

Student Name _____

**Triway High School
2023-2024
CALENDAR AND HANDBOOK**

SCHOOL ADDRESS	SCHOOL PHONE NUMBERS
3205 Shreve Road	High School Office 330-264-8685
Wooster, Oh 44691	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.

Our Mission:

Empowering students, families, and staff to make a difference by reaching their full potential.

Our Vision:

Equip. Empower. Inspire. Succeed.
Every Student. Every Classroom. Every Day.

Our Values:

We value Community which means:

We recognize the importance of family, and strive to include our community in the educational process.

We value Relationships which means:

We will strive to build positive and authentic relationships with our students, our peers, our families, and our community.

We value Innovation which means:

We will prioritize the creation of innovative educational opportunities for our students to inspire creative problem solvers.

**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.

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**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. We agree with the Ohio Department of Education when it states "excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce".

OHIO HOUSE BILL 410 (HB 410) REQUIREMENTS

Attendance tracking has changed from "days" of school to "hours" of school.

Definition of Excessive Absences and Truancy

Ohio law now requires all schools to notify you when your child reaches the following "thresholds":

1. **"Excessive Absences":**
 - a. Absent 38 or more hours in one school month **with or without a legitimate excuse;** or
 - b. Absent 65 or more hours in one school year **with or without a legitimate excuse.**

*All future absences beyond the 38 and 65 hours will require evidence from an outside source that explains why the absence from school was necessary (**e.g. court document, doctor's note**). **If a required doctor's note is not provided to the school, the absence(s) will be considered unexcused and the student will receive no credit for school work.** Final approval of an absence will be determined only after the required additional information is provided.

2. **"Habitual Truant":**
 - a. Absent 30 or more consecutive hours without a legitimate excuse;
 - b. Absent 42 or more hours in one school month without a legitimate excuse; or
 - c. Absent 72 or more hours in one school year without a legitimate excuse.

Once a student has met any of the above thresholds, the district may be required to form an Absence Intervention Team. This team must consist of two school representatives, the student's parent/guardian and the student. Other possible team members may include a counselor, a school psychologist, and even a member of a public/private agency who is providing assistance to reduce absences. The student and parent are required by law to be active participants on an Absence Intervention Team and follow any subsequent plan to improve school attendance. Failure to participate and comply will result in the immediate truancy filing on the student and possible filing against the parent/guardian through Wayne County Juvenile Court. Additionally, if the parent/guardian fails to participate, it may result in a mandatory referral to the Wayne County Children Services Board.

REPORTING ABSENCES FROM SCHOOL

When a student is absent from school, the parent/guardian must notify the school via parent square (preferred), phone call, or note with the reason for the absence by 9:00 am. (Missing Children's Law).

EXCUSED ABSENCE

Excused absence permit slips will be issued for the reasons listed below when: 1) A parent/guardian call the school on the day of the absence and states the reason for the absence or, 2) The student returns to school, he/she provides a note to the main office signed by the parent/guardian that states the reason for the absence.

- A. Personal illness
- B. Illness in the family
- C. Quarantine of the home
- D. Death of a relative
- E. Working at home due to absence of parents or guardians (Subject to Administrative approval)
- F. Observance of religious holidays
- G. Emergency or a set of circumstances which, in the judgment of the administration, constitutes a good and sufficient cause for absence from school.
- H. 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.

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 events and activities. Special administrative exceptions may be approved (i.e. funerals, doctor appointments, etc.).

UNEXCUSED ABSENCE

An Unexcused Absence will be recorded for all absences other than those listed under Excused Absences.

Additionally, an unexcused absence will be recorded if the parent/guardian did not follow the protocol found in the section Reporting Absences From School.

Converting the Unexcused Absence to an Excused Absence

The parent must notify the school via parent square, phone call or note stating the absence to the attendance office no later than two school days after the unexcused 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 a zero.

TARDINESS FROM SCHOOL AND CLASS

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 before going to class. The following reasons for a student to be tardy are listed below:

- A. Excused- emergencies and others as approved by administrators.
- B. Unexcused - all reasons not covered under excused.
- C. 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.

Note: 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.

FAMILY VACATIONS

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 written note 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 or Assistant Principal.

EXCESSIVE ABSENCES AND DRIVING

Students who have a driver's license and poor attendance may have their driving privileges revoked as a result of excessive number of school hours missed.

PASSES FOR LEAVING SCHOOL AND CALLING HOME SICK

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. All 18-year-olds or older, 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.

- A. **Students must come to the office to call home if they get sick.** The office staff needs to verify permission with parent/guardian for the student to leave school.
- B. Doctor or Dental appointments - request must include doctor's name, telephone number, and appointment time.
- C. Driver's Exam - request must include appointment time.
- D. 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:

- A. An appointment with the college admissions office.
- B. A note from parents, approved by the office, **two (2) days in advance.**
- C. A Pre-excused permit to leave school.
- D. To be a Junior or senior - limit of 3 visits.
- E. **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: 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

- A. 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.
- B. 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).
 - C. 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).
 - D. 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.
 - E. 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.
 - F. 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.
 - G. 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.
 - H. **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.**
 - I. 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.
 - J. 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.

ALL STUDENTS MUST CARRY 6 CLASSES BOTH SEMESTERS.

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:

- A. Computer error.
- B. Not passing the pre-requisite course.
- C. Placed in the wrong course level (teacher initiated).
- D. Accepted into a work program.
- E. 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://pa.tccsa.net/> 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 first 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.

- A. Student's name.
 - B. Student's address.
 - C. Student's date of birth.
 - D. Student's extracurricular participation.
 - E. 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 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 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 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 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 school's 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, in school suspension, out-of-school suspension or possible expulsion.

Part II: Conduct code: A violation of any rule may result in disciplinary action such as; detention, suspension, and/or

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/Fighting: 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 and possible expulsion.

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/vaping devices.

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, Disrespectful 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, typed, 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 or receive 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. Females: sleeveless tops must be at least 2 inches in width. Tank tops cannot be layered. Males: all shirts must have sleeves.
- C. Clothing decorated with obscene language or gestures, make

reference to sex, drugs or alcohol, or deemed inappropriate/controversial are unacceptable.

- D. Shorts, skirts and dresses, must be below the fingertips when arms are resting naturally at the sides.
- E. Yoga pants/leggings should have a top covering them (in the front and back) to mid-thigh level. Pajama pants are not permitted.
- F. A full complement of clothing is required with complete coverage of private body parts. Holes in pants should only be below the finger tips.
- G. Coats/jackets designed for outside use are not to be worn during class hours.
- H. Hats, bandanas, headbands and sunglasses may not be worn in the school building.
- I. Jewelry and other accessories that are deemed inappropriate by the administration will be removed by the student.
- J. Backpacks/drawstring bags are not permitted (unless permission is given from the administration).

DETENTIONS

Students may be assigned after school detentions for violation of school or individual classroom rules. All detentions will be supervised by a staff member. Students must be given at least a one-day notice to allow for transportation arrangements.

HALF DAY ALTERNATIVE PLACEMENT

- A. Students placed in half day Alternative Placement will remain in assigned room for the first four periods of the day (7:52 - 11:01 AM)
- B. Students will be expected to work continually on all assignments sent from Teacher's while in Alternative Placement.
- C. Students will receive full credit for work successfully completed while in Alternative Placement.

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 100% credit for that day.

OUT OF SCHOOL SUSPENSION

- A. If a student is suspended out-of-school, the student will receive 75% credit for work completed.

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.

- A. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
- B. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his actions.
- C. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
- D. 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.
- E. 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)
- F. **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 guardians 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:

- A. The object is indistinguishable from a firearm, whether or not the object is capable of being fired.
- B. 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 A or B listed 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:

- A. Applicable state or federal laws relating to the student's disability
- B. 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.

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:

- A. A Medication Request Form must be completed by the prescribing physician and signed by the parent. Forms may be obtained in the school office.
- B. Parent must bring in the Medication and Medication Request Form into the school.
- C. 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.

- D. A Medication Request Form must be submitted each school year and as necessary for changes in medications.
- E. Students who must carry an inhaler or Epi Pen must have a physician's order stating student may carry inhaler or Epi pen. A Medical Request Form must be completed by the student's 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

- A. 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)**.
- B. Incoming 9th grade student's cumulative grade point average will be **first established** at the end of the first grading period.
- C. 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.
- D. 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 (**Revised May 17, 2016**) apply to all motorized vehicles.

***In order to drive to school and park on school property, you must sign our new Triway Board of Education Drug Testing Policy consent form. Once you turn in the signed consent agreement, you will receive a parking permit that will hang on your mirror in your vehicle. Failure to sign or turn in will result in loss of driving privileges.**

- A. All student vehicles parked on school grounds must be registered with the school.
- B. All student drivers must be properly licensed by the State of Ohio.
- C. **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 vehicle or its contents while on school grounds.
- D. Student drivers shall transport only those passengers listed on their registration.
- E. **The speed limit on school property is 15 M.P.H.**
- F. Any violation involving the safety of students will result in a denial of driving privileges. Failure to obey one way traffic patterns, passing cars while exiting the school lot, and driving too fast or in a dangerous manner as observed by faculty and staff are considered serious safety violations.
- G. To facilitate identification, to make maximum use of the space available, and to promote safety, vehicles shall be parked in the marked parking spaces with the automobile facing North or South. Vehicles are not to be parked in the parking lot entrances or exits.
- H. **Students shall not park in the first two rows from the flagpole to the end of the auditorium. This area is for administration, teachers, visitors, handicapped people and cafeteria staff.** The area beyond this, as well as the third and fourth rows are for student drivers. We ask that students not park in the row nearest the soccer field. Please do not park behind the school near auxiliary gym/weight room or in the oval during the school day. Students may park on the south side (far side) of the weight room with permission only.
- I. Upon arriving at school, students must leave vehicles immediately and report to the building.
- J. Students shall not return to their vehicle until they are dismissed or school dismissal at (2:46).
- K. **School buses shall have the right of way at all times.** Student drivers/parents picking up students **must wait once the buses start to exit.**
- L. Students who choose not to use the school bus and to provide their own transportation must accept the consequences for late arrival to school (**No excuses**).
- M. **Principals and their designees are permitted to search the person and personal property (motor vehicle, purse, backpack, gym bag, etc.) of a student where there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The rules of such searches are found in the**

Triway Local Board of Education Policies.

- N. **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.

***Note: If you are truant and use our vehicle to leave school grounds, the following consequences will occur:**

- a. **1st offense - Half-Day Alternative Placement or Full Day ISS. Loss of driving privileges (Time to be determined).**
- b. **2nd offense - Suspension from school and possible loss of driving privileges for rest of year.**

DRUG TESTING POLICY

The Triway Board of Education Drug Testing Policy was formed out of a commitment and a desire to establish a truly drug and alcohol-free school program. Because of the pervasive nature of drug use in our schools and in the ever-increasing influence of peer pressure, the Board of Education believes that by implementing a drug-testing program, for students in grades 9-12 who participate in extra-curricular activities, it will encourage students to remain drug/alcohol free.

The Triway Local School District will work to educate about, to prevent, and to intervene in the use or abuse of all drugs, alcohol, and mood-altering substances by the entire student population and to implement a program of deterrence as a pro-active approach towards a drug-free school district.

The Triway Local Schools has selected student athletes, students who participate in extra-curricular activities and students who drive to school to be included in the random drug testing pool. Since 2002, schools are able to test extracurricular activities, parking permits and almost any other activity that does not involve a grade.

PURPOSE OF THIS POLICY SHALL BE:

- a. To provide a healthy and a safe environment for all students.
- b. To discourage students from using illegal drugs and alcohol.
- c. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs/alcohol
- d. To encourage students who use drugs to seek help and/or to participate in drug treatment programs.
- e. To provide the district with positive guidelines and disciplinary policies for violations of the drug free policy.

The program does not affect the current policies, practices, or rights of the District regarding student drug and/or alcohol possession or use, where reasonable suspicion is established by means other than drug testing through this policy. The drug testing policy is non-punitive.

Students involved in extra-curricular activities need to be exemplary in the eyes of the community and in the eyes of other students. The drug testing and education policy is designed to create a safe, drug free environment for students and to assist them in getting help when needed. Although students risk the loss of continued

participation in extra-curricular activities, no student shall be suspended or expelled from school as a result of any certified "positive" test conducted by his/her school under this program.

No student will be penalized academically for testing positive for banned substances. The results of drug tests will not be documented in any student's academic record.

DEFINITIONS:

Student - any individual enrolled in Triway Local Schools grades 9-12 who attends Triway High School, Wayne County Schools Career Center or any other school directly affiliated with Triway Local Schools.

Student Driver - Any student who drives or parks his/her own vehicle on school property. All students who drive or park on school property must registered their vehicles with the high school office and have the appropriate identification posted in their vehicle.

Extra-Curricular Activities - Any board approved activity that is non-graded and recognized by the board of education through a supplemental contract (ie: Athletics, Student Council, Academic Challenge, National Honor Society, Drama Club, Jazz Band, Pep Band, Cheerleading, etc.)

Prevention - is defined as those activities designated to motivate students to avoid chemical use.

Random Selection – a mechanism for selecting extracurricular participants for drug/alcohol testing in which each participant shall have an equal chance of being selected for testing each time selections are made.

Reasonable Suspicion – means a suspicion based on specific personal observations including, but not limited to, appearance, speech, body odors, behavior, or other physical or observable traits of a student.

Positive Result – the presence of alcohol, nicotine, an illegal drug or their metabolites.

Medical Vendor – The medical office or company that the Board of Education selects to carry out this policy of testing.

Chain of Custody Form – a preprinted form provided by the testing laboratory that records all contact with the urine specimen, from initial collection through the final certification of the test result.

Medical Review Officer (MRO) – a licensed physician trained and certified in the process and in the interpretation of drug testing results.

Adulterant/Adulteration – any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch a sample, or otherwise interfere with the detection of illicit or banned substances in the urine.

Split Specimen – an original urine specimen that is split into two separate samples.

Season- In-season start dates will begin as published by the school or sanctioning organization and continue until completion of the banquet for that activity in the District.

Illicit Drugs - Any controlled substance that a person may not legally sell, offer to sell, possess, give, exchange, use, distribute, or purchase under Ohio Revised Code Chapter 2925 or Federal Law, any harmful intoxicant as defined in Ohio Revised Code Section 2925.01, and anabolic steroids. This definition also includes all prescription drugs obtained without authorization and all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided in the prescription or by the manufacturer.

Alcohol – Any intoxicating liquor, alcohol, beer, wine, mixed beverage, or malt liquor/beverage, as defined in Ohio Revised Code Section 4301.01. This definition includes any liquid or substance, such as “near beer,” which contains alcohol in any proportion or percentage. This definition does not include a substance used for medical purposes in accordance with directions for use provided in a bonafide prescription by the manufacturer, and in accordance with District policy and rules related to the use of prescription and non-prescription drugs, providing the substance is (a) authorized by a medical prescription from a licensed physician and kept in the original container which shall state the student’s name and direction for use, or (b) an over-the-counter medicine.

Banned Substance – A substance defined by school policy as being banned from use by students.

School Year – The school year is defined as that period of time that begins with the first official day of school, as determined by the board of education, and runs to the last official day of school.

RANDOM TESTING

Random testing shall be done throughout the year. Up to 20% of eligible students may be tested on a monthly basis during the school year. A student may be tested more than once per season. Any student who refuses to submit to the urine drug testing will not be allowed to practice or to participate in extracurricular activities/events in the Triway Local School District for one calendar year. In the event of a positive result, the specimen will be sent to a laboratory for confirmation of results and a certified Medical Review Officer will determine the results.

- a. Random selection of students:

The Principal/Athletic Director will use a system to ensure that students are selected in a random fashion. This system may include computer generated random numbers or names or by pulling numbers from a pool of numbers equal to the number of eligible students.

- b. Scheduling of random testing:
Random testing will be unannounced. The day and date will be selected by the Principal/Athletic Director and confirmed with the building administrator.

DRUGS FOR WHICH STUDENTS MAY BE TESTED:

LSD, Alcohol, Marijuana, Amphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Nicotine (Tobacco), Benzodiazepines, Opiates, Cocaine, Propoxyphene (Darvon), or any substance included in (21 U.S.C. 802 (6)), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

COLLECTION PROCESS (Urine Screens)

The student will be notified to report to the collection site. A specimen from the student will be collected as follows and all students must follow this process:

- All students must have a picture ID or be identified by the Athletic Director or Principal. No exceptions will be allowed.
- Drug testing area must be secured during the testing.
- Only lab technicians, designated school administrator and students will be witness to the test.
- Privacy must be kept for all students.
The Principal/Athletic Director is responsible for ensuring that all forms are completed and signed by both parent/guardian/custodian and student. No student is to enter the collection site until forms and proper ID are completed.
- When students arrive and cannot give a sample, they will need to start drinking water, pop or juice. After 36 oz. the human body will need to urinate.
- No bags, backpacks, purses, cups, containers or drinks will be allowed to enter the collection area. All coats, vests, jackets, sweaters, hats, scarves or baggy clothing must be removed before entering the collection site. Only pants and t-shirts or dresses may

be worn in the collection area. Any infringement of the rules will result in the student taking the test over.

- Students processed by the lab technician who cannot produce a sample will be kept in a secured area to wait until they can test. If they leave this area they will not be allowed to test. They are not to have contact with anyone until after the sample is given.
- Students will be asked to hold out their hands and a sanitizer will be put on their hands or will wash hands with water. The bathroom personnel will add a dye to the toilet.
- Students will be asked to urinate directly into the collection cup given to them by the lab personnel. The lab technician will stand outside the stall and listen for normal sounds of urination.
- Any and all adulterations of the specimen will be detected and considered the same as a test refusal or 1st time infraction. (The lab checks every sample for adulteration, such as additives you drink or add to urine to change the sample.)
- Adulterations: We will treat adulterations and diluted samples as first-time offenses. They are not called positives but have the same consequences. A retest will be required within 24 hours.
- Any suspicion of tampering with the sample will be brought to the tester's attention. The sample will be screened or sent to the lab for immediate confirmation of tampering.
- The sample must be taken in one attempt and be at least 30 ml in size. The student must hand the cup to the lab technician.
- Students are not to flush the toilets or urinals. In the event that a student flushes the toilet he or she will be required to give a new sample immediately or the sample will be invalid.
- With student watching, the lab technician will recap the sample and hand it to the student who must then return it to the intake technician. In the event that the student does not hand the cup directly to the intake technician, the sample is invalid and a new sample must be taken. If the student leaves the collection area or has contact with anyone, the sample will be invalid and the student will have to give another sample.

This collection procedure is subject to change because of procedural requirements by the testing agency. The School Board reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency.

When using rapid screens, all non-negative screens will be sent out with a chain of custody form to a certified laboratory for confirmation. A Certified Medical Review Officer will verify the positive test.

IF A POSITIVE TEST OCCURS:

The MRO will review all results of urine drug testing. Any urine specimen testing positive for illicit or banned substances will be handled in the following manner:

- a. The MRO determines if any discrepancies have occurred in the **Chain of Custody**.
- b. Depending on the substances found in the urine, if necessary, the MRO will contact the parent/guardian to determine if the student is on any prescribed medication from a physician.
- c. If the student is on medication, the parent/guardian will be asked to provide a copy of the prescription label, within five working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.
- d. The MRO will then determine if any of the prescribed medications resulted in the positive drug screen.
- e. Finally, the MRO, based on the information given, will certify the drug test results as positive or negative and report this to the Building Principal and/or Athletic Director, initially reporting positive results by phone.

For example, a drug screen positive for codeine may be ruled negative by the MRO when he/she receives a letter from the treating physician that the student has been prescribed Tylenol © with codeine as a pain medication following tooth extraction.

Or, if a student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a friend gave the student one of his/her pills), this would likely be ruled a positive drug test by the MRO.

Drug screens positive for illicit drugs (marijuana, heroin, cocaine or alcohol, etc.) would automatically be considered positive by the MRO.

The MRO may use quantitative results to determine if positive results on repeat tests indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

The MRO will certify all urine drug screens as negative or positive and report by telephone positive findings in confidential manner to the Building Principal and/or Athletic Director.

An altered test or refusal to test will be treated the same as a positive test. A student who is randomly selected for testing and is absent on the day of testing will be subject to the testing procedure the next day of testing.

A student who is randomly selected for testing and misses the appointment for collection without good cause will be considered in violation of the code of conduct in accordance to the Athletic/Extra-curricular Code of Conduct.

The high school principal and/or athletic director will contact the student's parent, guardian, or custodian with the results within 24 hours of the verification by the Medical Review Officer. The parent shall be advised that the result may be contested, and a retest may be performed on the second (split) portion of the specimen at student/parent expense. A written notification from the building principal and/or athletic director will also be sent. If a split portion is not available for a second test, then the first test will become null and void and the student athlete will be subject to testing on the next scheduled day of testing.

If the parent or student wishes to contest the results, the MRO will arrange for the split portion of the specimen to be transported to another laboratory approved by the Board of Education for testing. This will be done at the parent's or student's expense. A request for a retest must be made to the High School Principal and/or Athletic Director in writing within 5 days from the parent's first notification of the positive test result.

Any student whose test is certified positive by the MRO will be subject to penalties in accordance with the Extracurricular Code of Conduct. If a student and his/her parents contest the results of the first test, the penalty will be held in abeyance provided the District receives confirmation from the testing company that the parents and/or student has consented to the financial payment for the second test.

If a student contests the initial positive result and the second test result is negative, then the District will treat the student as if the first positive result did not occur, and no penalty will be imposed under the Code of Conduct. The district will be responsible for the payment of a second test that produces a negative result.

The First Violation

- The student will be denied participation for a minimum of 20% of the extra-curricular season and/or the equivalent of 40 days of driving privileges. If the full 20% loss of participation is not possible for that particular season/activity, the total and/or remaining percentage will carry over to the student-athlete's next sport/activity in which he/she becomes a team/individual participant. (The student-athlete must complete the entire season/activity or the penalty will be assessed on the next sports/activity season in which the student-athlete participates.)
- The student will can practice with the team/group (at the coach's discretion).

- The student can travel and be with the team/group and sit on the team bench.
- Reinstatement is conditional and based on the documentation of completion of the **“Insight”** program or by obtaining appropriate services of an agreed upon professional assistance agency. Documentation will be provided to the Principal/Athletic Director. This will be at the expense of the student-athlete.
- **“Insight”** is generally an eight-hour educational and self-awareness program to assist students in determining the role alcohol, and/or drugs play in their life. **“Insight”** must be done through an approved agency.
- The student-athlete must follow any of the recommendations from the **“Insight”** program.
- The student-athlete will allow the agency to forward to the administration the letter of completion and any related recommendations.
- A student athlete disciplined under this policy will follow additional guidelines established in the Athletic Handbook.

The Second Violation

- The student-athlete will miss 50% of that activity’s regular season/activities/scheduled contests/points/driving. If the full 50% loss of participation is not possible for that particular season/activities, the total and/or remaining percentage will carry over to the student-athlete’s next sport/activities in which he/she becomes a team/individual participant. (The student-athlete must complete the entire season/activity or the penalty will be assessed on the next sports season/activity in which the student-athlete participates.)
- The student can still practice with the team/group (at the coach’s discretion).
- The student can travel and be with the team/group and sit on the team bench.
- Reinstatement is conditional and based on the documentation of completion of a **“Full Assessment”** program or by obtaining appropriate services of an agreed upon professional assistance agency. Documentation will be provided to the Principal/Athletic Director. This will be at the cost of the athlete.
- **“Full Assessment”** is a more in-depth procedure involving an interview by a certified drug and alcohol counselor. This may include the gathering of information from family members, school personnel, or law enforcement agencies, to determine the role that alcohol, tobacco, and/or drugs is playing in that person’s life.
- The student-athlete must follow any of the recommendations from the **“Full Assessment.”**
- The student-athlete will allow the agency to forward to the administration the letter of completion and any related recommendations.
- A student athlete disciplined under this policy will follow additional guidelines established in the Athletic Handbook.

The Third Violation

- A third offense will result in denial of extra-curricular participation/driving for the duration of the student-athlete's school career.
- After one (1) calendar year from the date of a third violation, the student may appeal to the superintendent. His/her decision on this matter is final.

Use or Possession of Tobacco and/or Tobacco-related Products

- A student-athlete shall not use or possess any form of tobacco, tobacco-related products, or tobacco paraphernalia.
- The penalty for tobacco violations will be the same as those with the alcohol and/or drugs as shown above.
- Tobacco violations are cumulative with the drug and/or alcohol violations. The only difference between the tobacco violations is that there will not be the Insight or Full Assessment programs. (Those programs are not geared toward tobacco violations.)

Violations are accumulative throughout the student's career. (Grades 9 - 12)

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:

- A. Walk rapidly in single file. Do not run.
- B. 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 AND CELL PHONES

Students may use the office telephone with permission.

Despite the fact that cell phones are an integral part of many students' lives, the presence of cell phones in school can be a major distraction from the educational process. In order to balance the perceived need for a cell phone by the student, and the integrity of the school environment, the following rules will be in effect. Between the hours of 7:30 a.m. and 2:42 p.m., cell phones are to be used in the classroom/building at the discretion of the staff. Cell phone usage during lunch is a privilege and students will be given the opportunity to earn this privilege.

Any student in violation of this policy will receive the following consequence:

1st offense - Cell phone confiscated, taken to the office and returned to the student at the end of the school day.

2nd offense - Cell phone confiscated, taken to the office, and a parent will need to pick up the cell phone at the end of the school day.

After 2nd offense: At the discretion of the administration, the student may receive any of the following disciplinary actions:

- Friday school
- In school suspension
- Out-of-school suspension
- Cell phone required to be held in the school office during school hours

LISTENING DEVICES

Ear buds/Ear pods/Ear phones/Head phones are only permitted in study hall or during lunch unless a teacher gives permission.

When the 7:48 am warning bell rings, students are not permitted to have them out while in the hallways.

Punishment is as follows:

1st offense - Listening device confiscated, taken to the office and returned to the student at the end of the school day.

2nd offense - Listening device confiscated, taken to the office, and a parent will need to pick up the cell phone at the end of the school day.

After 2nd offense: At the discretion of the administration, the student may receive any of the following disciplinary actions:

- Friday school
- In school suspension
- Out-of-school suspension
- Listening device required to be held in the school office during school hours

**2023-2024
Triway Local Schools Calendar**

August	
7	New Staff Orientation
14	Convocation
15	Teacher Work Day
16	Students' 1 st Day
September	
4	No School - Labor Day
11	No School - Fair Day
22	Early Release – 12:15
October	
10 & 12	THS/TMS Parent-Teacher Conferences
12	End of 1 st Nine Weeks (40 days)
13	No School – Professional Development Day
November	
7 & 9	Elementary Parent-Teacher Conferences
10	No School – Professional Development Day
22-24	No School - Thanksgiving Break
27	No School – Comp Day for P/T Conferences
December	
19	End of 2 nd Nine Weeks / 1 st Semester (42 days)
20	No School - Winter Break Begins
January	
3	School reconvenes from Winter Break
15	No School - Martin Luther King Jr. Day
26	No School - Professional Development Day
February	
9	Early Release – 12:15
13 & 15	All Schools Parent-Teacher Conferences
16	No School - Comp Day for P-T Conferences
19	No School - President's Day
March	
14	End of 3 rd Nine Weeks (48 days)
15	No School - Professional Development Day
29	No School – Good Friday
April	
1	No School – Spring Break Begins
8	School Reconvenes from Spring Break
26	No School – Professional Development Day
May	
24	Graduation
27	No School – Memorial Day
30	Early Release – 12:15
30	Student's Last Day – Final Reports – (46 days)
31	Teacher Work Day

TRIWAY HIGH SCHOOL 2023 - 2024 STUDENT COUNCIL
Advisors - Mrs. Taylor and Ms. Tausch

Seniors - Class of 2024

President - Lexi Starr
Vice-President - Tyler Snyder
Secretary - Alyse Stutz
Treasurer - Mia Dubendorfer

Student Council

Owen Walter

Juniors - Class of 2025

President - Madelyn Blevens
Vice-President - Ellie Golias
Secretary - Ava Golias
Treasurer - Josiah Styer

Student Council

Jaira Daye Ava Gaffey Addison Hudson
Kaydince Moran Ella Wigal

Sophomores - Class of 2026

President - Addison Reynolds
Vice-President - Matthew Kennedy
Secretary - Joy Acker
Treasurer - Jaden Yurick

Student Council

Hannah Costa Paige Davis Avril Neuman

Freshmen - Class of 2027

President - Justice Kiner
Vice-President - Kaden Hilty
Secretary - Taylor Mathis
Treasurer - Kayla Miller

Student Council

Lucy Acker Brayden Coolbaugh Lily Fedrochak
Zade Fletcher Ila Grumbling Alexa Haddad
Annette Hemming Cierra Kemery Jaxon Leonard
Mia Mariola