



# TRI-VALLEY

*Local Schools*

## Student Discipline Code

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# **TRI-VALLEY LOCAL SCHOOL DISTRICT**

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## **Tri-Valley Local School District Student Discipline Code**

### **Philosophy**

The Tri-Valley Local School District believes that discipline is essential to the educational process. This has been made more evident by recent local, state, and national surveys of students, parents, teachers and school administrators who have identified discipline as the number one school concern. Although positive strategies to promote discipline are practices daily by all Tri-Valley personnel, the following discipline code was devised so that all concerned parties will have a clear understanding of the type of behavior expected of students in our schools. Hopefully, an increased understanding will reduce the need to use punishment and will foster improved discipline in our schools.

### **Student Conduct Guidelines and Scope of Jurisdiction**

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

In addition, this code of conduct includes misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property, and misconduct by a student that, regardless of where it occurs, is directed at a district official or employee, or the property of an official or employee.

#### **1. Disruption of School**

A student shall not by use of force, violence, coercion, threat, or other means, cause a disruption or obstruction of the regular operation of the school or school activities which materially and substantially interferes with the educational process. In the event of the creation of disorder at the school by any student or group of students, the administrator shall give the person or persons five (5) minutes to desist and return to classes. Failure to comply shall result in suspension and removal of the student or student from the premises.

#### **2. Damage or Theft of Property**

A student shall not steal or cause damage to, or attempt to steal or cause damage to property. The Tri-Valley Middle School and High School request that all students must be responsible for their school and personal properties. *The school will not assume responsibility for student book bags, textbooks, money, jewelry, electronic devices, etc. left unattended. Prohibited articles/items lost or stolen may not be subjected to a thorough investigation.* All valuables should be secured in a locked locker both in the hallways and/or locker room. Students using the locker room should not leave any articles of clothing or footwear unattended or in the unlocked lockers. All valuables should be given to the teacher/coach for safekeeping.

#### **3. Fights**

No student shall intentionally make unwanted contact or use any other violent actions or verbally initiate a fight with another. In the event of a physical altercation between two or more students, all participants may be suspended including those who use violent behavior as a form of retaliation.

#### **4. Assault or Attempted Assault**

No student shall physically or verbally attack another. Nor shall any student make an apparently violent attempt or willful offer with force or violence to do harm to another, even though the act is not carried out.

5. **Extortion**  
No student shall use force or intimidation to gain privileges, property, or money from another.
6. **Dangerous Weapons and Instruments**  
A student shall not possess, handle, transit or conceal any object, including look-alike objects, which could be used as a dangerous weapon, or cause injury to other persons. This prohibition includes chemicals, firearms, explosives, or fireworks of any type.
7. **Tobacco**  
A student shall not possess, use, or attempt to use, tobacco or related paraphernalia of any type. Smoking of electronic cigarettes, vapor devices, and other substitute forms of cigarettes whether they contain nicotine or not, are also prohibited.
8. **Narcotics, Alcoholic Beverages, Drugs or Drug Paraphernalia, and Look-Alike Drugs**  
A student who has possession of or uses drugs, look-alike drugs, hallucinogens, volatile chemicals, or alcohol shall be suspended from school. A student who is selling or distributing drugs, hallucinogens, volatile chemicals, or alcohol may be expelled from school. A complete report of all incidents involving narcotics, drugs, or look-alike drugs shall be filed with the police department. Students who must have prescription drugs in their possession shall notify the office upon entrance to school. Smoking of electronic cigarettes, vapor devices, and other substitute forms of cigarettes whether they contain nicotine or not, are also prohibited.
9. **Degrading Acts**  
A student shall not engage in an act which degrades himself/herself or others. Obscene gestures, actions, words, possession or circulation of pictures, writings, or publication, etc., which are degrading or obscene are prohibited.
10. **Non-Compliance with Direction of Administrators, Teachers and Other School Personnel (Insubordination)**  
Students shall obey all lawful instructions or administrators, teachers, substitute teachers, teacher aides, bus drivers and all other school personnel who are authorized to give such instructions during any specified period of time when the students are subject to the authority of such personnel.
11. **Transportation**  
Students riding buses shall abide by all guidelines set forth in the Tri-Valley Local School District Student Conduct Code for Transportation.
12. **School Attendance**  
All students enrolled in the Tri-Valley School District are required to attend school daily. Students are required to attend all regularly scheduled classes unless officially excused therefrom.
13. **Appearance**  
It is the schools' responsibility to provide the best educational opportunity for the students. It is the parents' responsibility to see that students come to school in reasonable and acceptable attire. Students have very definite obligations and duties when attending. No student shall set for himself/herself a course of conduct which is detrimental to the equal opportunity of others to learn. Compliance with reasonable guidelines of dress, conduct, and respect for teachers and administration is a duty of every student. Any dress or appearance which clearly constitutes a threat to the health and safety of students or disrupts the educational process shall be prohibited.
14. **School Publications**  
Publications such as the student newspaper, literary magazine and yearbook are connected

to the overall school program and subject to editorial control by the school's authorities.

**15. Trespassing or Loitering**

Tri-Valley students shall not loiter on school grounds or enter school facilities unless participating in or attending a school sponsored activity. This guideline applies also to hours in which school is not in session. During or after school hours, no student shall be present in an unauthorized place, or on school property and refuse to leave when told to do so, by school or law enforcement personnel.

**16. Use of Profane or Abusive Language**

A student shall not use any profane or abusive language.

**17. Unauthorized Use of Fire and/or Arson**

The intentional attempt to set a fire on school grounds, on school buses, or at school activities is not permitted and shall result in suspensions or expulsion and filing of appropriate legal charges. This includes any incendiary devices, not limited to lighting matches or lighters.

**18. Threats to Staff**

No student shall threaten, intimidate, nor use obscene or profane language to a member of the staff. Staff is interpreted to be any employee of the Tri-Valley Board of Education.

**19. Student Hazing, Student Harassment, and Bullying**

*Hazing*<sup>1</sup>, is defined as doing any act or coercing another, including the victim, to do any act of initiation onto any student, or other, organization that causes, or creates a substantial risk of causing mental or physical harm to any person.

*Student Harassment*<sup>2</sup>, including sexual harassment by other students or any member of the staff, as defined in Policy #6.23, is a violation of Federal law and is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn. Harassment includes, but is not limited to, any act which subjects an individual or group to unwanted abusive behavior of a non-verbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability.

*Intimidation*<sup>3</sup>, is defined as, but not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

*Menacing*, is defined as, but not limited to, any act intended to place a school employee, student or third party in fear of imminent serious physical injury.

*Bullying*<sup>4</sup>, is defined as a person who willfully and repeatedly exercises power or control over another with hostile or malicious intent. Bullying can be physical, verbal (oral or written), electronically transmitted or psychological.

*Hazing, Harassment, Intimidation, Menacing or Bullying*<sup>5</sup>, means any act that substantially interferes with a student's educational benefits, opportunities or performance that takes place on or immediately

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<sup>1</sup> TV Policy 6.23

<sup>2</sup> TV Policy 9.09, 9.10, 9.13, 9.29

<sup>3</sup> TV Policy 6.25, 9.13, 9.29

<sup>4</sup> TV Policy 9.29

<sup>5</sup> TV Policy 6.23, 9.29

adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or any at official school bus stop. Consult the district website for detailed policy information.

*Cyberbullying*<sup>6</sup>, is defined as the use of information and communication technologies such as e-mail, cell phone or pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated and hostile behavior by an individual or group, that is intended to harm others.

**20. Academic Integrity/Cheating**

A student shall not engage in any act of cheating, plagiarism, or academic dishonesty, including but not limited to, the removal and/or alteration of any school records.

**21. False Alarm**

A student shall not give false alarm of fire, bomb, or other hazard or misuse the school's fire alarm system in any manner.

**22. Distribution or Sale of Unauthorized Materials**

A student shall not distribute or sell unauthorized materials on school property.

**23. Prohibited Articles**

Any object that in the judgement of the administration disrupts or interferes with the educational process or endangers the health, welfare or safety of students or staff is prohibited. This includes, but is not limited to, gambling and gambling related items, radios of any kind, tape/CD players, pagers and TV sets, cell phones, and other electronic devices. Any device that is confiscated may be subject to inspection with the expectation of NO privacy of data within the device.

**24. Misuse of Vehicles on School Property**

A student shall not violate the prescribed rules and regulations for use of vehicles on school property.

**25. Repeated Offenses or Flagrant Violations**

Students shall not repeatedly or flagrantly violate any school rules or acceptable standards of school behavior.

**26. Misuse of a Computer**

Students shall not use a computer to obtain access to lewd, obscene, scandalous, or other unauthorized information or otherwise misuse a computer or a computer program.

**27. Disruption of the Lunch Room**

Students must not fail to practice basic hygiene-such as returning trays, cleaning trash from the table and floor area around seat.

**28. Forgery/Falsification**

A student shall not falsify any school related information, verbal or written, which shall include, but not be limited to, the name of another person, times, dates, grades, addresses or other data on forms or correspondence to or from school.

**29. Truancy**

If a student fails to attend all classes and study halls on all days school is in session, he/she will be considered truant. (See attendance policy for additional information.)

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<sup>6</sup> TV Policy 6.48, 9.29

### **30. Unauthorized Touching**

A student shall not cause physical injury or behave in such a way which could threaten to cause physical injury to other students, school staff, or visitors while under the jurisdiction of the school.

### **Results of Violating the Code of Conduct**

Violating the Code of Conduct may result in a verbal or written warning or reprimand, referral to guidance counselor, parental contact or conference, detention, Alternative Education Plan (AEP), Saturday School, community service, emergency removal, referral to law enforcement agencies, alternative placement, suspension or expulsion.

### **Non-Discrimination**

The Tri-Valley Local School District is committed to non-discrimination in all policies and actions governing student behavior as well as in other aspects of the educational program and extra-curricular activities. Therefore, all students shall receive equal treatment, service, and opportunities, regardless of race, color, creed, national origin, or sex.

### **Summary of Student Code of Discipline**

These guidelines do not define all types and aspects of student behavior. However, the Board has the responsibility to set forth policies to help all students conduct themselves in a proper manner as good citizens of the school community.

The Board and Superintendent of Schools may establish written policies of general application governing student conduct in all schools. In addition, each principal, within his/her school, may establish certain administrative guidelines consistent with those established by the Board and the Superintendent.

**Student Conduct Code<sup>7</sup>**  
**Discipline Control Program**  
**Grades K-6**

**"Minor" Misbehavior Management Schedule**

- **1<sup>st</sup> offense** - Parent notification and student conference with the possible option of during school hours Detention(s) or after-school detention.
- **2<sup>nd</sup> offense** - Two or four hour Saturday school or two to four hours of after school detention.
- **3<sup>rd</sup> offense** - Four hour Saturday school.
- **4<sup>th</sup> offense** - Two four hour Saturday schools or One day out-of-school suspension.  
*For most offenses, conferences as soon as possible with student, parent, teacher and principal are necessary.*

**"Major" Misbehavior Management Schedule**

- **1<sup>st</sup> offense** - Parent notification and 4 hour Saturday school or after school detention(s).
- **2<sup>nd</sup> offense** - Parent notification and 3-5 days out-of-school suspension.
- **3<sup>rd</sup> offense** - Parent notification and 5-10 days out-of-school suspension.
- **4<sup>th</sup> offense** - Parent notification and 10 days out-of –school suspension with recommendation for expulsion.  
*For most offenses, conferences as soon as possible with student, parent, teacher and principal are necessary.*

**"Zero Tolerance" Misbehavior Management**

Possession of Dangerous Weapons, Bomb Threats & Violent Conduct<sup>8</sup> (Major Offenses)

- **1<sup>st</sup> offense**- Expulsion from school and notification of appropriate law enforcement agency. Conference (mandatory) as soon as possible with student, parent and principal. Any student who brings a firearm, as defined under Federal law, to school shall be expelled from school for at least one (1) year unless the Superintendent reduces the punishment for reasons justified by the particular circumstances of the incident.
1. In all cases (K-6) listed above, when circumstances warrant, the principal has the option to select another misbehavior management schedule and/or level of punishment subject to an internal post-review by the Tri-Valley Administrative Team.
  2. Expulsion is the removal of a student for a period of up to eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gave rise to the expulsion takes place, whichever is greater. If at the time of the expulsion, there are fewer school days than the number of days of expulsion, the Superintendent has the option to:
    - a. Apply the remaining period of expulsion to the following semester or school year
    - b. Impose a community service requirement beyond the end of the school year in lieu of applying the suspension or expulsion into the next school year. However, community service as an alternate to expulsion cannot be used when a firearm is involved.

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<sup>7</sup> TV Policy 6.19

<sup>8</sup> TV Policy 6.18, 6.26



3. In all cases (K-6) listed above a student can receive a period of social probation.
4. Student lockers are subject to search in accordance with Policy #6.28.
5. Suspension or expulsion of disabled students shall be in accordance with the law.

**Student Conduct Code<sup>9</sup>**  
**Discipline Control Program**  
**Grades 7-12**

**"Minor" Misbehavior Management Schedule**

- **1<sup>st</sup> offense** - Parent notification and student conference with the possible option of after-school detention or Saturday school.
- **2<sup>nd</sup> offense** - Saturday school or AEP or out-of-school suspension.
- **3<sup>rd</sup> offense** - AEP or out-of-school suspension.
- **4<sup>th</sup> offense** - 5-10 days out-of-school suspension.

**"Major" Misbehavior Management Schedule**

- **1<sup>st</sup> offense** - Parent notification and Saturday school or in-school or out-of-school suspension.
- **2<sup>nd</sup> offense** - Parent notification and 3-5 days out-of-school suspension.
- **3<sup>rd</sup> offense** - Parent notification and 5-10 days out-of-school suspension.
- **4<sup>th</sup> offense** - Parent notification and 10 days out-of-school suspension with recommendation for expulsion.

*For most offenses, conferences as soon as possible with student, parent, teacher and principal are necessary.*

**"Zero Tolerance" Misbehavior Management**

Possession of Dangerous Weapons, Bomb Threats & Violent Conduct<sup>10</sup> (Major Offenses)

- **1<sup>st</sup> offense**- Expulsion from school and notification of appropriate law enforcement agency. Conference (mandatory) as soon as possible with student, parent and principal. Any student who brings a firearm, as defined under Federal law, to school shall be expelled from school for at least one (1) year unless the Superintendent reduces the punishment for reasons justified by the particular circumstances of the incident.

1. In all cases (7-12) listed above, when circumstances warrant, the principal has the option to select another misbehavior management schedule and/or level of punishment subject to an internal post-review by the Tri-Valley Administrative Team.
2. Expulsion is the removal of a student for a period of up to eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gave rise to the expulsion takes place, whichever is greater. If at the time of the expulsion, there are fewer school days than the number of days of expulsion, the Superintendent has the option to:
  - a. Apply the remaining period of expulsion to the following semester or school year
  - b. Impose a community service requirement beyond the end of the school year in lieu of applying the suspension or expulsion into the next school year. However, community service as an alternate to expulsion cannot be used when a firearm is involved.
3. In all cases (7-12) listed above a student can receive a period of social probation.
4. Student lockers are subject to search in accordance with Policy #6.28.
5. Suspension or expulsion of disabled students shall be in accordance with the law.

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<sup>9</sup> TV Policy 6.19

<sup>10</sup> TV Policy 6.18, 6.26

The minor and major misbehavior management schedules are guidelines for students and staff. Parents and students should be aware that the type of discipline that is used depends on the situation, and the final decision of the administration.

For first time violations of the student code of conduct, generally either the minor or major misbehavior management schedule will be followed. Some exceptions to the process include, but are not limited to: #3) Fights, #4) Assaults, #5) Extortion, #6) Dangerous Weapons and Instruments, #7) Tobacco Use #8) Narcotics, Alcoholic Beverages, Drugs or Drug Paraphernalia and Look-A-Like Drugs, #17) Unauthorized use of Fire and/or Arson #18) Threats to Staff, and #21) False Alarm.

A student violating #8, #17, and #21 can be suspended for 10 days along with a possible recommendation for expulsion and notification of the proper law enforcement agency. A violation of #6 can result in expulsion from school and notification of the appropriate law enforcement agency. A violation of #3, #4, and #5 can result in a suspension up to 10 days and a violation of #7 can result in a period of time in AEP or Out-of-School Suspension.

For repeated offenses, the discipline issued can be more severe. For serious violations, alternative placement, including diversion weekend, may also be considered.

### **Examples of Misbehavior for Grades K-12**

#### **1. Disruption of School**

##### Minor examples. K-12:

- a. Intentional loud noises
- b. Non Verbal distractions
- c. Throwing objects
- d. Horseplay
- e. Excessive noises
- f. Being rude, discourteous or annoying

##### Major examples. K-12:

- a. Threats of serious physical harm to a student
- b. Throwing an object that endangers someone
- c. Serious misbehavior that stops the normal educational process
- d. Student protests

#### **2. Damage or Theft of Property\***

##### Minor examples. K-12:

- a. Writing in a textbook or on school property
- b. Damage to school property or personal property

\*Any minor infraction without restitution will be considered major.

##### Major examples. K-12:

- a. Theft
  - b. Broken windows, carved furniture, broken furniture, destruction of computers, etc.
- Suspension can be used for 1st offense*

#### **3. Fights**

##### Major examples. K-12:

- a. Physical contact that could cause physical harm.

*Suspension can be used for 1<sup>st</sup> offense*

#### **4. Assault or Attempted Assault**

Major examples. K-12:

- a. A physical or verbal attack on another.  
*Suspension can be used for 1<sup>st</sup> offense.*

#### **5. Extortion**

Major examples. K-12:

- a. The use of force or intimidation to gain privileges, property, or money.  
*Suspension can be used for 1<sup>st</sup> offense.*

#### **6. Dangerous Weapons and Instruments**

Major examples. K-12:

- a. Ammunition, firecrackers, knives, or any other dangerous materials or objects.

Zero Tolerance Misbehavior Management, K-12:

- a. Firearms, explosives

#### **7. Tobacco**

Minor examples. K-12:

- a. Not applicable

Major examples. K-12:

- a. Possession or use of tobacco products: snuff, cigarettes, chewing tobacco, pipes, matches, lighters etc. Smoking of electronic cigarettes, vapor devices, and other substitute forms of cigarettes whether they contain nicotine or not, are also prohibited.

*Suspension can be used for 1<sup>st</sup> offense*

#### **8. Narcotics, Alcoholic Beverages, Drugs or Drug Paraphernalia, and Look-Alike Drugs**

Major examples. K-12:

- a. All infractions will follow the Major Behavioral Management Schedule.  
*Mandatory suspension infraction along with possible expulsion.*

#### **9. Degrading Acts**

Minor examples. K-6:

- a. Obscene gestures, actions, words.

Major examples. K-6:

- a. Possession or circulation of pictures, writings, or publications, etc.
- b. Inappropriate contact and/or exposure

Minor examples. 7-12:

- a. Not applicable.

Major examples. 7-12:

- a. Possession or circulation of pictures, writings, or publications, etc.
- b. Inappropriate contact and/or exposure
- c. Obscene gestures, actions, words.

**10. Non-Compliance with Directions of Administrators, Teachers, and Other School Personnel (Insubordination)**

Major examples. K-12:

- a. All infractions will follow the Major Behavior Management Schedule.

**11. Transportation**

Refer to Tri-Valley Local School District Student Conduct Code for Transportation

**12. School Attendance**

**Tardiness:**

1. 1st Offense Recorded
2. 2nd Offense Verbal Warning
3. 3<sup>rd</sup> Offense Written Warning
4. 4-5 Offense 1 Hour Detention
5. 6-7 Offense 1 Hour Detention(K-6)/ 2 Hour Detention(7-12)
6. 8+ Offense Saturday School

**Absences:**

Students who are absent in excess of the following hours for the year will be subject to administrative action:

1. 30 or more consecutive hours (habitual truancy)
2. 42 or more hours in one month (habitual truancy)
3. 72 or more hours in the year (habitual truancy)

HB 410

Such action will include a conference with parents, students, and principal/assistant principal. A third letter will be sent to the parents explaining this.

The penalty for excessive absences (more than 38 hours per month or 65 hours per year) could result in the following:

1. Conference with administrators
2. Referral to Juvenile Court program including Diversion Weekend.
3. Loss of academic credit for the year (the student may repeat the year)
4. Referral to Saturday School.
5. Referral to After-school Make-up time.

Whenever any student under the age of eighteen (18) has the following number of unexcused absences from school during any school year,

1. 30 or more consecutive hours (habitual truancy)
2. 42 or more hours in one month (habitual truancy)
3. 72 or more hours in the year (habitual truancy)

HB 410

The Board authorizes the Superintendent to inform the student and his/her parents of the truancy record and the District's intent to notify the Judge of the Juvenile Court of the student's excessive truancy.

### **13. Appearance**

Tri-Valley's Student Dress Code Policy 6.24

#### Minor examples. K-6:

- a. Wearing hats, sunglasses
- b. Painting of the face, or hair coloring
- c. Clothing with obscene, vulgar, or suggestive pictures or wording
- d. Visible offensive tattoos are not permitted.

#### Major examples. K-6:

- a. See through clothing
  - b. Footwear must be worn at all times
  - c. Visible body piercing with objects placed through the pierce
- \* See also TV Student Discipline Code pages 15-18.

#### Minor examples. 7-12:

- a. Wearing hats, sunglasses
- b. Painting of the face, or hair coloring

#### Major examples. 7-12:

- a. See through clothing
  - b. Footwear must be worn at all times
  - c. Visible body piercing with objects placed through the pierce
  - d. Clothing with obscene, vulgar or suggestive pictures or wording.
- \* See also TV Student Discipline Code pages 15-18.

### **14. School Publication**

All infractions will follow the Major Behavioral Management Schedule.

### **15. Trespassing or Loitering**

Serious infractions will follow the Major Behavioral Management Schedule.

### **16. Use of Profane or Abusive Language**

Most infractions will follow the Minor Behavioral Management Schedule.

### **17. Unauthorized Use of Fire and/or Arson**

All infractions will follow the Major Behavioral Management Schedule.

*Mandatory suspension infraction along with possible expulsion*

### **18. Threats to Staff**

Threatening behavior toward staff members, follows the Major Behavioral Management Schedule and includes a report to appropriate law enforcement agency.

### **19. Student Hazing, Student Harassment and Bullying<sup>11</sup>**

All infractions will follow the Major Behavioral Management Schedule.

### **20. Academic Integrity/Cheating**

All infractions will follow up with Major Behavioral Management Schedule.

### **21. False Alarm**

All infractions will follow up with Major Behavioral Management Schedule.

*Mandatory suspension infraction along with possible expulsion*

**22-30.** Serious infractions will follow the Major Behavioral Management Schedule.

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<sup>11</sup> TV Policy 6.23, 9.29

## **Permanent Expulsion**

The board may seek the permanent expulsion of a student 16-years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at a school function:

1. Illegal conveyance or possession of a deadly weapon or dangerous ordnance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of bulk amount of a controlled substance or the sale of a controlled substance, and/or
2. Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual penetration, if the victim is a district employee of the board.

In addition, complicity in any of the above acts, whether or not that complicity takes place on school grounds or at a school function, may also be the basis for permanent expulsion.

## **Guidelines for Teachers**

The effectiveness of the classroom teachers and the activities of the class are a prerequisite to good discipline. Most students will exhibit good behavior when they perceive a teacher who is consistent, fair, and supportive of school policies. The following are necessary for effective discipline:

1. Teachers shall plan sound preventive procedures based on their knowledge of the needs, abilities, and interests of students.
2. Teachers derive authority from state law, Board of Education policy, and administrative direction, and students shall abide by their authority.
3. Teachers are initially responsible for handling behavior problems in the classroom.
4. Teachers are encouraged to seek advice from principals and other supportive personnel on disciplinary matters.
5. Teachers share responsibility for enforcing the accepted code of behavior toward any student whom they observe violating the disciplinary code.
6. Teachers, by their own example, help set the tone for good discipline.
7. Teachers shall acknowledge an error if they have treated a student unjustly.
8. Teachers shall inform students of the high expectations regarding discipline and persist in their fulfillment.
9. Teachers are responsible for initiating parental contact where appropriate and necessary.
10. Teachers concerned with the appropriate enforcement of the Discipline Code shall speak to their immediate supervisor.
11. Teachers shall support administrators in disciplinary matters and avoid every possible chance of undermining the administrator's authority regarding the student.

## **Guidelines for District and Building Administrators**

The administration shall take a shared role in the establishment and maintenance of appropriate discipline in the school and in the enforcement of the Discipline Code in accordance with the following guidelines:

1. Administrators shall interpret to their staff the discipline code and the appropriate steps to guarantee due process each year at orientation time and at other appropriate times as s/he determines or a staff member requests.
2. Principals shall provide personally, in appropriate ways, an interpretation of the discipline code to students in September and at other times as needed for the purpose of reinforcing the teachers' efforts.
3. Since discipline is a prerequisite and a concomitant to learning, principals shall give top priority to counseling with any teacher on a disciplinary situation upon request by either party.
4. Administrators shall support teachers in their discipline and avoid every possible chance of undermining the teachers' authority to the student.
5. Administrators in concert with teachers must provide in-service activities for teachers in classroom management, discipline procedures, follow-up, and any other activities which will help the staff to become as one in discipline.
6. Administrators, supervisors, and teachers shall provide adequate supervision for all school sponsored activities which they respectively sponsor.
7. The administrator of the school, in cooperation with his/her teachers, shall develop supervisory guidelines for all school-sponsored activities.
8. Administrators shall study environmental factors in their schools in consultation with their teachers and students. Recommendations which will have a positive effect in the area of discipline shall be made to the Superintendent.
9. Administrators receiving parental concerns shall refer the parent to the appropriate teachers as the first step in resolving the situation.

### **Electronic Surveillance**

***Attention Students: Please be advised that the building and grounds will be utilizing electronic surveillance equipment to help monitor both student behavior and student activities.***

## **Guidelines for Parents**

Students come to school with certain attitudes and predispositions towards adults and the authority which they represent. They also arrive with certain predispositions toward other students as well as to public and private property. It is in the best interest of their children that parents support teachers and administrators in the enforcement of the Discipline Code. Parents can help in maintaining effective discipline as follows:

1. Parents shall be made aware of the Discipline Code at the beginning of the school year, and this code shall be part of the orientation of any new family to the School District.
2. Parents shall be made aware of the need for consistent enforcement of the Discipline Code.



3. Parents shall be notified of any serious or repeated situation regarding their child and shall be afforded an opportunity to meet with the teacher to improve the student's behavior.
4. Parents having a concern involving classroom behavior shall first bring this matter to the attention of the teacher.
5. Parental concerns shall go through proper channels.
6. Parents are responsible for the supervision of their child when s/he is suspended from school. A conference between the parent and principal may precede re-admission.

A violation of any article of the student code of discipline may result in disciplinary action, including suspension or expulsion from school.

The objective of this code is to establish, in one compilation, such guidelines with regard to the conduct of students in the Tri-Valley Schools which have been deemed appropriate and necessary for the maintenance of a wholesome school climate and shall be applicable to all students in accordance with the law.

### **Student Lockers**

Student lockers, desks, cabinets, and similar property are the property of the Tri-Valley Board of Education provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning.

### **Use of Dogs<sup>12</sup>**

The Board has authorized the use of specially trained dogs to detect the presence of drugs and devices such as bombs on school property. Dogs handled by law enforcement officers specially trained to safely and competently work with them, may come to the school and conduct a search without notice, except to the superintendent and building principal. The dogs will be allowed to examine a student's possessions, including vehicles. The dogs may also be allowed to examine school property such as lockers as permitted by the building principal.

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<sup>12</sup> TV Policy 6.28

### Tri-Valley Elementary Schools Dress Code<sup>13</sup>

A student has the responsibility to regulate his/her appearance so as to avoid the disruption of the educational process and the subsequent deprivation of others of their right to an education and an effectively operating educational system. The Tri-Valley Dress Code is designed to ensure the health, welfare, and safety of the members of the student body and to enhance a positive image of our students and the school. Any form of dress or grooming, which attracts undue attention or violates the previous statement, is obviously unacceptable. Clothing and appearance should be decent, discreet, modest, and worn as intended by design.

Students whose style of dress or inattention to hygiene is deemed inappropriate for school will be sent home to change clothes or will be sent to the office to await an arrival of appropriate clothing from a parent/guardian. Absence from class due to this action will be regarded as unexcused. Repeated violations of the dress code will be handled in compliance with Board Policy pertaining to student discipline and could, therefore, result in suspension.

Considering both the above and the fact that clothing and style of dress are personal in nature, many times a situation results in a "judgment call" by the school administration which shall remain the final arbiter.

The following types of clothing are specifically prohibited:

1. Hats, ball caps, bandanas and any other type of head covering are not to be worn or carried in the school building. The only exceptions are pre-announced "hat days" used to raise money for different school organizations.
2. Sunglasses are not to be worn in the school building.
3. Clothing including pins and jewelry, which advertises or promotes the use of tobacco alcohol, and/or drug-related substances.
4. Any type of emblem, symbol, tattoo, or article of clothing, which portrays or connotes membership in a gang or depicts gang "colors".
5. Clothing which contains language or pictures which are sexual or suggestive in nature or which contains language that is offensive or, in the view of the staff is inappropriate.
6. Examples of unacceptable depictions on shirts or other items at school are as follows: Weapons, Skulls, Snakes, Skeletons, Gang Symbols, Bondage, Violence, Death, Cult/Satanic Symbols or Activities, Obscenities (including but not limited to references to lewd and sexually suggestive, vile, indecent, inappropriate gestures and actions or public nudity which include but are not limited to Big Johnson, Hooters, Co-Ed Naked, and Marilyn Manson articles of clothing).
7. Symbols of violence, death, and cult/satanic activities which intimidates or offends other students or staff, and the drawing of these symbols on backpacks, notebooks, and assignments are prohibited.
8. No tank tops, 1/2 shirts, bare midriff shirts, see-through clothing, halter-tops, mesh shirts, torn, cut, and/or frayed clothing. Also, no skintight spandex clothing worn as an outer garment, black sole shoes or street shoes on the gym floor, dog chain collars, or chains are to be worn. Exceptions to the rule include small necklaces around the neck and small bracelets around the wrist and ankle.

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<sup>13</sup> TV Policy 6.24

9. Clothing, jewelry, and hair must be worn in such manner so as not to be distracting, disruptive, offensive or a safety hazard.
10. Appropriate undergarments must be worn.
11. All pants and shorts must be worn at waist level at all times - oversized, baggy clothing or excessively long shirts are not permitted.
12. Outdoor coats and jackets are not to be worn in the building during school hours. Students are encouraged to keep a sweater or sweatshirt, etc. in their locker.
13. Shorts defined as cut-offs, spandex, gym or jogging shorts, boxer short, and other tight fitting shorts may be worn as undergarments only. Skirts and shorts are acceptable when the waistband is worn in the proper position and the hemline does not exceed three (3) inches above the top of the kneecap. (Cheerleaders will be permitted to wear their uniforms when necessary.)
14. No visible body piercing or other objects placed through the pierce, other than ears with earrings, shall be permitted on Tri-Valley students.
15. No visible offensive tattoos are permitted.
16. Tastefully designed wind suits will be allowed.
17. Any clothing, jewelry or other materials perceived as being gang related including book bags, notebooks or colors will not be permitted.
18. Chains such as wallet type are not permitted. No heavy chains are to be worn or concealed.
19. Wrist bands that have pointed or sharp objects protruding from them are not permitted.
20. Styles that create or may create a classroom disturbance are not permitted; e.g. painting the face or coloring the hair an unnatural color.
21. Articles of clothing which cause excessive wear or damage to school property is not permitted.
22. All footwear and sandals must have back straps for safety reasons. No "thongs" are allowed.

If the teacher feels the student is not meeting the standards of the dress code, or causes a disruption in class, the student shall be referred to the office by written documentation from the teacher in order to maintain the fairness and consistency of the guidelines.

**The building administrator shall make the final decision on all questionable cases.**

In accordance with the previous standards, administrators and teachers have the right to issue warnings and to refuse to admit to school or class, those students who violate the dress code.

For those students who will not accept the responsibility of living up to the code's minimum standards, the appropriate discipline control program shall be followed.

Nothing in this guideline shall be interpreted to limit the responsibility of teachers to enforce guidelines concerning the control of hair or clothing in the interest of safety or full participation in any specific teaching situation.

## Tri-Valley High School & Middle School Dress Code <sup>14</sup>

This Dress Code was designed in a collaborative effort between the students, the teaching staff, and the secondary administration of the Tri-Valley Local School District. The Tri-Valley High School/Middle School dress code is designed to ensure the health, welfare, and safety of the members of the student body. The dress code should create a positive image of our students and the school. Each student has the responsibility to regulate his/her appearance in order to avoid the disruption of the educational process. Any form of dress or grooming that attracts undue attention or interrupts the educational process is unacceptable. Clothing and appearance should be decent, discreet, modest, and worn as intended by design.

*Students whose style of dress or inattention to hygiene is deemed inappropriate for school will be sent home to change or will be sent to the office to await an arrival of appropriate clothing from a parent/guardian and/or assigned the designated discipline. Absence from class due to this action will be regarded as unexcused. Repeated violations of the dress code will be handled in compliance with Board Policy pertaining to student discipline and could, therefore, result in suspension.*

Considering both the above and the fact that clothing and style of dress are personal in nature, there may be times a situation results in a 'judgment call' by the school administration which shall remain the final arbiter.

### **The following types of clothing are specifically prohibited:**

1. Head coverings (hats, hoods, etc.) of any kind are not to be worn in the school building. (Unless designated as a fundraiser.)
2. Sunglasses **are not** to be worn in the school building.
3. Any clothing or objects that contains writing and/or pictures that have double meaning, are suggestive, are violent, are sexual or gang related in nature are not permitted. Clothing and other objects **should not** be offensive, **revealing**, distracting or disruptive to the school learning environment.

*Note: The outermost garment must meet the proposed guidelines detailed in item numbers 4, 5, and 6.*

4. Shorts, skorts, dresses, skirts and other lower torso items must be at knee length when standing up. Skirts/dresses can only contain a slit in the back; front or side slits are not permitted, unless the slit is below the knee.

Exception: Skirts may be mid-thigh or below when standing up if worn with leggings/hose that extend at least to the knee.

5. Pants need to be at the waist or sitting on the hips at all times.
6. Holes in jeans/pants are not permitted above the knee. Frays/stress points are permitted as long as no skin is visible. The decision of the Administrator is final.
7. All shirts/tops must have sleeves and cover all undergarment standing or sitting. Exception: During formal or semi-formal activities, dresses may be worn that do not have sleeves. Bare midriff (showing of skin) front or back, standing or sitting, will not be permitted. This would include tops that are too revealing.
8. All footwear must be appropriate and safe for the school environment. Examples would include but not be limited to: shop areas, lab areas and physical education areas.

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<sup>14</sup> TV Policy 6.24

9. Pajama bottoms **are not** permitted.
10. Offensive body markings or hairstyles which may create a disturbance to the educational process will not be permitted (tattoos, face painting, or a non-natural hair color).
11. Body piercing is limited to one (1) facial piercing other than the ears. *All piercing must be petite in size or be a clear stud.*
12. All jewelry should be appropriate for an educational environment. Small necklaces around the neck, wrist, and ankle areas are permitted. Chains **are not** permitted.

***If something is questionable in your mind, do not wear it or bring it to school.***

If the teacher feels the student is not meeting the standards of the dress code, or causes a disruption in class, the student shall be referred to the office by written documentation from the teacher in order to maintain the fairness and consistency of the guidelines.

***The building administrator shall make the final decision on all questionable cases.***

In accordance with the previous standards, administrators and teachers have the right to issue warnings and refuse to admit to school or class those students who violate the dress code.

For those students who will not accept the responsibility of living up to the code's minimum standards, the appropriate discipline control program shall be followed.

Nothing in this guideline shall be interpreted to limit the responsibility of teachers to enforce guidelines concerning the control of hair or clothing in the interest of safety or full participation in any specific teaching situation.