselor for recommendations on course selections. Students MUST meet all requirements as established by the State of Ohio Department of Education and Trimble Local Board of Education to graduate. No students will participate in graduation ceremonies who have not met these standards. Students must successfully pass all components of the testing as mandated by the state.

Students must meet attendance requirements adopted by the Trimble Local Board of Education.

If it is necessary to take a correspondence class for credit for graduation, all work must be completed and a passing grade received by the school counselor’s office on or before May 20 of the year of graduation.

Any student who owes fees, has displayed major disciplinary problems, or has incomplete grades may not be able to participate in the ceremony. If a student wishes to graduate early they must see the school counselor during their junior year or the first month of their senior year to get the necessary paperwork.

ELEMENTARY / MIDDLE SCHOOL

Trimble Elementary / Middle School provides guidance and counseling as part of the school curriculum. These services consist of classroom awareness and prevention programs, small group guidance, and limited individual counseling. The counselor can make referrals for students who need additional services, long-term counseling, and/or therapy. The goal of the guidance program is to help students succeed academically, socially, and emotionally in the school setting. All students have access to these services. If you have questions, please contact Ashley Woods, School Counselor, at 767-2810.

CURRICULUM

Trimble Local School district uses the Ohio Learning Standards to describe and determine what students should know and be able to do in a variety of subject areas.

HIGH SCHOOL

Types of Diplomas-Regular and Honors - A Diploma will be earned by students who successfully complete the high school curriculum or an Individualized Education Program (IEP) and who have accumulated a minimum of 18 points for the End-of-Course Exams prior to commencement, unless exempted from one or more parts of the test by the student's IEP or qualify for an alternative pathways. In addition, students must meet all state and board requirements for graduation. High school students can gain state recognition for exceeding Ohio’s graduation requirements through an honors diploma. Students challenge themselves by taking and succeeding at high-level coursework and in real-world experiences.

Ohio students have the opportunity to choose to pursue one of six honors diplomas:

- Academic Honors Diploma
- International Baccalaureate Honors Diploma

Career Tech Honors Diploma

STEM Honors Diploma

Arts Honors Diploma*

Social Science and Civic Engagement Honors Diploma

*includes dance, drama/theatre, music and visual art.

Please see the school counselor or visit the following website for more information on the different types of diplomas:
<http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Honors-Diplomas>

Preparation for Tri-County Career Center - The Tri-County Career Center requires a minimum of 10 credits for admission into vocational programs, and 11 credits for the tech. prep. program (including 1 Algebra I credit).

These credits are broken down as follows:

English	2	Math	2	Science	2		
Soc Studies	2	Health	½	PE	½	Fine Arts	1

Students must attend at least 2 weeks at Tri-County before coming back to Trimble High School to allow for a sufficient adjustment period. Students wishing to return after the 2 week requirement may not be admitted back to Trimble High School until the semester break. This is to ensure that students earn proper credit and give Tri-County a fair chance for educational purposes.

National Honor Society - The selection process for members will be the responsibility of a faculty council at Trimble High School. This faculty council shall consist of five members appointed by the school principal. The principal shall act as the final appeal source for issues that may arise. The main points of the selection process include: The annual initiation will be extended to juniors and seniors. To be eligible you must have and maintain a 3.40 cumulative grade point average. Students must be enrolled for at least one semester at THS. Major emphasis in the selection process will be given to the four major tenets of the National Honor Society which are leadership, scholarship, service, and character. Students must demonstrate these qualities by completing an application that outlines the certain activities in which they have participated as student at THS. Members who do not maintain the standards for selection are subject to dismissal according to the by-laws of the Trimble Chapter of NHS. A complete copy of the bylaws may be obtained through the district website, www.trimble.k12.oh.us, and then by clicking on high school, forms, and then National Honor Society.

Valedictorian and Salutatorian - Valedictorian and Salutatorian are determined after 1st semester of senior year by class rank. Class rank is determined by the third number place to the right of the decimal point (thousandths' place) on a weighted scale.

Credit Flexibility Option - According to the Ohio Department of Education "Ohio's plan for credit flexibility is designed to broaden the scope of curricular options available to students, increase the depth of study possible for a particular subject, and allow tailoring of learning time and/or conditions. Students may earn credits as follows: by completing coursework; by testing out of, or demonstrating mastery, of course content; or by pursuing one or more "educational options" (e.g. distance learning, educational travel, independent study, an internship, music, arts, after-school/tutorial program, community service or other engagement projects and sports)". The Credit Flex Policy is available from the school counselor.

College Credit Plus - Trimble Local Schools offer the College Credit Plus program as established by the Ohio Department of Education. Every year students must attend the mandatory informational session held after Winter Break to obtain information from the high school as well as local colleges and universities. As outlined in the meeting and by the State of Ohio, students must adhere to all deadlines set forth in order to participate in the CCP Program. Please talk with the school counselor or visit the Ohio Department of Education website (education.ohio.gov) for a full description of this program.

ELEMENTARY / MIDDLE SCHOOL

Pre-School - Much of the first grading period in Pre-School is used to administer various assessments to determine instructional needs of each of the students, developing a rapport with the students, and familiarizing the students with the school building. Therefore, there are no midterms or grade cards given during the first grading period. For the second, third, and fourth grading period, the teachers will use a Pre-School grade card for any student who is at least 4 years old. Midterms are not used in Pre-School.

Kindergarten - Much of the first grading period in Kindergarten is used to administer various assessments to determine the instructional needs of each of the students, developing a rapport with the students, and familiarizing the students with the school building. Therefore, there are no midterms or grade cards given during the first grading period. Teachers will communicate the results of the beginning of the year assessments with parents/guardians. For the second, third, and fourth grading period, midterms will go home half way through the grading period for any student with an unsatisfactory rating in at least one subject area and a grade card will be send home at the end of each nine weeks grading period.

Specials / Electives - Starting in Kindergarten, students will receive instruction in the specialty areas of Art, Music, Physical Education, and Technology. These classes rotate every nine weeks throughout the school year. Your child will not have a grade for his/her special each nine weeks, since the rotation for specials is different. Instead, your child will receive one grade at the end of the school year.

Special Education Programming - Our district is proud of the variety of programming available to students who qualify for special education services. At the elementary level and middle school levels, Intervention Specialists provide instruction in self-contained classrooms, resource classrooms, and in full Inclusion settings. A School Psychologist is available for scheduled meetings with parents.

Gifted Services - Our school district continues to offer pull out gifted services to students starting at grade 4. These students have been identified through testing as superior cognitive gifted students. Parents are notified if their child has been identified as a candidate for gifted services. Students who qualify prior to grade 4 receive differentiated instruction from their classroom teacher that provides the appropriate amount of challenge and rigor.

DRESS CODE

Appropriate student dress is the responsibility of both the school and the home.

- Backpacks are to be kept in the student's lockers or cubbies, not carried to and from classes. This includes cinch bags and excessively large purses
- Jackets / coats are not to be worn throughout the building unless approved by the principal.
- Blankets are not to be brought to school and/or worn throughout the building.
- Student dress should not be distracting as to interfere with instruction.
- Dress should not, in text or picture, depict drugs, alcohol, violence, sexual content, profane or obscene messages.
- All undergarments must be covered.
- All shirts must have appropriate necklines.
- Muscle shirts, shirts with spaghetti straps, and/or strapless shirts are not permitted to be worn at school.
- No bare midriiffs will be permitted; shirts must touch the top of the waistband.
- Shorts and skirts must be mid-thigh in length for all students.
- Leggings are permitted as long as the shirt/top comes to upper thigh in length, and covers private areas.
- Holes in pants and shorts must be no larger than one inch and must not be located one inch higher than the top of the knee cap.
- The beltline of pants is to be worn at the student's waist.
- Backless shoes, such as flip flops, are not permitted be worn for safety reasons. Backless shoes become highly problematic in gym, industrial arts classes, and on the playground, often resulting in injuries.
- No head apparel will be worn while in the building (hats, bandanas, etc.) unless approved by the principal.
- Students enrolled in Physical Education (all grades) must wear rubber-soled tennis shoes. Your child's P.E. teacher will communicate the P.E. schedule with you.

- Heavy chains attached to pants/backpacks should not be worn or brought to school.

Note: No list of dress and appearance guidelines for students can be written which anticipate all dress and grooming extremes. In the case of questionable dress or grooming which is not covered in the guidelines above, the Principal and/or Dean of students will make the final decision.

DRUG, TOBACCO, AND ALCOHOL POLICIES

The Trimble Local School District has adopted a tobacco, alcohol, and drug free policy for all of its facilities and school functions. The use of tobacco, alcohol, and drugs is strictly prohibited on any school property or school event. Disciplinary action can be imposed if a student brings alcohol, cigarettes, vapes, cigarette lighters, tobacco, snuff, or any nicotine product to school or a school function.

Any student who finds or is given a substance which is a drug or counterfeit drug should immediately give that substance to a teacher, bus driver, aide or the principal. Any other action can result in disciplinary action

Trimble Local Schools has implemented age-appropriate, developmentally-based drug and alcohol education and prevention programs which address, among other things, the legal, social, and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol for all students. The use of illicit drugs and the unlawful possession and use of alcohol is strictly prohibited. These issues are addressed in Board policy and the Student Conduct Code. (See Student Conduct Code included in handbook.) Note that this includes 1) counterfeit drugs, 2) misuse of any common substance which, if misused can have intoxicating results, e.g. sniffing glue; inhaling propellants from aerosol cans; drinks, food, or medications or additives which contain alcohol etc. Compliance with the standard of conduct is mandatory. Board policy provides extreme penalties and a wide range of responses for students who violate these provisions of the Student Conduct Code and also includes provision for obtaining outside assistance for a suspected or existing problem.

If it is suspected at any time that a student has a problem with drugs, including alcohol, seeking outside assistance is encouraged. For information about drug and alcohol assessment, family education, counseling, rehabilitation, and reentry programs that are available to students, contact the school counselor or principal.

EMERGENCY PROCEDURES & DRILLS

Periodic tornado, fire, and safety drills (lockdowns) are completed throughout the school year to maintain and/or revise the procedures which are needed in an actual emergency. Often times, the school will work in collaboration with law enforcement and the fire department to ensure best practice. Students should follow their teacher's directions during such drills and may face disciplinary referrals for violating drill procedures and/or acting inappropriately during the drill.

Parents/guardians please make sure that you are registered under our "School Messenger" call system to receive phone calls about actual emergency situations. A form is sent home every year for updating contact information, or you may call the district office to make changes. If students are evacuated due to an actual emergency situation, all students are required to be signed out with a designated school representative.

FIELD TRIPS

The Trimble Local Schools administration realizes the importance of field trips as a part of the educational process. However, we reserve the right to tell a student(s) that they are not allowed to go on a field trip(s) or participate in incentive days. Reasons for not being allowed to attend a field trip(s) or incentive day(s) can include but are not limited to academic, discipline, or attendance factors. In addition, In cases where health or safety questions exist, a student may be excluded from a field trip. A reminder to students that all school rules and policies are in place at any school sponsored event, regardless of location.

HIGH SCHOOL

In order to be eligible to attend either a field trip or participate in an incentive day at Trimble High School, students must meet all three requirements for participation. 1. Have less than 3 unexcused absences per 9 weeks. 2. Have less than 3 minor behavior referrals and no major behavior referrals as defined in the code of conduct per 9 weeks. 3. To attend field trips students must have no more than 1 F, and to participate in incentive day students must have no missing assignments per 9 weeks.

ELEMENTARY / MIDDLE SCHOOL

At the start of the school year, a field trip permission form will be sent home with the start of the year paperwork. This permission form will apply to all field trips taken during the course of the school year. When a field trip is scheduled, information will still be sent home to parents/guardians about the trip. Students will not be able to go on the field trip if they have not turned in the field trip form from the start of the year. Students going to a field trip location are expected to go in the transportation provided by the school district. Medical reasons may be approved by the principal as exceptions. Return from an out-district-site may be by a private vehicle upon receipt of the district approved form, which states that the school district and its personnel will not be held liable for any accidents or injury which may be incurred.

8th Grade Washington D.C. Trip - Students in eighth grade have the opportunity to attend the Washington D.C. field trip. Students who receive 12 or more discipline points will be denied the privilege of going on the trip, as well as risk participating in our Eighth Grade Recognition ceremony. Discipline points are accumulated per incident as follows: 2 points for lunch/office detention, 4 points for in school detention, and 6 points for out of school suspension. Students who fail any two classes for a semester will also be denied these privileges. Excessive unexcused absences can also be a reason to deny a student the privilege of attending the trip. The building Principal reserves the right to deny any student the privilege of attending the Washington D.C. trip and/or attend 8th Grade Recognition due to student concern, including violation(s) of the Major Misconduct Code.

GRADING SCALE

Grade Cards - Trimble Local Schools will make every attempt to send grade reports home with the students less than a week after the grading period ends. Interim grade cards will be sent home with all students. Report cards will be mailed home for all students grades PreK-8 and sent home with students in grades 9-12. Students who have an IEP will receive a progress report on your child's progress on his/her IEP goals at the interim mark and at the end of each grading period.

HIGH SCHOOL

Letter grades and grade point averages will be assigned as follows:

Grade Percentages	Regular Points	Weighted Points Accelerated Classes	Advanced Placement Classes College Credit Plus
A = 93-100	4.00	4.50	5.00
A-= 90-92	3.67	4.17	4.67
B+=87-89	3.33	3.83	4.33
B = 83-86	3.00	3.50	4.00
B-= 80-82	2.67	3.17	3.67
C+= 77-79	2.33	2.83	3.33
C = 73-76	2.00	2.50	3.00
C-= 70-72	1.67	2.17	2.67
D+= 67-69	1.33	1.83	2.33
D = 60-66	1.00	1.17	1.33
F = 50-59	0.00	0.00	0.00
I=Incomplete	0.00	0.00	0.00
FC=Failure with credit for the year			

Grades of Incomplete may be assigned when student's work is unfinished, not done to the best of their ability, not turned in, plagiarized, etc. Students will then be given the opportunity to complete this work with the teacher to earn credit. A floor of a 50% will be given if the student puts forth their best effort, otherwise the percentage grade will be given.

Incomplete grades - Students may be given 2 weeks after the grading period has ended to complete any assignments/tests/reports/projects. The principal and teachers will use their discretion in this matter. Incompletes will be given in cases such as medical excuses, excused absences, or low grades if students meet the procedures or giving their best effort. Failure to complete this missing work will result in the student receiving a failing grade for the marking period, unless there is a pre-arranged agreement made with the teacher, school counselor, and principal.

Year-long classes - For year-long classes, the first semester and second semester final grades will be averaged together to determine if the student has passed the class and whether they receive full or partial credit. Students who average a 60% or higher for the year will pass the class and receive credit for the year. Students who average below a 60% will not receive credit for the class and will need to retake the class in summer school or the next school year for graduation requirement courses. If students only receive half a year of credit they will need to take the other half in summer school, utilize our online option, or repeat the entire course over the following school year.

ELEMENTARY / MIDDLE SCHOOL

For each grading period, students in grades 1 - 8 will have mid-term reports sent home with every student. In addition, grade cards will be mailed home for every student at the end of each nine weeks.

The following grading scale has been adopted by the Trimble Local School District and is used by the Elementary / Middle School:

A 93-100%	B+ 87-89%	C+ 77-79%	D+ 67-69%
A- 90-92%	B 83-86%	C 73-76%	D 60-66%
	B- 80-82%	C- 70-72%	F 0-59%

Kindergarten and Elementary specials will use the grading scale below:

S+ 90-100%	S- 70-79%
S 80-89%	U 0-69%

Recognizing Student Achievement - The Elementary / Middle School will hold an awards assembly at the conclusion of each grading period during the school day. Students' families are notified ahead of time and invited to attend if their child is receiving an award including Honor Roll and Perfect Attendance, among other character awards.

Make Up Work / Missing Assignments - It is the responsibility of the student, not the teacher, to arrange for make-up work following an absence. When absent, students will have the number of days they were absent plus an additional day to get assignments turned in for full credit. After these days are up, a student's grade for an assignment may be lowered for each additional day the assignment is late as determined by the teacher. *Missing assignments that are not the result of being absent will be handled at the discretion of the teacher.

If students are going on vacation during the school year and will miss school days, a request for vacation leave must be filled out in the office ahead of time for approval by the building principal. If a student has excessive absence, a significant amount of missing work, or attendance warnings, a principal has the right to not approve the vacation leave request and the student will be expected to be in attendance.

INFINITE CAMPUS AND PARENT PORTAL

The Infinite Campus Parent Portal is a safe and easy way for educators, parents, and students to share information online. The Infinite Campus Parent Portal allows you to become more involved in the academic and attendance progress of your child which will undoubtedly help your child be more successful in school. It is a valuable tool for parents and students to use to monitor grades on a regular basis. If you would like to have access please contact the district office at 767-4444. Certain teachers may also use another form of electronic means to keep students and parents involved in their classroom, such as Remind, Class Dojo, etc.

INSTRUCTIONAL MATERIALS

Parents have the right to inspect instructional materials used by their child and request an alternative assignment. Parents may also review their child's records and request amendments to their child's folder.

If you feel your rights have been violated, you may contact Mr. John Hurd, 1 Tomcat Drive Glouster, Ohio 45732.

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive or inappropriate behavior by its students. No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. For additional information, please see policy , "Suspension/Expulsion of Disabled Students." of the school district's bylaws and policies.

LOCKERS

Individual lockers are available for each student at the High School and Middle School. Lockers are the property of the Board of Education, and lockers and their contents are subject to searches by school personnel. However, items in the locker are regarded as being within the student's possession. Therefore, students need to be mindful of this and should not bring themselves or store for another student any items that are illegal or improper, as the holder of the locker is responsible for its contents. Lockers must be kept clean and students will be required to pay for damages, excess cleaning costs, etc.

Locker problems should be reported to the office promptly. Due to our cell phone policy and book bag policy, we realize the need to have a properly-functioning locker to keep the phones secure, which makes it imperative that students report any problems immediately. The Trimble Local Schools administration recommends that students keep their locker and combination to themselves and not to share a locker with anyone else. Students who bring a book bag to school must keep them in their lockers at all times. Students are to go to their lockers before school to get the materials that they will need to start their day. Students may also go between class changes to gather materials that are needed for classes later in the day. No book bags will be permitted to be in the classrooms or hallways during normal school hours. This will also include cinch bags and excessively large purses.

LOST AND FOUND, EXTRA CLOTHING, & DONATIONS

Lost and Found - Unless approved by a teacher and the principal, students must not bring toys, music players of any type, animals, or attention attracting items to school. This includes basketballs, footballs, kick balls, volleyballs, and jump ropes for recess. Recess equipment will be provided by the school. In addition, students should not loan personal items brought to school to other students for the risk of losing it or damaging it.

When another person's property is found, the found item should be given to the teacher or turned into the office. The school will not be responsible for the damage, loss, or theft of items brought from home.

Extra Clothing - Upon occasions, students need emergency clothing at school. Many teachers will ask for a change of clothes to be sent to school for this purpose. Make sure all extra clothing is clearly marked with your child's name. In addition, the school has extra clothing on hand for emergencies and may be used if needed.

Donations - Donations of clothing and other necessities are accepted and used as needed. Surplus coats are accepted and will be forwarded to students in need of a coat.

LUNCH / BREAKFAST POLICIES AND PROCEDURES

All students in grades PreK-12 will receive a free breakfast and lunch. Students are encouraged to take all items as directed by cafeteria personnel to receive the free meals. A la carte items will be available for purchase, but will not be able to be charged to a lunch account. Milk, 100% juice, and water are available at mealtimes for students.

HIGH SCHOOL

During the lunch period, students are only allowed in the cafeteria. Other areas of the building are off limits unless the student has permission from the principal or a lunch supervisor. The 100 hallway restrooms are off limits during lunch periods. Unless students have been excused by the principal, they are expected to remain at school for lunch. Students should enter the building by the gym lobby, go through the breakfast line taking breakfast items, and remain in the cafeteria until the bell at 7:25 am.

ELEMENTARY / MIDDLE SCHOOL

During the lunch period, students are only allowed in the cafeteria. Other areas of the building are off limits unless the student has permission from the principal or a lunch supervisor.

When students enter the building in the morning, they are to report directly to the cafeteria for breakfast (except KG and PreK students - who report directly to their classrooms / teacher). Students will go through the breakfast line, take breakfast items, and then either report to the cafeteria tables to eat (grades 6-8) or their classrooms to eat (grades 1-5).

During lunches, students are to enter the cafeteria, sit at their assigned table or seat, and wait to be dismissed to go through the line to get lunch items. They are to wait to be dismissed to throw away their trash, and then report back to their assigned table or seat until they are dismissed to leave or line up.

Students are not to move around the cafeteria, change seats, or leave the cafeteria without permission. In addition, food is not to be shared, and students are to keep their hands to themselves and their own food items.

When packing a child's lunch, please try to include healthy choices to promote healthy eating. Glass bottles, cans, energy drinks, and pop are not to be brought into the building / cafeteria. Gum is not permitted in the building / cafeteria. In addition, no food or drinks are to be consumed on the bus.

MANDATED REPORTING

All Trimble Local Schools staff members are required by law to report all cases of suspected child abuse / neglect to Athens County Children Services.

The lack of proper clothing (including warm clothing in the winter), lack of cleanliness, unexplained physical injuries, constant inability to stay awake in class, etc. may be reported. In addition, information that is shared with a staff member from a child that warrants reporting will be reported immediately.

MEDICATION AND HEALTH / WELLNESS POLICIES AND PROCEDURES

In support of your child's good health, the following health screenings will be conducted throughout the school year:

- High School vision / hearing for the following grades: 9th, 11th, all newly-enrolled students and others upon teacher/parent request
- Elementary / Middle School vision for the following grades: PreK, KG, 1st, 3rd, 5th, 7th, and newly-enrolled students and others upon teacher/parent request.
- Elementary / Middle hearing for the following grades: PreK, KG, 1st, 3rd, 5th, and newly-enrolled students and others upon teacher/parent request.

Parents who suspect that their child should have a more thorough vision and/or hearing screening than we can provide at the school, may wish to contact the Athens City-County Health Department at 592-4431. Lice screenings for all students may occur at least once per school year with individual follow-up as needed. Immunization records are reviewed throughout the year and the parent/guardian is notified by phone and/or mail as immunizations are needed. A reminder that Trimble Local Schools are a tobacco, alcohol, and drug-free campus. The use of these products on school property or at school functions is prohibited.

Prescription Medication - Any student who needs to take a prescription medication at school must have the correct form completed and signed by a parent/guardian and the prescribing physician. This form plus the medication in the original container must be on file together in the office.

Non-Prescription Medication - Any student who needs to take non-prescription medication at school must have the correct form completed and signed by a parent/guardian and the prescribing physician. This form plus the medication in the original container must be on file together in the office.

Health/Illness - Please keep your child home if they have a contagious disease or condition, are coughing heavily, or have a fever. Your child should remain home until he/she is fever free and not vomiting for 24 hours. In addition, please don't send a child with open and seeping sores, unless cleared by a healthcare professional. A child must be well enough for all school activities, including recess.

Unusual Skin redness/itching - If a student develops unusual skin redness or itching, the principal or nurse may exclude a student from the school due to the possible existence of scabies or other communicable disease. Students should not return to school while the condition continues to itch.

Ill or Injured Student - If a student is ill or injured at school, the parent is notified, if possible. It is the parents/guardians responsibility to pick up the child in a timely manner when contacted to do so. When parents cannot be contacted, the directions on the Emergency Medical Form filed with the school will be followed, if possible. Any change in emergency medical information must be made through the office and cannot be handled over the phone. School personnel are authorized to provide first aid. If a parent has specific information regarding the administration of first aid to his/her child, this information must be written on the emergency medical form. Also, please make sure that any health impairment, which could affect your child, is listed on that form. A written note from a doctor is necessary for a child to be excused from participating in physical education.

Wellness Policy - The Wellness Policy can be located on the Trimble School District Website. Anyone with questions or input can reach out to the Wellness Coordinator in either building.

Tomcat Care Center - Hopewell Health Centers and Trimble Local School District have partnered to provide primary care services to school aged children, their families, and school staff. The Tomcat Care Center is located in the Elementary / Middle School. Anyone visiting the Tomcat Care Center must come into the school office to sign in and sign out for safety reasons. The Tomcat Care Center is open 7 a.m. to 12 p.m. and 1 p.m. to 4 p.m. when school is in session. When the school is closed, so is the Tomcat Care Center.

The Tomcat Care Center is available to students, parents or siblings of students, and staff members for reasons such as sports / school physicals, well child visits, immunizations, cold/flu symptoms, urinary symptoms, sore throat, etc. Students can be seen during the school day without a parent present.

- If a parent / guardian is not going to accompany their child to the Tomcat Care Center, the parent/guardian must have updated paperwork on file prior to the child's visit. In addition, the parent/guardian must give permission for the child to be seen in one of the following ways:
 - By sending a note to school with your child stating your wish for your child to be seen by the TCC. (Please include the date, a signature, a current phone number and the reason your child needs to be seen.)
 - By calling in to the TCC directly to give permission to TCC staff (740-767-2810, option 4).
 - By calling the school Wellness Coordinator to give permission, if unable to reach the TCC directly.
 - If your child is seen in the school Wellness Coordinator's office, and we feel they may benefit from being seen, we may call the parent/guardian to get verbal permission or send a note home with your child to be signed and returned the next day.
- If a parent/guardian is going to accompany their child to the TCC:
 - Parent/guardian can bring their child in directly, no appointment necessary.
 - Parent/guardian can call ahead to TCC to make an appointment.

Please note that a student cannot be seen at the TCC without parental consent every time. This means that students cannot walk in the clinic or the nurse's office and say their parent/guardian "wanted them to be seen." This is not the proper procedure and will not be honored.

Hopewell Health Centers does require a consent form to be completed and filed by the parent and/or guardian prior to treatment. This consent form is provided in the parent packets that are required and are sent home with children every year. However, it is important to note that the school health center is not a replacement for the school nurse. The Wellness Coordinator will still provide expertise and oversight for providing school health services and for the promotion of health education. She/he will still perform health screenings, make referrals and act as a liaison between school staff, family and community healthcare providers to advocate for a healthy school environment. The Wellness Coordinator will often make the decision about whether symptoms the child exhibits are serious enough for the child to go on to the health center to be seen by the staff there.

A Certified Nurse Practitioner (CNP) will be the main health care provider at the School Based Health Clinic. A CNP is a registered nurse who has a Master's Degree and extensive education in diagnosing, treatment and writing prescriptions. The CNP will work in collaboration with a physician to provide services. The center staff will be under the supervision of a licensed physician. The CNP will diagnose and treat health conditions (for example, pinkeye) including writing prescriptions for medications; however, narcotic and prescription medication will not be kept on site. They will be available to treat any serious playground injuries and apply first aid. They will also assess the level of care a child needs in an emergency and refer him/her on to appropriate medical treatment if necessary. They will help to monitor chronic illnesses, such as asthma and diabetes. The health center is also not a replacement for a family doctor or pediatrician. Families are encouraged to continue the relationship they have with the medical personnel they have been using regularly. The health center services are to be considered "in addition to" rather than "in place of." Parents also have the right to not have their child receive services at the school health center. When informed, the school will continue to call the parent as is the policy now. Even when the parent gives permission for their child to receive services at the center, the parent will always be contacted when a child goes to the center. Students receiving services will be charged the usual and customary fee for the services and this will be billed to the health insurance. However, no child will be denied services based on eligibility or household income. A sliding fee scale will be implemented by Hopewell based on eligibility per household income.

If you have questions, please call 767-2810. Frequently Asked Questions about the Health Center can be found on the main page of the district website.

IMMUNIZATION SUMMARY FOR SCHOOL ATTENDANCE - OHIO

VACCINES	FALL 2019 IMMUNIZATIONS FOR SCHOOL ATTENDANCE
DTaP/D T Tdap/Td Diphtheri a, Tetanus, Pertussi s	<u>Kindergarten</u> Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the 4 th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4 th birthday, a fifth (5) dose is not required. * <u>1-12</u> Four (4) or more doses 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. <u>Grades 7-12</u> One (1) dose of Tdap vaccine must be administered prior to entry. **
POLIO	<u>K-9</u> Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4 th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. *** <u>Grades 10-12</u> Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.
MMR Measl es, Mump s, Rubell a	<u>K-12</u> Two (2) doses of MMR. Dose one (1) must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose one (1).
HEP B Hepatitis B	<u>K-12</u> Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
Varicell a (Chickenpo x)	<u>K-9</u> Two (2) doses of varicella vaccine 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 (1); however, if the second dose is administered at least 28 days after the first dose, it is considered valid. <u>Grades 10-12</u> One (1) dose of varicella vaccine must be administered on or after the first birthday.
MCV 4 Meningococ cal	<u>Grades 7-10</u> One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. <u>Grade 12</u> Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****

Notes

- Vaccine should be administered according to the most recent version of the *Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <https://www.cdc.gov/vaccines/schedules/index.html>.
- Vaccine doses administered ≤ 4 days before the minimum interval or age are valid (grace period). Doses administered ≥ 5 days earlier than the minimum interval or age are not valid doses and should be repeated as

age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.

For additional information please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director's Journal Entry (available at <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/immunization/Required-Vaccines-Child-Care-School/>).

- These documents list required and recommended immunizations and indicate exemptions to immunizations.
- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

* Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4th birthday, a sixth dose is recommended but not required.

** Pupils who received one dose of Tdap as part of the initial series are not required to receive another dose. Tdap can be given regardless of the interval since the last Tetanus or diphtheria-toxoid containing vaccine. DTaP given to patients age 7 or older can be counted as valid for the one-time Tdap dose.

*** The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.

**** Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1st) dose of MCV4 was administered on or after the 16th birthday, a second (2nd) dose is not required. If a pupil is in 12th grade and is 15 years of age or younger, only 1 dose is required. Currently there are no school entry requirements for meningococcal B vaccine.

ODH Immunization 12/7/2018
Imm Sum Sch Ohio 2019-2020.docx

NON-DISCRIMINATION POLICY

Trimble Local Schools has a non-discrimination policy and strives to be in full compliance with Title VI, Title IX, and Section 504 (Director of Special Education). The Title IX officer is Mr. Curtis and the Title VI b officer is Mr. Hurd.

PARENT AND FAMILY INVOLVEMENT - VOLUNTEERING

The Board believes that parent/guardian involvement is an important part of the educational program. Current research indicates that a home-school partnership and greater involvement on the part of parents/guardians in the educating of their children generally results in higher achievement scores, improved student behavior and reduced absenteeism. All parents/guardians of students enrolled in the district are encouraged to take an active role in the education of their children. One way of getting involved with your child's education is to join the Elementary, Middle and/or High School Parent Advisory Committee (PAC). Information will come home at the start of the year explaining how you can join.

Through our Parental Advisory Committee and Partnerships with area agencies, parents/guardians of Trimble Local Schools will be given support necessary to assist parents/guardians in participating in schools by:

1. Planning and implementing effective parent involvement activities to improve student academic achievement by offering yearly trainings.
2. Assist families in learning how to improve school performance
 - A. How and when to assist their children in classroom learning activities
 - B. Techniques, strategies, and skills to use at home
3. Effectively communicate between families and the school of upcoming events and opportunities for students and/or parents/guardians by utilizing newsletters, social media, and the district phone dialer system.
4. Identifying barriers to participation and developing strategies to address those barriers by providing yearly surveys and reviewing the findings during PAC meetings.

RIGHT TO KNOW TEACHER QUALIFICATIONS

Parents/Guardians have the right to know about the teaching qualifications of your child's classroom teacher in a school receiving Title I funds. The federal Every Student Succeeds Act (ESSA) requires that any school district receiving Title I funds must notify parents of each student attending any school receiving Title I funds that they may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or another provisional status through which State qualification or licensing criteria have been waived; and
3. Whether the teacher is teaching in the field of discipline of the certification of the teacher;
4. Whether your child is provided services by paraprofessionals and, if so, their qualifications.

Parents should contact the school offices for this information.

Positive Behavioral Intervention Supports (PBIS)

Trimble Local Schools is a PBIS (positive behavioral intervention supports) district. We have school-wide expectations that are posted throughout the buildings and are made available to and reviewed with each student often.

Each teacher in Trimble Local Schools has their own classroom rules, but incorporates their rules into our school-wide expectations. There are consequences (listed in our Code of Conduct) for not following these expectations. In addition, there are rewards & incentives for students who consistently follow these expectations. Please review these common expectations and the "Student Code of Conduct" with your child.

HIGH SCHOOL

School Wide Behavior Matrix -

Trimble High School Behavior Expectations	C ourteous	A ccountable	T eamwork	S afe
Hallway	<ul style="list-style-type: none"> Use soft voice Use appropriate language Be patient with others 	<ul style="list-style-type: none"> Use 3 minutes wisely Go where you say you're going Have a pass during class time 	<ul style="list-style-type: none"> Help others if needed Encourage others to get to class Be positive 	<ul style="list-style-type: none"> Walk on right side Walk at a moderate pace
Cafeteria	<ul style="list-style-type: none"> Use conversational voice Clean up area Maintain orderly line 	<ul style="list-style-type: none"> Raise hand for help Raise hand to leave with permission Please remain seated throughout lunchtime 	<ul style="list-style-type: none"> Push in chairs as you exit cafeteria 	<ul style="list-style-type: none"> Chairs need to stay on floor (including rocking, leaning, tilting) Keep hands and all body parts to self Be aware of all emergency procedures
Restroom	<ul style="list-style-type: none"> Clean up after self, Flush, wash hands, dispose of paper products Use soft voice 	<ul style="list-style-type: none"> Use time responsibly 	<ul style="list-style-type: none"> Be respectful of surroundings and others 	<ul style="list-style-type: none"> Report all spills, clogs, broken items, and unclean conditions
Classroom	<ul style="list-style-type: none"> Respect teachers and classmates by being present, on time, and on task Be positive Use appropriate language Use conversational voice 	<ul style="list-style-type: none"> Be prepared for class with all needed materials Be productive Be proactive Turn in your work 	<ul style="list-style-type: none"> Help others to understand the work Work with peers and teachers Encourage others to improve 	<ul style="list-style-type: none"> Be aware of all emergency procedures Use materials as intended Follow rules of each classroom
Gymnasium (events)	<ul style="list-style-type: none"> Listen and show respect to event leader 	<ul style="list-style-type: none"> Clean up after yourself Put materials back where they belong Ask permission before leaving during school day 	<ul style="list-style-type: none"> Interact appropriately by keeping hands/feet to self and sitting correctly Lead by example 	<ul style="list-style-type: none"> Report suspicious activity Walk in an orderly fashion and keep aisles clear
Parking Lot	<ul style="list-style-type: none"> Be careful of others' possessions Be aware of others boarding buses, riding bikes, or walking 	<ul style="list-style-type: none"> Register your vehicle Park in designated spot/area Follow all driving laws 	<ul style="list-style-type: none"> Follow in order according to adult on duty 	<ul style="list-style-type: none"> Keep bodies inside of bus/vehicle Be aware of surroundings including cell phones/headphones

ELEMENTARY / MIDDLE SCHOOL

Our Middle School school-wide expectations are the Tomcat 3 R's:
Be **R**eady, Be **R**espectful, and Be **R**esponsible

Our Elementary school-wide expectations are the Tomcats GRR:
Go Safely, Be **R**espectful, and Be **R**esponsible

PLAYGROUNDS / RECESS

Students are expected to follow safe playground and recess rules. Teachers have the right to impose disciplinary procedures, including the placing of students on the building wall and/or bench, to enforce good conduct and safe playground procedures. Please review the following rules with your child:

1. Once out of the building, students are to stay out of the building unless the playground teacher or recess aide has given them permission to re-enter the building.
2. Students are not to pick up or throw rocks, sticks, snowballs, etc.
3. Unless special supervisory arrangements for certain games have been made by the teacher on duty, no hard balls or other objects which can cause injury should be used on the playground.
4. The use of balls may be suspended during times of wet or muddy conditions.
5. Students who appear to be fighting, playing rough, and/or tussling on the ground, etc. will be placed against the building wall or face additional disciplinary action.
6. Students with doctor notes requesting that they stay in at recess will be kept in either the library or the in-school detention room.
7. No tackle football is permitted. Touch or flag football is permitted on the grassy area only for 4th & 5th grade students who have the supervising teacher's permission.

The playground equipment should be operated in a safe manner. Below are rules for the various pieces of equipment on the playground:

Swings:

1. Only one child in a swing at a time.
2. Up and down, not sideways swinging.
3. No standing in the swings.
4. No climbing swing chains or frames.
5. When pushing another child, stand in back of the swing, and do not go under the seat.
6. No jumping out of the swing when it is in motion.
8. Swings should not be so high that the chains buckle.

Slides:

1. Take turns going up the slide stairs.
2. Only one child at a time on the top landing.
3. No somersault on bar at top of the slide.
4. No sliding down poles of frame or climbing up the frame.
5. No walking up slide.
6. Always face forward.

Monkey Bars: Off limits to students in kindergarten and first grade. The fitness center monkey bars are the only ones the second grade students are permitted to use.

1. Do not walk on the bars. Use hand walking only. No preventing others from hand walking.
2. Students are to go only one direction on the bars.
3. No sitting on top bars.

Teachers/Principal have the right to supplement these rules with additional rules as the need arises.

*Recess Participation: Children should be properly dressed for recess. Students will go outside if temperatures are 20 degrees or higher, with an acceptable wind chill.

SCHEDULING / CLASS CHANGES & REQUESTS

HIGH SCHOOL

If a student wishes to change their schedule, they may make an appointment with the school counselor at the beginning of August. Any schedule changes will need to take place prior to the start of the school year, and will require a parent/guardian signature if the parent does not attend the appointment for the change to be in effect. When a student withdraws from a class, the withdrawal cannot result in a student having less than 5 credits towards graduation.

ELEMENTARY / MIDDLE SCHOOL

Students schedules are determined by the collaboration of teachers, the school counselor, and the building principal. Students will receive their schedules and classroom assignments in August before the start of the school year. Any middle school student who wishes to change their schedule for academic reasons must request those changes with the school counselor within the first 2 weeks of school and have a parent/guardian signature supporting the request. No request is guaranteed to be honored.

The Elementary / Middle School does not take teacher requests for grade level assignments or placement requests.

SCHOOL CLOSINGS AND DELAYS

The following communication systems will be used when hazardous road conditions, severe cold, high water, water line break or other unusual situations force the school to close as well as other emergency situations that occur during school hours.

Dialer: School Messenger

Radio: WAIS, WATH

Nelsonville T.V. Cable - Channel 15

TV Stations: Channel 4, Channel 6, Channel 10

Electronic: School Website: <http://trimble.k12.oh.us/>

Facebook: Trimble Local School District or Trimble Elementary / Middle School

www.facebook.com/pages/Trimble-Local-School-District/151976051554088

Do not call the school or bus garage. Parents/guardians please make sure that you are registered under our "School Messenger" call system to receive phone calls about such situations. A form is sent home every year for updating contact information or you may call the district office to make changes. If students are evacuated due to an emergency situation, all students are required to be signed out with a school representative.

It is always a good idea to have a plan in place for your child if school is let out early or cancelled. Discussing this with your child will reduce their anxiety if indeed the school does need to let out early. If parents/guardians provide transportation to school on a day when the school does not provide it, the parents must also provide transportation home on that day.

See the "Transportation" section for information about Bus Plan A, which may also be used during inclement weather.

SEARCH AND SEIZURE

The Board of Education recognizes that the privacy of students may not be violated by unreasonable search and seizure and directs that no student be searched without his/her consent unless there is cause to do so in accordance with the terms of law and this policy.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, will be the subject of random searches throughout the school year at the discretion of the Superintendent, or in his/her absence, the building principal. These random searches will be conducted in cooperation with law enforcement personnel, and may include the use of contraband, or drug trained, canines. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

In addition to random locker searches which may include the use of contraband, or drug trained canines, the Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

STUDENT ACCIDENT INSURANCE

Student accident insurance is available at your cost. Please contact the district office if you are interested.

STUDENTS / INDIVIDUALS WITH DISABILITIES

Individuals with disabilities shall have an equal opportunity to purchase tickets for accessible seating for a single event or series of events during the same hours; during the same stages of ticket sales, including, but not limited to, presales, promotions, lotteries, wait-lists, and general sales; through the same methods of distribution; in the same types and numbers of ticketing sales outlets, including telephone service, in-person ticket sales at the facility, or third-party ticketing services, as other patrons; and under the same terms and conditions as other tickets sold for the same event or series of events. Assistance animals used by persons with disabilities are permitted in all District facilities and at all school events. The person must provide evidence of the animal's certification for that purpose. If the animal is still in training, proof of liability insurance is to be provided. All notices, signs, schedules, and other communications about school events must contain the following statement: "In accordance with State and Federal law, the District will provide reasonable accommodations to persons with disabilities who wish to attend and/or participate in school events. Such individuals should notify appropriate personnel if they require a reasonable accommodation."

Restraint and Seclusion - In accordance with R.C. 3313.20 and in reference to Senate Bill 29, the use of corporal punishment (paddling) as a means of discipline is officially prohibited in the Trimble School District. This policy shall not prohibit the use of force or restraint in accordance with division (G) of Section 3319.41.

Persons employed by the Trimble Local School Board may, within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the student, for the purpose of self-defense, or for the protection of persons and property. The use of restraint as defined herein shall not be considered corporal punishment. The Board shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any non emergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.

TECHNOLOGY (CELL PHONES, INTERNET, & CHROMEBOOKS)

CELL PHONE POLICY (& OTHER ECD'S)

Students are highly discouraged from bringing cell phones and other electronic devices to school. If a parent strongly believes his or her child should have one at school, the device must be turned off and kept in their lockers. **The school district is in no way responsible for any cell phone or electronic communication device that is stolen, broken, or lost.**

Any student who is found to have their ECD out during school hours and/or used it in some way without teacher direction for instructional reasons, found to have made a call or texted on their ECD, and/or contacted anyone on their ECD during school hours will face consequences from administration as follows:

1. phone taken and placed in a locked cabinet in the office until the end of the day for student to pick up / phone call home
2. phone taken and placed in a locked cabinet in the office until parent picks it up / phone call home
3. phone taken and placed in a locked cabinet in the office until parent picks it up / discipline assigned to student (ISD) / phone call home
4. phone taken and placed in a locked cabinet in the office until parent picks it up / discipline assigned to student (suspension and/or no electronics allowed by student on school property for the remainder of the school year / phone call home

ACCEPTABLE USE AND INTERNET SAFETY POLICY

The Trimble Local School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one

student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of the School District and the Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

- I. Personal Responsibility - By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

- II. Term of Permitted Use - A student who submits to the School, as directed, a properly signed Policy and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students in the School District before they are given an access account.

- III. Acceptable Uses –
 - a. Educational Purposes Only: The School District is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.
 - b. Unacceptable Uses of Network: Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:
 - i. uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
 - ii. uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
 - iii. uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.

- iv. uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
- c. Netiquette: All users must abide by rules of network etiquette, which include the following:
 - i. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language. Avoid language and uses which may be offensive to other users.
 - ii. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
 - iii. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
 - iv. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

IV. Internet Safety –

- a. General Warning; Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.
- b. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
- c. "Hacking" and Other Illegal Activities. It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- d. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.
- e. Active Restriction Measures. The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that - taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

- i. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
 - ii. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- V. Privacy - Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.
- VI. Failure to Follow Policy - The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.
- VII. Warranties / Indemnification - The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.
- VIII. Updates - Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

*By signing off on this handbook you agree to follow the Acceptable User Policy as well.

CHROMEBOOK POLICY

Responsibilities & Expectations

Technology has fundamentally altered the ways in which information is accessed, communicated and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides education technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

Student Responsibilities

Your Chromebook is an important learning tool and is to be used for educational purposes only. In order to use your Chromebook each day, you must be willing to accept the following responsibilities:

- When using the Chromebook at school, and anywhere else I may take, it, I will follow the policies of Trimble Local Schools, especially the Student Code of Conduct and Acceptable Use Policy, and abide by all local, state and federal laws.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not lend the Chromebook to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not load any software onto the Chromebook.
- I will not use my Chromebook with personal email accounts. Ex: Gmail, Hotmail
- I will not remove programs or files from the Chromebook.
- I will make sure I charge my Chromebook each day before leaving school.
- I will not give personal information when using the Chromebook.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will not attempt to repair the Chromebook. I will seek technical assistance from school personnel.
- I will return the Chromebook when requested and upon my withdrawal from Trimble Local Schools.
- Students in grades 9-12 will be allowed to take their Chromebooks home to be used for educational purposes only.
- Students in grades 9-12 will be provided a charging cord and are responsible for bringing a completely charged Chromebook for use at school each day.
 - If a student forgets their Chromebook at home, they will be allowed to use the office phone to call a parent/guardian to bring it to school.
 - If unable to contact a parent/guardian, the student will be expected to complete their work using an alternative method that does not include a Chromebook.
- Filtering/Tracking software will monitor the use of the Chromebook even at home.
- Chromebooks should not be stored in a vehicle while at school or at home for security and temperature control reasons.

Expectations for Student Use of Chromebooks

- Students will use Chromebooks as a learning tool in an appropriate way for school and education.
- Student will take part in learning opportunities to develop 21st century skills using Chromebooks, Google Apps for Education and other available web tools.
- Students will follow school policy and procedures in regard to Chromebooks.
- Students will model responsible care and use of the Chromebooks.
 - No food or drinks should be out when Chromebooks are in use.
 - Be careful when using removable storage devices as the ports are damaged easily.
 - Never lift Chromebooks by the screen or carry a Chromebook with the screen open.
 - Do not put pressure on the top of the Chromebook when it is closed. Heavy objects should never be placed on top of the Chromebooks. Chromebooks should not be placed at the bottom of a locker with other things stacked on top of it.
 - Chromebooks should be used on a flat, safe surface. Chromebooks should not be left on the floor or used on a pile of books, the side of a desk, being held by one hand while standing, on top of any unstable surface, etc.

- Students should follow classroom routines regarding the use of, and storage of, Chromebooks.
- Students will walk down the hallways and go into, and out of, the classrooms in an orderly way while ensuring the Chromebooks are carried safely and properly from place to place.

Chromebook Loan Agreement

This equipment is, and at all times remains, the Property of Trimble Local Schools and is herewith lent to the student for educational purposes only for the Academic School Year. The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing his/her privilege to use the Chromebook. The equipment will remain at Trimble Local Schools.

The District Property may be used by the Student only for noncommercial purposes, in accordance with District's policies and rules, the District Acceptable Use Policy, as well as local, state, and federal statutes.

Student may not install or use any software other than software owned or approved by the District and made available to the Student in accordance with this Receipt and Agreement.

One user with specific privileges and capabilities has been set up on the Chromebook for the exclusive use of the Student to which it has been assigned. The Student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The student may not make any attempt to add, delete access, or modify other users' accounts on the Chromebook or on any school owned computer. The Trimble Local Schools network is provided for the academic use of all students and staff. The Student agrees to take no action that would interfere with the efficient, academic use of the network.

Identification labels have been placed on the Chromebook. These labels are not to be removed or modified. If they become damaged or missing contact your teacher for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the machine.

An email account will be available for each student to use for appropriate academic communication with other students and staff members only. This email account is for communication within the school district or for educational purposes only.

Student agrees to use best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Student's possession.

The Student acknowledges and agrees that the Student's use of the District Property is a privilege and that by the Student's agreement to the terms hereof, the Student acknowledges the Student's responsibility to protect and safeguard the District Property and to return the same in good condition upon request by Trimble Local Schools .

The district reserves the right to perform maintenance on its computer network at any time which may cause a disruption to the network.

Technology Protection Plan

Covered Repairs:

- First screen repair
- First keyboard repair
- First damaged/lost AC Power Adapter/charging cable
- First lost case (if applicable)

Non-covered Repairs:

- Subsequent screen repairs after the initial repair
- Subsequent keyboard repairs after the initial repair

- Subsequent damaged/lost AC Power Adapter/charging cable(s)
- Lost or destroyed Chromebook

Repair/Replacement Fees:

- Screen (\$120.00)
- Touchscreen (\$150.00)
- AC Power Adapter/Charging cables (\$40.00)
- Chromebook (\$315.00)
- Keyboard Tray (\$22.00)

Coverage under the *Technology Protection Plan* begins on the date the parent signs the Agreement. This coverage will be good for one calendar year from the date of the damage. For example damage occurs on October 10 2019, the student cannot have another claim until October 10, 2020. If any damage occurs in between these situations they are responsible for the damage charges.

Student Agreement

- I have read the Trimble Local Schools Chromebook Loan Agreement and the Student Responsibilities.
- I have read the Trimble Local Schools Acceptable Use and Internet Safety Policy, and agree to comply with it at all times.
- I understand that I may lose my Chromebook privileges as a result of my inappropriate behavior, and may be financially responsible for intentional damage or avoidable loss of any district Chromebook.

Parent Agreement

- I understand the procedures and requirements to which my child must comply, including the Trimble Local Schools Acceptable Use and Internet Safety Policy.
- I accept responsibility for any monetary charges resulting from damage or neglect of my Child's Chromebook.
- I understand that my child may lose his/her Chromebook privileges and/or incur fees as a result of inappropriate behavior, damage, neglect, or loss to any district Chromebook.
- I will supervise my child's use of the Chromebook at home.
- I will make sure that my child recharges and brings the Chromebook to school each day.
- I realize that I may be contacted if my child does not bring the Chromebook to school.
- I will report any problems with the Chromebook to the school.

TESTING

HIGH SCHOOL

End of Course Exams - For the Class of 2018 and beyond, students will earn points toward graduation on seven end-of-course exams. The courses in which students take an end-of-course exam will be: English I and II (English Grade 9 and 10), Algebra I, Geometry, Biology, American History, and American Government.

Students can earn points on a 1-5 scale for each exam, based on their performance.

5	Advanced
4	Accelerated
3	Proficient
2	Basic
1	Limited

Students must accumulate a minimum of 18 points from scores on their end of course exams to become eligible for a diploma. Students who take American History or American Government as part of Advanced Placement, International Baccalaureate, College Credit Plus or Credit Flexibility programs can use their scores from the programs' end-of-course exams in place of the state end-of-course exam scores to accumulate graduation points. Middle school students who take one of these courses for high school credit must take the corresponding state end-of-course exam in this school year.

The dates for testing for the End-of-Course Exams are as follows:

- EOC Retakes: Fifteen consecutive school days, including makeups, within the Dec. 2 to Jan. 10 window.
 - English language arts- March 23 to April 24, 2020
 - Math, science, and social studies- March 30 to May 8, 2020

ACT - The ACT is a college entrance exam that is accepted by all 4-year colleges and universities in the United States. Students should pick a test date that is at least two months ahead of the application deadlines of all the colleges and scholarship agencies the student may want to apply to. Scores for the ACT (No Writing) are normally reported within 2–8 weeks after the test date. Students of all grade levels in high school are eligible to take the ACT. It is the student's responsibility to register and pay all test fees to take the ACT. The TRiO office can provide assistance to register for the test.

Test Dates	Deadline
Dec 14, 2019	Nov 8, 2019
Feb 8, 2020	Jan 10, 2020
Apr 4, 2020	Feb 29, 2020
June 13, 2020	May 8, 2020

State law requires districts and community schools to administer the state-funded ACT or SAT to all grade 11 students in the spring of the school year. Trimble High School will be administering the test on February 25th, 2020.

ELEMENTARY / MIDDLE SCHOOL

Third Grade Reading Guarantee - Third grade students are required to meet the Third Grade Reading Guarantee, which is a program to identify students from KG through third grade who are behind in reading. The Elementary School provides a variety of help and support to make sure students are on track for reading success by the end of third grade. The third grade ELA state test scaled score will be used for the purpose of the Third Grade Reading Guarantee. This test is given in the fall and spring during the school year. A letter will come home during the school year letting you know what the state's set promotion score is for the year and where your child scored.

Any student who obtains the promotion score on their ELA state test will be eligible for promotion to the fourth grade. Students who DO NOT obtain the promotion score will have the following options:

- They will be given a spring alternate assessment.
- If they fail to meet the required score on the spring alternate assessment, they will be required to attend summer school and take the alternate assessment again. *The school will notify each parent of a child that will need to attend summer school.
- If the student is unable to meet the required score by the end of summer school and retaking the alternate assessment, they will have to retake the state ELA test in July. *The school will notify each parent of a child that will need to take this test.
- If the student still fails to obtain the promotion score on the state ELA test in July, they WILL be retained for grade.

*The school will notify each parent in writing that this is the case. This is not a district policy. It is a directive from the Ohio Department of Education.

Required State Testing - Students in grades 3-8 will be required to complete state AIR testing. Please remember how important it is to ensure students are in attendance on test dates. Several reminders will come home about testing dates prior to the start of testing. If your child has any appointments scheduled on a testing day, please try and reschedule those to ensure your child can complete these required tests. In addition, it is critical students arrive to school on time as all tests start first thing in the morning. The required tests for the Elementary / Middle School are as follows:

- English Language Arts - grades 3-8
- Math - grades 3-8
- Science - grades 5 & 8

Testing Hints -

- Be sure your child gets plenty of rest the night(s) before.
- Be sure your child eats breakfast each morning they will be testing.
- Be sure your child is well hydrated each day they will be testing.
- Share positive messages with your child about their ability to do their best.
- Help your child with any test anxiety by providing strategies that work well for them.
- Ensure your child's timely arrival to school on testing days.

TRANSPORTATION

The primary purpose of our student transportation system is to provide safe and efficient transportation to and from school and planned educational field trips. The operation of school transportation is clearly governed by the State of Ohio, in RC 322.01 and 3327.012. All provisions of the Trimble Local Student Code of Conduct are in effect during the normal pattern of going to or from school.

Inclement Weather Bus Plan A- On Bus Plan A, buses will NOT run certain roads. Parents transporting students from routes that do not run in the morning must pick their child up after school. Listen to the radio or ask for a list. This list will also be posted on the district website: www.trimble.k12.oh.us.

Delays - On one hour and/or two hour delay days, buses will arrive one and/or two hours late and school will dismiss at the regular time. On occasion, an unplanned early dismissal will occur, so please have a plan for your child ready for such occurrences.

Bus Riding - Bus transportation is a privilege, NOT a right, and should be treated as such. Students are expected to follow all bus policies and should realize that they will be responsible for their own transportation if consequences such as not being allowed to ride the bus occur. Due to high numbers occurring on some routes please consider having your child walk where appropriate. Students should get off the bus at their normal stop and at the first opportunity.

Special Concerns with Bus Transportation

1. Please make sure your child knows he/she should go to the office if the bus leaves school without him/her.
2. Please make sure your child knows the proper way to cross the road, if this is necessary when a bus unloads. When your child goes to school, watch to see that she/he is following these rules:
 - a. The child should never cross behind the bus;
 - b. The child should maintain eye contact with the bus driver;
 - c. The student should not cross the road until the bus driver has given the signal and the student looked both ways;
 - d. The student must stay at the designated bus stop safely away from the road.
3. Please make sure that your child knows that she/he should never run beside a bus, go under a bus, or engage in horseplay beside a bus. Children should never chase a paper or other item, which has blown into the roadway or under a bus.
4. Remind your child of the importance of following the bus driver's instructions. Bus drills or actual emergencies are the only time when a student should ever unlock the rear bus doors.
5. Please remind your child to never get in a car with a stranger.
6. There should be a designated bus stop near your home. Children need to be at the bus stop when the bus arrives. If your child is picked up close to home, they need to be visible to the bus driver, not waiting indoors.
7. Students must board and leave the bus at the assigned location unless they have a written parental note AND administrative authorization to do otherwise.
8. Bus changes need to come into the office in the form of a signed note by the parent/guardian. We can not take bus changes over the phone for safety reasons.

Bus Discipline Rules

1. Students should take a seat immediately upon entering the bus.
2. Students shall obey the instructions and requests of the driver.
3. Students remain in their seats until time to leave the bus.
4. Students shall conduct themselves in an orderly manner while on the bus.
5. Students shall not be loud or use improper language and keep hands and feet to themselves.
6. Windows may be adjusted only with permission of the driver. Hands, arms, objects must remain inside the bus – no waving or throwing objects out of the bus.
7. No littering on the bus.
8. No eating or drinking on the bus.
9. If a student damages a seat on a bus, restitution of seat will be charged to parent.
10. Possession of tobacco, alcohol, or drugs is prohibited.
11. Transporting live animals on the bus is prohibited.
12. Large objects, such as helium balloons, are prohibited on the bus.
13. Pupils shall wait until the bus comes to complete stop before standing to get off the bus.
14. If object brought on bus does not fit in a book bag it is not allowed to be brought onto the bus. (I.e. basketballs, footballs, volleyballs, baseballs, softball, etc.)

Bus Concerns / Issues - If your child has problems on the school bus, first contact your child's bus driver. If the problem persists, then contact Bob Lowery, Bus Transportation Supervisor, at 767-2525. If a resolution is not reached, then please contact your child's school.

In addition to the above situation, a parent/guardian should contact the bus garage regarding any of the following issues:

1. Missing children
2. Late bus
3. Request for a bus stop change
4. Concerns regarding the bus or the driver

*Law enforcement personnel may be contacted by school officials or parents when unsafe behavior is observed at a bus stop.

Tri-County Career Center Students - Tri-County bus students must provide their own transportation on days when there is an unscheduled cancellation (ex. snow day, flood day, power outage). Transportation will be provided to Tri-County students on scheduled days when THS is not in session and Tri-County is in session (ex. holiday, teacher work days, parent/teacher conference days). Please pay attention to the Tri-County Career Center Attendance Policy as this does affect credits that are earned towards graduation. If you have any questions please contact each school's attendance office.

Student Drivers - Driving to school (parking on school property) is a privilege which may be revoked by the principal at any time. Students must register their vehicle with the designated parking lot attendant and sign a student driver policy. Students must obey the parking lot rules at all times.

VISITORS POLICY

Parents and other adults are always welcome to visit our school. To meet with staff and students or visit classes, you must make prior arrangements through the Principal's office. All visitors must report to the main office, sign in, and obtain a visitor's pass before entering the halls. They are not to go directly to the rooms. Parents wishing to pick up students may do so only through the office. Parents must sign out any student before they are removed from the school. Teachers are instructed not to release a child to anyone who does not have office authorization.

Students who wish to visit for educational purposes must obtain the principal's permission in advance. Infants and small children are not permitted to accompany students to school. Pets and any other animals are not permitted on school property.

Requests for special custody arrangements, denial of visits by non-custodial parents, etc. must be made in writing with proof of custody to the principal.