

Student Name _____

**Triway High School
2015-2016
CALENDAR AND HANDBOOK**

SCHOOL ADDRESS

3205 Shreve Road
Wooster, Oh 44691

SCHOOL PHONE NUMBERS

High School Office 330-264-8685
Athletic Office 330-804-4550
Superintendent Office 330-264-9491

DISTRICT WEB SITE:

WWW.TRIWAY.K12.OH.US

Welcome

Welcome to Triway High School---home of the Titans---where purple pride runs deep and the entire community embraces our rich tradition. We encourage you to increase your knowledge and develop your skills. Your major responsibility while at Triway will be to respect your fellow students and staff members. They in turn should respect you.

This handbook has been prepared to help you get acquainted with our school rules, schedules and policies. We ask that you get involved in all that Triway has to offer. By doing so, you will be helping to preserve our rich tradition. We hope your school years will be ones you will never forget.

Triway Schools Vision

Community, staff and students committed to educational excellence through high performance expectations, integrated technology, and safe, clean learning environments.

Triway Schools Mission Statement

To work in partnership with families and the community to enable students to reach their highest potential, develop an ability to think critically and work cooperatively to solve problems, and to instill a strong sense of responsibility, confidence and character.

**TRIWAY HIGH SCHOOL
ALMA MATER**

Sing of Triway: Alma Mater, Glorious through the years. Brave, Triumphant in our conquests. Harbor for our Fears. We who know thee sing your praises, shout them to the sky. When we're gone we'll still recall our own Triway High.

TABLE OF CONTENTS

I. ATTENDANCE INFORMATION	1-4
ATTENDANCE POLICY.....	1
REPORTING ABSENCES FROM SCHOOL.....	1
ATTENDANCE PROCEDURES.....	1
EXCUSED ABSENCES.....	1-2
UNEXCUSED ABSENCES.....	2
TARDINESS FROM SCHOOL AND CLASS.....	2
MINIMUM ATTENDANCE REQUIREMENTS.....	2-3
EXCEPTION TO THE MAXIMUM ABSENCES PERMITTED.....	3
PROLONGED ILLNESS.....	3
FAMILY VACATION.....	3
SCHOOL NOTICE OF ABSENCES.....	3
PASSES FOR LEAVING SCHOOL.....	3-4
COLLEGE VISITATION PROCEDURE.....	4
II. ACADEMIC INFORMATION	4-7
EDUCATIONAL OPTIONS.....	4
GRADING SYSTEM.....	4
COMPUTATION OF GRADES.....	4-5
SCHEDULE AND CHANGES.....	5
PARENT ACCESS TO STUDENT PROGRESS.....	5
CLASS WITHDRAWAL POLICY.....	6
INCOMPLETE GRADES.....	6
STUDENT RECORDS.....	6
INTERVENTION ASSISTANCE TEAM/SPECIAL SERVICES.....	6
GENERAL AWARDS-END OF THE YEAR PROGRAMS.....	6-7
III. DISCIPLINE INFORMATION	7-11
STUDENT CONDUCT CODE.....	7-9
DRESS CODE.....	9-10
WARM WEATHER EXCEPTIONS.....	10
DETENTIONS.....	10
SATURDAY SCHOOL.....	10
IN-SCHOOL SUSPENSION.....	10
OUT OF SCHOOL SUSPENSION.....	10-11
PROFANITY.....	11
CHEATING.....	11
IV. BOARD POLICIES	11-16
NOTIFICATION POLICY OF NON-DISCRIMINATION.....	11
STUDENT CONDUCT (ZERO TOLERANCE).....	11-12
EMERGENCY REMOVAL OF STUDENT.....	12
STUDENT SUSPENSION.....	12-13
APPEAL TO THE SUPERINDENDENT.....	13
APPEAL TO THE BOARD.....	13
APPEAL TO THE COURT.....	13
EXPULSION BRINGING DANGEROUS WEAPONS TO SCHOOL.....	13-14
EXPULSION.....	14-15
PERMANENT EXCLUSION.....	15
APPEAL TO THE BOARD.....	15
APPEAL TO THE COURT.....	15
SEXUAL HARASSMENT.....	15
PRESCRIPTION AND NON PRESCRIPTION MEDICATION.....	15-16
V. ATHLETIC INFORMATION	16
ATHLETIC ELIGIBILITY.....	16
GUIDELINES.....	16
VI. GENERAL INFORMATION	16-20
STUDENT VEHICLE PROCEDURE.....	16-17
WORK PERMITS.....	17
FIRE DRILLS, TORNADO DRILLS, AND LOCK DOWN DRILLS.....	17
LOCKERS.....	18
TELEPHONES.....	18
CELL PHONES.....	18
STUDY HALLS.....	18
BELL SCHEDULE.....	18
THS-EXPECTATIONS FOR POSITIVE BEHAVIOR.....	18
TRIWAY LOCAL SCHOOL CALENDAR.....	19
STUDENT COUNCIL REPRESENTATIVES.....	20

I. ATTENDANCE INFORMATION

ATTENDANCE POLICY

Triway High School feels strongly that it has an obligation to teach students to assume responsibility. Requiring students to be regular in attendance and punctual in reporting to class on time is one way of developing this responsibility.

Furthermore, student attendance in Ohio schools is mandated by law; to disregard or take lightly compulsory attendance is an injustice to our students, their parents, and the community, which financially supports the educational process.

Permitting students to attend classes at their leisure, to miss school whenever they wish, or to be tardy excessively simply teaches irresponsibility and is unacceptable.

Chronic absenteeism, class skipping, truancy, and excessive tardiness are often causes for academic failure and cannot be tolerated. For these reasons, minimum attendance standards must be set and enforced.

REPORTING ABSENCES FROM SCHOOL

When a student is absent from school, the parent/guardian must notify the school of the reason for the absence by following the two procedures.

#1 The parent/guardian of the student who is absent must NOTIFY THE SCHOOL prior to 9:00 a.m. on the day of the absence. (Missing Children's Law)

#2 If a parent fails to notify the school by phone when their child is absent, a NOTE is needed on the next day of attendance to verify the absence. This will excuse the absence.

#3 If a parent notifies the school by a phone call, a note is not needed on the next day of attendance and the absence will also be excused.

ATTENDANCE PROCEDURES

When a student is absent from school, he/she must either have an excused or unexcused absence slip to re-enter classes.

The absence slip is to be signed by each of the student's teachers. When a student is absent more than two periods, he/she will be counted absent for 1/2 day. A student must be in school a minimum of 4 periods to participate in after school activities.

EXCUSED ABSENCE

Excused absence permits may be issued for the following reasons provided a note stating the reason for the absence and signed by a parent or guardian is brought to the attendance office upon returning to school:

1. Personal illness
2. Illness in the family
3. Quarantine of the home
4. Death of a relative
5. Working at home due to absence of parents or guardians (Subject to Administrative approval)
6. Observance of religious holidays
7. Emergency or a set of circumstances which, in the judgment of the administration, constitutes a good and sufficient cause for absence from school.
8. Pre-approved absences - College Visits, Career Shadowing, Fair days, Volunteer day (including hunting trips and state tournaments).

Absence for reasons other than those listed above must have

approval of the principal or asst. principal before the day of absence in order to be considered as an excused absence. In this case, a pre-excused absence may be issued upon written request from the parent or guardian.

An excused absence permit will allow the student to make up work missed, but it is the responsibility of the student to make arrangements with each teacher. Generally students have one day to make up work for each day that was absent from school.

UNEXCUSED ABSENCE

An unexcused absence permit will be issued for all absences other than those listed under excused. An unexcused absence permit will also be issued if the student does not bring a written excuse from his/her parent or guardian upon returning from an absence. If this happens, the student must bring a note stating the reason for the absence to the attendance office **no later than two school days after the unexcused absence.**

Converting the Unexcused Permit to an Excused Permit

The reason for the absence must comply with the reason listed under excused absence.

An unexcused absence will deny the student the privilege of making-up any and all work missed during his/her absence. The resulting grade will be zero.

All out-of-school suspensions will be treated as an unexcused absence.

All pre-excused, unexcused and excused absences will be included in your total days absent. Court related, prolonged illness with a doctor's excuse and funerals that have been exempted by the assistant principal will not count against the student in the marking period, but will be included in the year-end total.

TARDINESS

It is the responsibility of the student to be at school and in class on time. Any student arriving at school or class after the official beginning of the school day or class time must report to the office and sign in and receive a tardy slip before going to class. Remember, if students choose to not take the bus they must accept responsibility for being on time.

The following tardy slips will be issued:

1. Excused- emergencies and others as approved by administrators.
2. Unexcused - all reasons not covered under excused.
3. Late to class - If a teacher, for some reason detains class, late slips must be given to each student by the teacher for the tardiness to be excused. Otherwise, all tardiness is unexcused.

Any work missed due to unexcused tardiness will not be made up. A student late to class will proceed from the point where the class is at the time he/she enters.

MINIMUM ATTENDANCE REQUIREMENTS

A limitation is placed upon the number of absences based upon either days or class periods missed.

- A. If a student's absences, accumulates 7 periods or days from a class or school, the student would receive a failing grade for the quarter.

Students are not permitted to miss more than 6 classes or days per quarter.

- B. Tardiness to any class exceeding 20 minutes will be considered an absence.
- C. Four incidents of unexcused tardies (less than 20 minutes) will be counted as an absence in that class.

Note: All days that school is in session are counted toward attendance. Students must be in school a minimum of 4 periods to attend evening or Saturday events and activities. Special administrative exceptions may be approved (i.e. funerals, doctor appointments, etc.).

EXCEPTION TO THE MAXIMUM ABSENCES PERMITTED

The following absences **would not** be counted in the total allowed in the categories listed.

Prolonged Illness -Any student having a **serious prolonged illness** and under physician's care could be exempted from the attendance policy. A doctor's excuse must be on file in the office no later than the 5th school day after a student returns to school following a prolonged illness. The note must be given to the assistant principal for exemption approval in addition to the note given to the attendance office.

Family Vacations -will be an excused absence if:

- A. One of the student's parents or legal guardians is to accompany the student on the vacation.
- B. The request must be made in the form of a personal contact by the parents or legal guardians, minimum of 48 hours in advance.
- C. The student's current academic standing must be acceptable.
- D. The student's attendance prior to the time of the request must be acceptable.
- E. The student will secure all homework assignments prior to the vacation, if required by the teacher.
- F. The vacation request will be limited to a maximum of five (5) days per year.
- G. Final approval rests with the Principal.

SCHOOL NOTICE OF ABSENCES

Parents will be informed on quarterly class attendance in the following manner:

- A. Notice sent to parents by teacher - after 4th day of absence.
- B. Notice sent to parents by administrator - after 6th day of absence.
- C. Failure of course after the 7th day of absence occurs.
- D. Students who have a driver's license and poor attendance may have their license revoked as a result of unacceptable level of attendance.

PASSES FOR LEAVING SCHOOL

All written requests to leave school while school is in session including the lunch periods must be cleared through the office in the morning (**BEFORE SCHOOL STARTS**). Leaving school without permission is classified as truancy. Students, regardless of age, will not be excused from school except in cases of emergency, which must be verified by a phone call to

the parent. Those students who are 18 years old and living away from home are exempt from this rule. All 18 year olds are expected to adhere to the rules governing absence. All students must sign-out and sign-in at the office when they leave and return. The following are reasons to leave school

1. Doctor appointment - request must include doctor's name, telephone number, and appointment time.
2. Dental appointment - request must include doctor's name, telephone number, and appointment time.
3. Driver's Exam - request must include appointment time.
4. Emergencies - upon approval of principal or asst. principal.

Students who leave school without written permission from the office will be considered as unexcused regardless of any note brought in the next day. Students will not be given permits to leave for running personal errands, banking, getting cars fixed, hair appointments, senior pictures, job interviews, and other personal reasons unless extraordinary circumstances exist and special administrative approval is granted. Personal appointments should be scheduled for after school hours. To leave school, pupils must sign out in the office.

COLLEGE VISITATION PROCEDURE

College visitation days are an important part of high school. These guidelines cover college visitations:

Students need:

1. An appointment with the college admissions office.
2. A note from parents, approved by the office, **two (2) days in advance.**
3. A Pre-excused permit to leave school.
4. To be a Junior or senior - limit of 3 visits.
5. **Verification of the visit from the Admissions Office of the college visited must be turned in to the office no later than 2 days after returning or the visit becomes an excused absence, not exempt. (College visits in May require approval of the principal. They will only be approved for special reasons such as special scholarship test dates, orientation, and meetings for financial aid and class scheduling as approved by the principal.)**

II. ACADEMIC INFORMATION

EDUCATIONAL OPTIONS: Starting 2010-2011 students can earn high school credit through various educational options. See your guidance counselor for more information.

GRADING SYSTEM

A = 92% - 100%	3.5-4.0
B = 83% - 91%	2.5-3.49
C = 74% - 82%	1.5-2.49
D = 65% - 73%	0.5-1.49
F = 0% - 64%	0.0-0.49

COMPUTATION OF GRADES

1. Nine weeks, semester exam, and final exam grades will be listed on grade cards as both a letter grade and a percentage. At the end of the course, percentage grades only will be averaged and converted to the final letter grade for the course. A first nine weeks percentage of less than 50% will be averaged as 50% in determining a

- final grade for the course.
2. A student's final grade for a year-long course is calculated by doubling each nine-week percentage, adding the semester exam percentage, and the final exam percentage and dividing by ten (10).
 3. For **semester only classes**, the student's final grade is calculated by doubling each nine-week percentage, adding the semester exam, and dividing by five (5).
 4. For classes with no exam given, the nine weeks percentages will be divided by eight (8) for a year long course and divided by four (4) for a semester course.
 5. When a student receives an incomplete, the grade card is given with the "I" indicated. Also, the incomplete work is to be indicated. Incompletes must be made up in nine (9) weeks or at teacher discretion. Failure to make up incomplete work will result in a zero percent for the work not completed.
 6. If you pass the nine (9) weeks, but fail due to attendance you receive a 64%. If you are failing and fail due to attendance you will receive the % earned.
 7. Plus and minus may be used for cosmetic purposes only; they will not be used in calculating averages of G.P.A. The use of A+ is discouraged.
 8. **ADDITIONALLY, TO PASS A COURSE A STUDENT MUST HAVE A PASSING AVERAGE AND PASS EITHER THE FINAL QUARTER OR THE FINAL EXAM FOR THE COURSE.**
 9. Grades may not be reduced by more than 10% for not following teacher requirements of non-content materials, i.e. name, date, class, period, etc., as defined in a copy of classroom procedures and policies provided by the teacher.
 10. There is no grace period in the 2nd semester courses. The 50% rule is in effect for the 1st grading period.

SCHEDULE & CHANGES

STUDENTS MUST PASS 5 CREDITS TO MEET THE O.H.S.A.A. SPORT ELIGIBILITY REQUIREMENT. (5 CREDITS NOT 5 CLASSES)

Students are required to self police their eligibility for extra and co-curriculum eligibility.

FRESHMEN, SOPHOMORES & JUNIORS MUST BE CARRYING 6 CLASSES BOTH SEMESTERS. INDEPENDENT STUDY DOES NOT COUNT IN THOSE CREDITS.

Please remember students have scheduled their courses or alternate choices and will be expected to live with their choice. Acceptable reasons for a schedule change:

1. Computer error.
2. Not passing the pre-requisite course.
3. Placed in the wrong course level (teacher initiated).
4. Accepted into a work program.
5. Counselor, Teacher, and administrator approval.

All changes will take place only with parent and principal permission.

PARENT ACCESS TO STUDENT PROGRESS

Parents may go to <https://pb.tccsa.net/parentaccess/district/trwv> to view your son's/daughter's information such as homework, grades and attendance.

CLASS WITHDRAWAL POLICY

Courses listed on student schedules may be dropped without receiving a failing grade under the following circumstances:

- A. Must be done before the end of the second week of class.
- B. Teacher and principal must give permission.
- C. A conference or note from the parents giving their permission to drop a course.

The principal or assistant principal will individually listen to requests to drop after the second week has passed.

INCOMPLETE GRADES

When a student receives an incomplete, the grade card is given with the "I" indicated. Also, the incomplete work is to be indicated. Incomplete must be made up in nine (9) weeks or at teacher discretion. Failure to make up incomplete work will result in a grade of "F" for the work not completed for the 9 weeks.

STUDENT RECORDS

The school district has designated the following personally identifiable information contained in a student's education records as "directory information", and it will disclose that information without prior written consent, except where the request is a profit-making plan or activity.

1. Student's name.
2. Student's address.
3. Student's date of birth.
4. Student's extracurricular participation.
5. Student's weight/height if a member of an athletic team

Parent(s)/Guardian(s) must advise the school district of any or all items which they refuse to permit the district to designate as "directory information" about that student.

INTERVENTION ASSISTANCE TEAM/SPECIAL SERVICES

If your son or daughter is experiencing difficulty in a class you are encouraged to contact the school to learn when the teacher has a planning and conference period. Parents should take advantage of this time to work with the teacher to best serve the needs of the student.

If your son or daughter is experiencing difficulties in most or all classes, you are encouraged to contact a guidance counselor or the principal to arrange a meeting with the Intervention Assistance Team. A plan will be developed involving student, parents, teachers, guidance counselors and administrators.

If the team suspects a learning disability, your child's situation may be referred for additional testing. If it is determined that a learning disability exist, an Individual Education Plan for special services will be developed and initiated.

If you are a parent of a special education student and you have suggestions for expenditures of Title VI-B funds, please call 330-264-9491. If you have a question about special education testing, process or services, please contact your principal today.

TRIWAY HIGH SCHOOL GENERAL AWARDS - END OF THE YEAR PROGRAMS

Attendance Recognition - At the conclusion of each year all students with perfect attendance are presented a Perfect Attendance certificate. The award is given to all students who have perfect attendance with no tardies to school.

- Merit Roll Certificate - presented to all students who have achieved a minimum of 3.00 g.p.a. For each of the first three grading periods but not qualifying for the Academic "T" Award.
- Academic Varsity "T" Award - a first year award presented to all students who have achieved a minimum of 3.5 g.p.a. for each of the first three grading periods.
- Academic "T" Gold Bar - presented to all students who have achieved a minimum of 3.5 g.p.a. for each of the first 3 grading periods for a second year.
- Academic "T" Gold Bar - presented to all students who have achieved a minimum of 3.5 g.p.a. for each of the first 3 grading periods for the first three years.
- Academic "T" Plaque - presented to all students who have achieved a minimum of a 3.5 g.p.a. for each of the first three grading periods for all four years.
- 4 Year 4.0 Academic Award - A gold Academic Medallion to be worn at graduation will be presented to all seniors with a perfect 4.0 g.p.a. at the end of the third grading period of their senior year. 4.0 students may also have the opportunity to speak at graduation.
- Service Star Award - Any student who volunteers 120 hours will earn a gold service star award. Service Star Awards are earned for 120 hours of community service by volunteering as an aide in the office, the library, the athletic office and a teacher's aide or an outdoor education counselor. A gold star will be awarded for 120 hours.

III. DISCIPLINE INFORMATION

STUDENT CONDUCT CODE

Part I: Rights and Responsibilities: Students attend Triway Schools under the direction of State Law and with the full benefits of constitutional protection for their rights as citizens. This code, published in conformity with O.R.C. 3313.661, specifies the schools expectation. Students have a right to reasonable treatment from the school and its employees. The school, in turn has a right to expect reasonable behavior from students. Freedom carries not only rights but accompanies responsibilities for all concerned. Violations of the student code of conduct may result in detention, Saturday school, out-of-school suspension or possible expulsion.

Part II: Conduct code: A violation of any rule may result in disciplinary action, including corporal punishment, suspension, and expulsion.

Rule 1: Disruption of School: A student shall not by use of violence, force, coercion or threat, cause disruption or

obstruction to the carrying on of the educational process. Some examples of disruption would include use of laser lights, unusual dress and appearance, bomb threats, the setting off of fire alarms, strikes or walkouts, the use of stink bombs, the impeding of free traffic to or within the school and the transmission of unauthorized academic information. This list of examples is not exhaustive but is only to give the student an idea of some of the actions that are disruptive.

Rule 2: Damages to School or Private Property: A student shall not cause or attempt damage to school property, or to private property, or on school grounds at any time or at a school sponsored activity on or off school property or the deletion of files and knowingly introducing computer viruses.

Rule 3: Assault: A student shall not cause physical injury or behave in such a way which could threaten to cause physical injury to any other person or themselves while under jurisdiction of the school.

Rule 4: Dangerous Weapons and Instruments: A student shall not possess, use, handle, transmit or conceal any weapon or instrument which might be considered a dangerous weapon or instrument capable of inflicting harm to another person while under the jurisdiction of the school. This will result in a ten day out of school suspension.

Rule 5: Narcotics, Drug Paraphernalia, Alcoholic Beverage and Drugs: A student shall not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage, drug, narcotic, or mind or body altering substance which is not directly prescribed for that student by a person licensed to prescribe medication, counterfeit drugs, look-a-like drugs and related paraphernalia while at any school sponsored activity which is on or off school property.

** Whenever a student is suspended or expelled from school in accordance with O.R.C. 3313.66 for the possession of alcohol or drugs the Superintendent may notify the registrar of motor vehicles and the juvenile judge of the county of the suspension or expulsion. After receiving such notification the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who's the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or license. Driving privileges may be restored once the Superintendent notifies the registrar that the student has satisfied any conditions established by the Superintendent.

Notification to the registrar of motor vehicles and the county judge must comply with O.R.C. 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in which he/she resides.

Rule 6: Tobacco: A student shall not possess, use, transmit, or conceal any tobacco product on school property or at a school sponsored activity or event on or off school property. This also includes electronic cigarettes (e-cigarettes).

Rule 7: Insubordination: A student shall not fail to comply with direction of any authorized personnel or school regulations while under the jurisdiction of the school.

Rule 8: Frightening, Degrading, Disgraceful Acts or Profanity: A student shall not engage in any act which

frightens, degrades, disgraces or is profane or tends to frighten, degrade, disgrace or be profane to any other person or themselves by written, verbal, pictorial, or gestural means while under the jurisdiction of the school.

Rule 9: Truancy: A student shall not be truant from school for part or all of a day. Truancy is declared when a student is absent from school, study hall, class or any other properly assigned activity without school authorization.

Rule 10: Tardiness: A student shall not be tardy to school, classes, study halls, or assigned activity.

Rule 11: Theft: A student shall not cause or attempt to take into possession the property of the school or any person's private property which is on school property at any time while under the jurisdiction of the school; this includes copyright infringement and unauthorized copying.

Rule 12: Repeated Violation: A student shall not repeatedly refuse to comply with the direction of any authorized school personnel or school regulations while under the jurisdiction of the school.

Rule 13: Violation of Law: A student shall not violate any law or ordinance of civil, state or federal law while under the jurisdiction of the school.

Rule 14: Forgery: A student shall not falsely use, in writing, the name of another person, or falsify times, dates, grades, addresses, or other data on school forms or correspondence directed to the school or school personnel. The hacking into unauthorized computers, sites, or information databases is strictly prohibited.

Rule 15: School Bus Rules and Regulations: A student shall not violate any rule or regulation that is established for the use of bus transportation.

Rule 16: False Reports: A student shall not falsely report incidents, or make accusations, or give false testimony to authorized school personnel.

Rule 17: Distribution of Printed Materials/Sale of Material Goods: A student shall not display, distribute, or sell any type of printed or written materials, or any material goods on school property without the authorization of school personnel.

STUDENT DRESS CODE REGULATIONS

Appearance and wearing apparel is to be in good taste, in accordance with the health and well-being of all students, and non-disruptive to the school's routine.

- A. Footwear must be worn; athletic spikes are not to be worn in the building.
- B. Tank tops, T-shirts designed to be worn as underwear, shirts with bare midriffs, low-cut tops, tight fitting body shirts are not permitted. Sleeveless tops must be at least 2 inches in width. Tank tops cannot be layered.
- C. Clothing decorated with obscene language or gestures, or make reference to sex, drugs or alcohol are unacceptable.
- D. Shorts, skirts, dresses, and skorts must be below the fingertips when arms are resting naturally at the sides.
- E. **All pants must have pockets.** Yoga pants/legging must have a top covering them to mid-thigh level. Non-hemmed cut-offs, basketball/soccer shorts, and pajama pants are not permitted. Sweatpants **with pockets**, normal length pants/cropped pants made to wear at mid-calf are permitted.
- F. Excessively baggy or low riding pants may require the

student to wear a belt and/or tuck in their shirt. All pants must be worn up on the waist. Underwear should not be visible.

- G. A full complement of clothing is required with complete coverage of private body parts. Torn or ripped clothing will not be permitted. Holes in pants should not reveal skin, must be below the fingertips, and of a reasonable size as determined by the administration.
- H. Coats/jackets designed for outside use are not to be worn in the building.
- I. Hats, bandanas, headbands and sunglasses may not be worn in the school building.
- J. Jewelry and other accessories that are deemed inappropriate by the administration will be removed by the student.
- K. Students are permitted to have hair dyed a natural color. Unusual colors such as blue, green, orange, etc. and any unusual hair styles are considered a distraction and are not permitted.
- L. **BACKPACKS are not permitted (unless permission is given from the administration).**

WARM WEATHER EXCEPTIONS

All dress code policies will be enforced during the following timelines:

- * First day of school through the month of October.
- * April 1st through the last day of the school year.
- *The Superintendent reserves the right to adjust the timelines as deemed necessary.

DETENTION

Students may be assigned detention for violation of school or individual classroom rules. Students must be given at least one day's notice to allow for transportation arrangements. The office may assign student detentions. All office detentions will be supervised by the administration.

SATURDAY SCHOOL

Saturday from 9:00 - 12:00 to take place in either the high school or junior high as assigned.

IN-SCHOOL SUSPENSION

All completed work will be graded as follows:

- A. The classroom teacher will evaluate work turned in just as any work handed in and given 75% credit for that day.
- B. Students will receive a reduction of one letter grade on all quizzes, tests or exams that are taken during the in-school suspension.

OUT OF SCHOOL SUSPENSION

1. If a student is suspended out-of-school, missed work cannot be made-up for a grade.
2. The first time a student is suspended out-of-school. This does not count against your nine week attendance.
3. The second suspension and any other suspensions are UNEXCUSED and will count against the students nine week

attendance.

PROFANITY

The use of foul language is considered a serious problem. At no time will it be accepted. Appropriate punishment will be used to counteract the use of foul language.

STUDENT CHEATING

- A. First Offense - Automatic "0".
- B. Second Offense - "F" for nine weeks.
- C. Third Offense - Possible failure. A meeting between teacher, administrator, parent and student will be scheduled to review the circumstances involved in a third offense.

IV. BOARD POLICIES

NOTIFICATION POLICY OF NON-DISCRIMINATION

Statement: The Triway Local School District hereby gives notice that it does not discriminate on the basis of race, color, national origin, sex and disability in the educational programs and any activities operated by the district.

STUDENT CONDUCT

(Zero Tolerance)

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board has "Zero tolerance" of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations, which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

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

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property, on other school property, or at a school activity, event or program.

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

EMERGENCY REMOVAL OF STUDENT

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises.

If either suspension or expulsion is contemplated, a due process hearing is held within three school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing. The student has the opportunity to appear at an informal hearing before the principal, assistant principal and Superintendent/designee and has the right to challenge the reasons for the removal or otherwise explain his/her actions.

The person who ordered or requested the removal is present at the hearing. Within one school day of the decision to suspend, written notification is given to the parent(s) of the student and Treasurer of the Board. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the Superintendent/designee.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request, and is given, written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion.

In all cases of normal disciplinary procedures in which a student is removed from a curricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

STUDENT SUSPENSION

The Superintendent or the principal may suspend a student from school for disciplinary reasons outlined in the student code of conduct. If at the time a suspension is imposed fewer than 10 days remain in the school year, the Superintendent may apply any or all of the period of suspension to the following school year. The guidelines listed below will be followed for all suspensions, including those of in-school suspension.

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within 24 hours, a letter will be sent to the parent or guardian stating the specific reasons for the suspension and including notice of their right to appeal such action.
5. Notice of this suspension will be sent to the:
 - a. Superintendent
 - b. Board Treasurer
 - c. Student's school record (not for inclusion in the

permanent record, however)

6. **Permanent Exclusion** - If the offense is one for which a school district may seek permanent exclusion; the notice will contain that information.

Suspensions may be appealed. If the suspension was issued by the principal, the appeal is to be made to the Superintendent. In any case, the suspension may be appealed to the Board of Education.

APPEAL TO THE SUPERINTENDENT

Should a student who is eighteen or older or a student's parent(s) or guardian's choose to appeal the suspension, they must do so within (3) three days of the notice of suspension.

The procedure for such will be provided in regulations approved by the Board.

APPEAL TO THE BOARD

The student who is eighteen or older or the student's parent(s) or guardian(s) may appeal the Superintendent's decision to the Board of Education or its designee. They may be represented in all such appeal proceedings.

Should a student or a student's parent(s) choose to appeal the suspension, he/she must do so within ten (10) days of the notice of suspension. The procedure for such is provided in regulations approved by the Board. All witnesses are sworn and a verbatim record is kept of the hearing which may be held in executive session at the request of the student or his/her parent(s). The student may be excluded from school during the appeal process.

The procedure to pursue such appeal will be provided in regulations approved by the Board. Notice of appeal must be filed with the Treasurer within three days of the Superintendent's decision.

APPEAL TO THE COURT

Under state law appeal of the Board's decision may be made to the Court of Common Pleas.

EXPULSION OF STUDENTS FOR BRINGING DANGEROUS WEAPONS TO SCHOOL

A student who brings a firearm to school or onto any other property owned or controlled by the Board shall be expelled from school for a period of one year. A student who brings a knife to school or onto any other property owned or controlled by the Board may be expelled for a period not to exceed one year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

For purposes of this policy a firearm has the same meaning as provided pursuant to the "Gun-Free Schools Act of 1994," 108 Stat. 270 20 U.S.C. 8001(a) (2). A knife is defined as any device consisting of a sharp blade whether or not fastened to a handle, designed or intended for use as a cutting instrument regardless of the length of the blade.

A student may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at a school-sponsored interscholastic competition, extracurricular event or other school-sponsored activity.

A student suspended, expelled, removed or permanently excluded from school for misconduct involving a firearm or

knife also loses his/her driving privileges. The District must notify the county registrar and juvenile judge within two weeks of the suspension, expulsion or permanent exclusion.

The Board prohibits students from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus if both of the following apply:

1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired.
2. The person indicates that the person possesses the object and that it is a firearm or the person knowingly displays or brandishes the object and indicates that it is a firearm.

As defined by Ohio law and for purposes of this policy, an "object that is indistinguishable from a firearm" means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.

Students found in violation of number 1 and 2 above may be reported to the local police authority and may be prosecuted under state criminal statutes, as well as disciplined in accordance with the provisions of the District's student code of conduct and Ohio law.

The Superintendent may in his sole judgement and discretion, reduce such expulsion to a period of less than one year, on a case-by-case basis, for the following reasons:

1. Applicable state or federal laws relating to the student's disability
2. Extent of culpability of the student

EXPULSION

At times the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Expulsion should generally be viewed as a last resort; however at times, the student's action may be so serious as to merit expulsion as its immediate consequence. Actions meriting expulsion are outlined in the student code of conduct. If at the time of an expulsion there are fewer than 80 school days remaining in the school year, then the Superintendent may apply any remaining part of all of the period of the expulsion to the following school year.

Only the Superintendent may expel a student. Expulsion is a removal of a student for more than 10 days duration.

The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.

The student and parent or representative have the opportunity to appear on request before the Superintendent or designee to challenge the action or to otherwise explain the student's actions. This notice will state the time and place to appear which must not be less than three (3) days or later than five (5) days after the notice is given.

Within 24 hours of the expulsion the Superintendent will notify the parents, guardians or custodians of the student and Treasurer of the Board.

The notice will include the reasons for the expulsion, and the right of the student, parent, guardian, or custodian to appeal to the Board of Education or its designee; the right to be represented at the appeal, and the right to request the

hearing be held in executive session. Any student who is expelled from school for more than 20 days or into the following semester or school year will be referred to an agency which will work towards improving the student's attitudes and behavior. The Superintendent will provide the student and his/her custodian with the names, addresses and phone numbers of the public and private agencies.

PERMANENT EXCLUSION

If the offense is one for which a school district may seek permanent exclusion, then the notice will contain that information.

APPEAL TO THE BOARD

A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in such appeal proceedings and are granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing which may be held in executive session at the request of the student or parent(s). The student may be excluded from school during the appeal process.

The procedure to pursue such appeal will be in accord with regulations approved by the Board. Notice must be filed within three (3) calendar days of the Superintendent's decision to expel to the Board directly or through the Superintendent's office. Notice of intent to appeal must be made within ten (10) days of the Superintendent's decision to expel.

APPEAL TO THE COURT

Under state law the decision of the Board may be further appealed to the Court of Common Pleas.

SEXUAL HARASSMENT

Sexual harassment is inappropriate and detrimental to the creation of a healthy educational environment. All students have a right to be educated in an environment free from sexual harassment. The Triway Board of Education prohibits sexual harassment of or by any student or Board employee.

This applies to conduct during and relating to school and school sponsored activities. If you wish to file a sexual harassment complaint please see a counselor/administrator.

PRESCRIPTION AND NON PRESCRIPTION MEDICATIONS AT SCHOOL

Before any medication may be dispensed to any student, the following procedures must be followed:

1. A Medication Request Form must be completed by the prescribing physician and signed by the parent. Forms may be obtained in the school office.
2. Parent must bring in the Medication and Medication Request Form into the school.
3. The Medication must be in the original container and have an affixed label including the student's name, medication, dosage, route and time of administration. The Medication Request Form must match the medication label.
4. A Medication Request Form must be submitted each school year and as necessary for changes in medications.
5. Students who must carry an inhaler or Epi Pen must have

a physicians order stating student may carry inhaler or Epi pen. A Medical Request Form must be completed by the students prescribing physician and signed by the parent or guardian. Medical Request Forms are located in the school office.

Students should never bring over the counter or prescription medication to school except in accordance with board of education policies. Under no circumstances should a student share an over the counter or prescription drug with anyone, especially on school property. The consequences of such action can lead to suspension, expulsion and possible legal action. Please contact an administrator in advance if you have any questions.

V. ATHLETIC INFORMATION

ATHLETIC ELIGIBILITY

Boards of Education must adopt Rules requiring student in grades 7 through 12 to attain a minimum grade point average as a condition for participating in interscholastic extra curricular activities.

Interscholastic extracurricular activity is defined as "a pupil activity program that a school or district sponsors or participates in and that includes participants from more than one school or district." It does not include any activity included in the school district's graded course of study for the previous grading period.

GUIDELINES FOR GRADES 9-12

1. Must maintain a 1.0 cumulative grade point average and meet the requirements of the Ohio High School Athletic Association for scholarship eligibility (pass 5 credits).
2. Incoming 9th grade student's cumulative grade point average will be **first established** at the end of the first grading period.
3. A student enrolled in the first grading period after advancement from the 8th grade must have passed 75% of those subjects carried the preceding grading period in which the student was enrolled and have a cumulative grade point average of 1.0 at the conclusion of their 8th grade school year.
4. A student must be in school a minimum of 4 periods to participate in after school activities.
All provisions of the Ohio High School Athletic Association bylaws affecting Scholarship apply.

VI. GENERAL INFORMATION

STUDENT VEHICLE PROCEDURE

The following rules apply to all motorized vehicles.

1. All student vehicles parked on school grounds must be registered with the school.
2. All student drivers must be properly licensed by the State of Ohio.
3. To facilitate identification, to make maximum use of the space available, and to promote safety, automobiles shall be parked in the marked parking spaces with the automobile facing north or south. Automobiles are not to be parked in parking lot entrances or exits.
4. Upon arriving at school, students must leave vehicles

- immediately.
5. Students shall not return to their vehicles until they are dismissed at 2:45. (Except for approved early dismissal/late arrival students)
 6. School buses shall have the right of way at all times.
 7. Student drivers shall exit onto Route 226. Do not use the exit by Triway Junior High until all buses have left.
 8. Any violation involving the safety of students will result in the denial of driving privileges. Failure to obey one way traffic patterns, passing cars while exiting the school lot, failure to stop at the stop sign before entering Route 226, and speeding and/or "hot rodding" are considered serious safety violations.
 9. All vehicles driven by students shall have insurance and may be inspected by the State Highway Patrol. The school is not responsible for damage or theft to any automobile or its contents.
 10. Student drivers shall transport only those passengers listed on their registration.
 11. Students who provide their own transportation and arrive late to school shall be counted tardy. (No excuses.)
 12. Students shall not park in the first half of the first two rows. This area is reserved for administration, teachers, visitors, handicapped persons and cafeteria aides. The area behind this is designated for student parking. Do not park behind the school or in the oval during the school day. This area is off limits to parking from 7:00 A.M. to 6:00 P.M.
 13. Two wheeled vehicles should park by the press box.
 14. The speed limit in the school zone is 20 m.p.h.
 15. **PARKING REGULATIONS WILL BE STRICTLY ENFORCED. It is considered a privilege to park on school grounds. Denial of driving privileges, towing of vehicles and/or suspension from school may occur when violations of these regulations occur.**
 16. Driving privileges will be denied for those students who leave school property unexcused during regular school hours.
 1. 1st offense - Saturday School & loss of driving privileges for 9 weeks.
 2. 2nd offense - Suspension and loss of driving privileges for the remainder of the school year.

WORK PERMITS

The State of Ohio requires all students who are employed and under the age of 18 to hold a valid Ohio Work Permit. Work permit forms are obtained in the Superintendent's office.

FIRE DRILLS, TORNADO DRILLS, AND LOCK DOWN DRILLS

Law requires periodic drills. Posters are visible in each room giving evacuation procedures to follow in an emergency. Please observe the following points during a drill:

1. Walk rapidly in single file. Do not run.
2. Take purses or any personal valuables with you. Books should be left in the room.

LOCKERS

Lockers are assigned at the beginning of the school year. They are the property of the Board of Education and are subject to inspection by authorized school personnel. Lockers should be kept clean and neat. The school is not responsible for stolen items. Students are strongly encouraged never to share locker combinations, and should never pre-set combinations to allow anyone immediate access to a locker.

TELEPHONES

Students are not permitted to use the office telephone anytime unless permission is given by a school official and then only for school business or to contact parents for permission to leave school. When a student gets their cell phone taken it is held for 24 hours, and a parent needs to come in the office to pick it up. When it's taken on a Friday the phone is held until the following Monday/School day.

CELL PHONES are not permitted during the school day.

(7:30 am - 2:46 pm)

- 1st Offense - Parents must come in and meet with the Asst. Principal to pick up the phone
- 2nd Offense - 1 day out-of-school suspension
- 3rd Offense - 3 days out-of-school suspension
- 4th Offense - 5 days out-of-school suspension
- 5th Offense - 10 days out-of-school suspension

CD Players, I-Pods and MP3 Players are not permitted at school.

STUDY HALLS

Each student in study hall must have books and materials to study. Study hall teachers may issue passes to the restrooms. Students needing to see a teacher other than their study hall teacher must have previously obtained a pass from that teacher. Triway High School operates under the philosophy of **quiet** study halls.

NORMAL BELL SCHEDULE

- 1. 7:52 - 8:48
- 2. 8:51 - 9:41
- 3. 9:44 - 10:34
- 4. 10:37 - 11:27
- 5. 11:30 - 1:00
 - Lunches 5(A) 11:30 - 12:00
 - 5(B) 12:00 - 12:30
 - 5(C) 12:30 - 1:00
- 6. 1:03 - 1:53
- 7. 1:56 - 2:46

****** THS Expectations for Positive Behavioral Interventions and Supports - see high school web-site, go to student resources, click on attachment.

**2015-2016
Triway Local Schools Calendar**

	August
10	New Staff Orientation
17	Teacher's 1 st Day
18	Student's 1 st Day
	September
7	No School - Labor Day
14	No School - Fair Day
15	No School – Teacher In-Service
	October
16	No School - Teacher In-Service Day (County)
23	End of 1 st Nine weeks (45 days)
	November
4 & 9	Elementary Parent-Teacher Conferences (4:30-7:30 P.M.)
5 & 11	H.S. and Jr. High Parent-Teacher Conferences (5:00-8:00 P.M.)
26-27	No School - Thanksgiving Break
30	No School – Comp Day for P/T Conferences
	December
21	No School - Winter Break begins
	January
4	School reconvenes from Winter Break
15	End of 2 nd Nine weeks / 1st Semester (47 days)
18	No School - Martin Luther King Day
	February
9 & 11	All Schools (District) Parent-Teacher Conferences
12	No School - Comp Day for P-T Conferences
15	No School - President's Day
	March
18	End of 3 rd Nine Weeks (42 days)
25	No School – Good Friday
28	No School – Spring Break Begins
	April
4	School Reconvenes from Spring Break
	May
27	Student's Last Day – Final Reports – (44 days)
29	Graduation (Tentative based on Calamity Days)
31	Teacher Work Day

The order of make up calamity days after the five permitted by law.

1 st day – March 28	5 th day – April 1
2 nd day – March 29	6 th day – May 31
3 rd day – March 30	7 th day – June 1
4 th day – March 31	8 th day – June 2

TRIWAY HIGH SCHOOL 2015 - 2016 STUDENT COUNCIL
Advisors - Mrs. Taylor and Ms. Tausch

Seniors - Class of 2016

President - Micah Findley
Vice-President - Kyle Strock
Secretary - Sarah Higgins
Treasurer - Logan Kendall

Student Council

Nick Chuma Noelle Crites Rachel Dawson
Abby Frye Jordan Gates Sean Lacey
Shelby Reutter Lexi van Tol Macie Wengerd

Juniors - Class of 2017

President - Maddie Gumber
Vice President - Rachel Muhlenkamp
Secretary - Maria Ritchey
Treasurer - Tori Anderson

Student Council

Dylan Barker Skylar Barnard Jared Bugaj
Thomas Kennedy Kaitlyn Merwin Hayley Miller
Nicole Palombi Hannah Shamp Delaney Schoenbine
Taylor Swyers Abbey Werstler

Sophomores - Class of 2018

President - Jake Friday
Vice-President - Zoe Carmichael
Secretary - Devon Snyder
Treasurer - Laurel Sidle

Student Council

Melanie Basinger Ethan Mann Clay Miller
William Quinteros Sammy Rhodes Taylor Tisko
Tanner Wirth Sara Wolf

Freshmen - Class of 2019

President - Drew Arko
Vice-President - Tony Adams
Secretary - Rilee Kotewicz
Treasurer - Emily Alexander

Student Council

James Anderson Luke Bailey Izzy Cannon
Matt Falkenberg Jewels Hershberger
Emma Kiper Brin McKee Sydney Rhodes