



STUDENT/PARENT HANDBOOK

(Revised September 8, 2020)

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TVHS Code of Conduct

This handbook is not a replacement for the TVHS Code of Conduct, which can be found online [here](#) and on our website. This Code of Conduct outlines specific rules related to the conduct of students, employees, and visitors to TVHS.

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TVHS Honor Code

We understand that **Tech Valley High School** is a community rooted in **Trust, Respect, Responsibility and Stewardship**, because we believe these values create a **place where all feel they belong, where all are valued for what makes them unique, and where all can shine**. As a member of the TVHS community I accept my role in promoting these qualities, as follows:

In order to promote **Trust**, I will honor others' privacy, fulfill my obligations to others in this community, and strive to support their success.

In order to promote **Respect**, I will work hard, and try to be patient, understanding and considerate of myself and others because I understand that nobody is perfect and that mistakes and missteps are part of the learning process.

In order to promote **Responsibility**, I will take an active role in my own learning, and help others do the same; I will hold others accountable for their part, and encourage them to do the same; I will take as much interest in the good of my community as I take in myself.

In order to promote **Stewardship**, knowing that I have an obligation to those who will come after me, I will care for our space and our learning tools so that they will know the pride I took in my school, and so they will have the same opportunities that I had.

Tech Valley High School School Wide Learning Outcomes:

Knowing & Thinking: This grade reflects the student's ability to reason, problem-solve, develop sound arguments or decisions, and create new ideas by using appropriate sources and applying the knowledge and mastery of the skills of a discipline at the commencement level as required by the State of New York.

Communication: This grade reflects a student's ability to express ideas and views effectively, in written, visual, and verbal form, and to convey ideas with reason, confidence and purpose to a target audience.

Collaboration: This grade reflects a student's ability to be a productive member of diverse teams through strong interpersonal communication, a commitment to shared success, leadership, and initiative.

Agency & Self Direction: This grade reflects a student's Growth Mindset and Ownership of Learning. Growth mindset is defined as growing intelligence and skills through effort, practice, and challenge. Ownership of Learning is defined as learning how to learn and monitor one's own progress to be successful on tasks, school, and life.

Technology & Information Literacy: This grade reflects a student's ability to locate, gather, and evaluate information from diverse sources; differentiate between reliable and misleading data sources; and design, construct, use, and evaluate appropriate technology.

Student Arrival/Pick Up Procedures

Prior to arrival at TVHS, parents must complete the COVID-19 Daily Survey (<https://entry.neric.org/techvalleyhigh>) each day their child attends school in-person. If a child arrives at school without having completed the application, the child will not be permitted to enter the classroom and the parent/guardian will be notified immediately to address the issue.

The school day is from 8:00 AM – 2:25 PM. Buses and parents can drop off students between 7:50 – 8:00 AM and pick up between 2:25 – 2:45 PM. Students need to be in their assigned room (in person or virtual) at 8:00 AM for accountability purposes. Students will not be allowed in the building prior to 7:50 AM due to health and social distance safety.

Arrival and drop off procedures are designed to avoid buses and cars accumulating together and causing congestion on the CNSE campus, and to ensure the safety of students, faculty, and CNSE campus personnel.

Arrival or departure by bus: Students will be dropped off in the designated area on the side of the building in the loop.

Arrival or departure by parents: Parking lot across from the main entrance (may use handicap spots). Vehicles are not permitted to stop on the roadway, Tricentennial Drive.

If there is a change in the regular student transportation routine, parents should call Ms. Lorinda Jensis at 518-862-4960, or email her at ljensis@techvalleyhigh.org **before noon** on the day of the change.

Late Arrival/Early Dismissal Procedure

Students who are late should call the front desk (518-862-4960) and complete their COVID-19 Daily Survey prior to arrival. Doors to the school will be monitored, and the entrance will be monitored and locked at all times.

For late arrivals, except when the school bus itself is late, students should bring a signed written notice from a parent/guardian describing the reason for lateness.

Graduation Requirements

1. NYS Credit Requirements

Students must complete a minimum of 22 credits to graduate. Every effort is made to allow as many elective options as possible to meet credit requirements.

COURSE	CREDITS
English	4.0
Social Studies	4.0
Mathematics	3.0*
Science	3.0*
Mandarin Chinese / Foreign Language	1.0 / 3.0 **
Art	1.0
Health	0.5
Physical Education	2.0
Electives	2.5 - 4.5+

* Students are required to attempt four years of math and science.

** Advanced Regents diploma requires three years of sequential foreign language. Regents Diploma requires one year of a foreign language. TVHS Students must attempt two years of Mandarin Chinese. Special foreign language exemptions are offered according to the needs of an IEP or for students who transfer into TVHS with two or more high school credits of an alternate foreign language.

2. NYS Advanced Regents / Regents / Alternative Exam requirements

Students must successfully complete the following Regents exams for NYS credentials. In most cases, TVHS students will pursue the requirements for the Advanced Regents Diploma. Students must participate in the Regents exam for all Regents courses they take.

Regents Diploma Exam Requirements	Advanced Regents Diploma Exam Requirements
English 1 Social Studies 1 Math 1 Science 1 Additional SS, Math, or Science	English US History Foreign Language Global History Integrated Algebra Geometry Algebra2/Trig Living Environment + 1 of the following (Earth Science/Physics/Chemistry)

3. Senior Project/I-Term

I-term takes place in the month of February and is a time for students to discover their passions and purpose for their future lives and careers. The project builds over a student's four high school years and culminates in a senior project. It is a time for

freshmen and sophomores to design their own projects and explore their interests. Juniors have an opportunity to spend 15 to 25 hours in a business or community organization and seniors are in the field for 30 to 40 hours. Portions of the experience are incorporated into English class and the projects culminate in a presentation which grows in scope each year. Completion of I-term and senior project is a graduation requirement.

4. 100 hours of volunteer work in the community and school combined

Tech Valley maintains a graduation requirement that all students have completed a minimum of 100 hours of community service in the community and school during their time at Tech Valley High School. Students who do not attend a full four years will be required to complete an agreed-upon amount of community service. All students should complete a reasonable portion of their community service hours each year and consult with their advisor and SLT teams.

Tech Valley uses an application called X2Vol to track all community service. All students will be required to log their community service hours in X2Vol, an add-on to Naviance.

Other Academic Course Requirements

All Tech Valley High students are required to take a minimum of 5 courses per semester, not including PE. Generally, students will be allowed to choose electives beginning in their junior year. Every effort is made to allow as many elective options as possible. All course selections are considered final by the start of each school year. Any changes that occur after the start of the year must be completed by October 9th and approved by the student, parent, principal, counselor, and the teacher whose class is in question. For college courses, please refer to the appropriate college guidelines.

TVHS students will also be expected to carry full course loads (max. of one IWT) and be enrolled in math and science courses all four years of high school.

Attendance

It is the responsibility of the student and the student's parents (and/or guardians) that the student be in attendance in school from 8:00 a.m. until 2:25 p.m. during regular school days. It is our expectation that all students will be in regular attendance in school and that they will arrive to their first period classes on time. All students will also be expected to be in each class on time as scheduled. Students who are truant (skip school) will be assigned a disciplinary consequence such as in-school suspension. A grade of "zero" will be assigned for any classwork missed due to truancy.

Students who are chronically absent or tardy from school may be asked to meet with the principal, counselor, advisor, or other staff members to determine the best course of

action. This meeting may result in referral to outside agencies, disciplinary contracts, request for doctor's notes for absences, or other interventions.

Reasons for Absence

Legal reasons for school absence are as follows:

1. Illness
2. Sickness or death in the family
3. Impassable roads due to weather
4. Religious observance that cannot take place outside of regular school hours
5. Required court appearances
6. Quarantine for dangerous disease or did not meet the Daily COVID-19 survey requirements
7. Doctor's appointment*
8. Approved college visitations
9. Cooperative work programs
10. Military obligations
11. Any other reason for absence may be judged by the attendance office or principal regarding its validity.

It is the responsibility of the individual student to make up the missed work in a reasonable period of time determined by individual teachers. Teachers will provide reasonable help to complete the assignments.

Illegal reasons for absences include oversleeping, visiting friends, hunting, missing the bus, babysitting, vacations, shopping, car trouble, etc. Students who will be missing school due to vacations while school is in session should notify their teachers and the school nurse. All absences must be reported to the front office.

Students are requested to refrain from making appointments that conflict with school hours.

Our full attendance policy can be viewed [here](#).

Reporting an Absence

If students are absent for any reason, parents/guardians should call or email prior to the absence describing the need for absence from school. If calling or emailing prior to absence is not possible, parents should call as soon as possible on the day of the absence describing the need for absence from school. On any day when a student is absent or tardy, the parent or guardian will call the school nurse at (518) 862-4960 or email her at kwhelan@techvalleyhigh.org. Upon return to school, a note of explanation, signed by the parent or guardian, must be submitted to the Main Office. If a note is not forthcoming within three days, the absence/absences will be treated as truancy.

After School Help / Office Hours

After school help is available during teacher designated online office hours, which will be communicated via the respective teacher.

Lockers

Lockers will be for the use of individual students. All school lockers are school property and are always available for inspection. No locks are allowed on lockers.

Nothing is allowed on top of the lockers, they must remain clear of all materials in order to maintain fire safety.

*Students will not be permitted to use the lockers during the 2020-2021 school year due to health and safety guidelines.

Student Identification Cards (Student IDs)

Each student will be issued a student ID. Student ID cards must be on students' person at all times and, preferably, worn at all times.

Basic School Supplies

Students should reference the supply list provided by teachers on the class syllabus. Some courses such as art electives and college credit-bearing courses may have class fees associated with them.

Accountability for materials & supplies: All students will be financially responsible for materials, supplies, and books issued to the student for use during the school year.

Laptop: Students will be issued laptops that are essential tools for school. Students need to bring laptops and chargers to school each day. A bag with a laptop slot suitable for transporting the laptop safely should be purchased.

Calculator: Software loaded onto student laptops will provide students with the functionality of a TI-Nspire CX Handheld (non-CAS) calculator.

Earphones: You will need earphones or earbuds to listen to media in classes; this is a required item for many projects. You may use any model that can easily accommodate listening to media. When using earphones, use in one ear only at all times for safety purposes (volume must be low enough that no one else can hear them). If purchasing your own earphones is difficult, see your advisor.

Books: Books and readings needed for coursework will be provided. In addition to textbooks, there are opportunities for independent reading throughout the school year. Students may choose books of their own, log their readings, discuss these books with their advisors and teachers whenever possible. Opportunities will be available to check out books from school and local libraries. It is encouraged that each student has their own public library card. Periodic use of the UAlbany library will be available. If students check out books, they will be responsible for returning those books in the condition borrowed. The student is responsible for any late fees or loss fees associated with borrowing the book.

Paper and Writing Implements: You will need college-ruled loose-leaf paper and binders or notebooks, as well as graphing paper (for Mathematics classes). You are also expected to have pens and pencils.

Dress Guidelines

In the real world, people dress according to what is appropriate for the activity or job they will be performing. As guests on the SUNY Polytechnic CNSE Campus, we'd like to show an awareness of our role as neighbors and guests by acting and dressing appropriately. Such guidelines take into account the environment and interpersonal exchanges that occur in the workplace. Tech Valley High students should dress in a manner suitable for the activities and needs of the day. To that end, students are expected to be aware of the school calendar and know what clothing appropriately corresponds to the day's activities. The four settings described below provide guidelines for how to dress for the different kinds of activities that will be part of your school life.

Regular School Day Attire

Tech Valley High prides itself on trusting and respecting its students. Students are trusted to ensure that appropriate attire is worn at all times. Generally, attire should not be distracting, offensive or inappropriate.

In addition, there are some general guidelines for all students:

- Clothing that is overly revealing or offensive in its message is inappropriate for the school environment.
- Pajamas are not appropriate.
- Hats and hoods are allowed but staff reserves the right to remove this privilege at any point.
- Students should refrain from wearing sunglasses inside the building.
- Students will wear footwear at all times.

Issues involving attire that rise to violations of the Code of Conduct will be handled as described therein. Other issues regarding student attire may be addressed by the procedures in the Student Honor Code.

If attire is inappropriate, the student may be asked to change or issued a shirt or sweatpants to cover, and parents may be contacted.

Please refer to the Code of Conduct for details on appropriate dress.

Workplace Attire

Some school days student work will require you to interact with members of the public, workplace professionals, and/or participating community members. This includes days where students present projects, invite guests to speak or work

with us, or visit businesses, public buildings or workplace environments. Appropriate attire on these days might be a collared shirt with khakis or more formal attire as needed or a business-style dress or skirt, or dress pants and a blouse. A general neat and clean appearance should be your guide, as you keep in mind the “codes” that govern people in real workplaces.

EYP Fab Lab / Science Lab Attire

For health and safety reasons, students must have available every day, a pair of closed-toe shoes appropriate for work in the Laboratory and/or the EYP Fab Lab on their feet or in their locker. If students do not have appropriate shoes for an activity, they may lose credit for that day’s activity.

Physical Education Attire

Students must be prepared with proper attire for athletic/ fitness activities. This includes but is not limited to: clean sneakers, t-shirts, dry-fit clothing, sweatpants, and similar type clothing. Inappropriate clothing includes: dress clothes, open-toed shoes, and sleeveless shirts.

For the benefit of all, students must also supply and use deodorant and maintain good hygiene.

Fieldwork / Outdoor Activities

On certain days your classwork may involve visits to the outdoors for exploration, data collection or experimentation. Appropriate attire for these days means wearing clothes that you are comfortable getting dirty in, and that allows you to move around in easily. Sturdy, comfortable shoes are important to wear on these days. Do not wear shorts or sandals on field workdays, as the natural environments you visit require coverage of arms, legs, and feet to the extent possible.

EYP Fab Lab (room 204)

The School is equipped with a fabrication lab that contains power tools, manufacturing equipment, and other materials. Students may have the opportunity to be trained to safely use the tools in the lab. Each student must abide by the EYP Fab Lab Rules which they will receive during training.

Independent Work Time

Independent Work Time is a daily opportunity to pursue project and course work outside of the bounds of class time. You should work individually or, if necessary, collaborate quietly with project teams. Faculty may also use the opportunity to pull students for additional support services and share important information.

Guidelines for Using Independent Work Time:

- Use library voices (only the person sitting next to you should be able to hear you).

- Work on project/course work for the entire time or work toward your independent reading goals.
- Teachers may enforce silent independent work time as needed.
- Students may listen to music with an earphone in one ear only when in-person classes (music volume must be low enough that no one else can hear them or the privilege will be lost).
- Students should arrange time to work with a teacher prior to the IWT period.
- If no pre-appointment is made with the teacher, the IWT teacher may allow the student to check with the teacher to ask if it is a good time to meet.
- If a student needs to leave the IWT room, he or she must sign out indicating the time and purpose.

Supervision

Students are expected to stay in a staff member's line of sight at all times (ie. sign in/out requirements, keeping the space clean). However, students are not allowed to be in a classroom by themselves, unless they are supervised by a staff person.

Public Displays of Affection ("PDA")

"Rules of thumb" governing Public Displays of Affection:

"Students will be expected to exhibit conduct generally expected in business settings."
(From the TVHS Code of Conduct.)

Regarding PDA, expectations **generally expected in business settings** can be understood from the following.

If a teacher or adult is uncomfortable, then the behavior is inappropriate.

Would this display be acceptable at work, or at home in front of parents & grandparents?

Students will be expected to exhibit conduct generally expected in business settings, which includes refraining from public physical displays of affection. Students should let good taste and **respect** for others be a guideline for public displays toward your other students in the school. Being overly affectionate in school is not in good taste and not acceptable in a working environment.

This applies to TVHS, fieldwork locations, cafeteria, lunch, hallway transitions, and any location associated with TVHS activities.

Food and Drinks in Classrooms

All food will be consumed in classroom pods, using a student-provided placemat or paper towel on the tabletop. Students may bring a water bottle and refill at school. Extra care will need to be taken to make sure that their computer is stored safely during breakfast and lunch time in order to protect from spills. Students may not bring energy

drinks with caffeine that exceeds the CDC recommended content levels as defined at <https://www.cdc.gov/healthyschools/nutrition/energy.htm>.

Lunch monitors will work with the students to facilitate handwashing before and after meals, and to keep the classroom space clean and safe for all participants. Monitors and food service personnel have been apprised of any allergies and how to address them. No shared food will be allowed this year due to COVID-19.

Advisory

Every student at Tech Valley High will be enrolled in an **Advisory**: a group of students under one staff mentor where advisory activities occur. Students will stay with the same group and the same advisor throughout their high school years. As much as possible the topics covered will be student-driven. Advisors help advisees better understand who they are overall, how they are as a learner, where they are headed and how they are getting there. Reflection on how they are doing academically and beyond, and how they are meeting the TVHS school mission and expectations are also included.

Purposes of Advisory:

- Ensure that there is at least one teacher who knows the student well personally, who is continuously engaged with the student and parent(s) about his/her learning, and who guides and advocates for the student.
- Help students adjust and orient to school (particularly helpful in making the transition into 9th grade).
- Provide high level, broad academic and career advising in support of the school counselor to meet the individual needs of each student.
- Create a cohesive community of lifelong learners.
- Provide the mechanism for developing the personal and academic skills needed to be successful in high school and beyond.
- Help teachers coordinate and monitor individual student progress, to be the main contact for parents & guardians, and monitor individual student needs.
- Provide a means for addressing grade level and school-wide topics.
- Help students lead a more conscious, “examined” life.

Student Learning Team (SLT) Description

Student Learning Team (SLT) ideally consists of the student, teacher (advisor), and parent. SLT’s will convene two times per year and as needed.

The purpose of the Student Learning Team is to:

- Help students be successful throughout high school and beyond
- Help students articulate and achieve their goals
- Create a positive working relationship between students and adults
- Discuss student’s academics/grades and develop plans for improvement if

- needed
- Discuss college, career and interest development, planning and progress
- Discuss strengths and weaknesses, what is working and not working
- Discuss community service and reading progress
- Explore summer plans including work and internship possibilities
- Explore “I-term” choices and topics of interest

Academic Eligibility

Students who play sports or participate in home district activities are subject to their home district academic eligibility policy. Academic eligibility is determined by the grades a student earns in the courses. A grade of 64 or below is considered failing.

Plagiarism

Plagiarism is using another person’s work and claiming it as one’s own, including turning in identical individual assignments when working together. For individual work, discussions of the assignment, the process, and resources necessary for completing the work may be appropriate. However, when completing work, the work turned in must represent the work of the individual.

Plagiarism has a standard penalty of a zero on the assignment; however, the teacher may permit the student to complete an alternate assignment for partial credit. Additional consequences may occur at the discretion of the teacher and administration. **We strongly encourage students to ask their teachers for clarification or guidance if there is any doubt when completing an assignment.** Ignorance of plagiarism will not be accepted as an excuse.

If plagiarism occurs in a college-level course, please refer to the course syllabus or classroom teacher for clarification and explanations of the consequences. Differing standards regarding plagiarism may exist in University in the High School courses.

Physical Education

Physical education and wellness are extremely important to education and life. Tech Valley High has an integrated, life-long perspective on physical education with an emphasis on personal fitness, implemented through PE and Health education courses.

Cell Phone/Electronic Devices Statement

Cell phones and electronic devices are important tools for learning and creating in high tech environments. However, like all tools, there are appropriate times and places for their use, and being an effective student at TVHS means knowing when those times and places are. As a general rule, the use of your cell phone for listening to music during individual work times is acceptable UNLESS that use is in some way disrupting a

class or distracting you or others from being productive. It is generally NOT acceptable for you to have your cell phone out during class workshops or presentations when your attention is required by the teacher, guest speaker or student presenters. It is generally NOT acceptable for you to be texting during class. However, your classroom teacher always has the final say whether or not cell phone use is allowed.

If your cell phone or device becomes a distraction or disruption, you may be asked to put it away or turn it in to a staff member. Repeated or inappropriate use of any electronic device may necessitate a forfeiture of the device and/or a parent/teacher conference. If you need to contact your parents, you should ask your teacher's permission or use the main office phone. If your parents need to contact you during class time, they should contact the front desk (518-862-4960).

Whole School Email

From time to time, it may be necessary for students to send emails to the entire school regarding announcements, needs for projects, or club activities, etc. that necessitate a whole school notification. However, in order to regulate the number of emails to the whole school, please follow the process:

If you feel it is appropriate or necessary to send an email to the whole school, (1) discuss with an appropriate staff member (e.g., your advisor, teacher in a class, club advisor, or administration), (2) get a staff member's approval, (3) show them the email before sending, and (4) add the following at the bottom of the email: This email was approved by Mr/Ms._____.

Cameras in School

Cameras have been installed at TVHS in common areas such as hallways, stairwells, and entrances, and are used to help ensure student and staff safety. Cameras are monitored in the safety office by the Administration.

Safety Drills

A SAFETY DRILL is a very serious matter. The health and safety of students and faculty is the first priority. When a safety drill takes place:

- Follow the directions of the staff in charge of your class.
- Move **silently** and **quickly** to the exit assigned to your room.
- If you are out of your classroom at the start of a drill, report to the nearest staff.
- **Stay calm, and remember that talking and running** are never permitted during a drill.
- There will be a number of drills throughout the year always following social distancing best practices.

Student Teams

Students at Tech Valley frequently complete school projects in teams and all members of any given team are expected to participate in project work. To help facilitate teamwork, students will have a contract that outlines the goals of the project and the procedures to follow if a student consistently chooses not to do their work. The procedure for failure to participate consists of warnings then eventual removal from the team and at a minimum will strongly affect your collaboration grade. A student fired from a team may be required to complete the entire project on his or her own for the same due date.

Guidance related to transgender students

Based on guidance from the New York Department of Education, [which you can read here](#), transgender or gender nonconforming students may not be prohibited from using a restroom that corresponds to the student's gender identity. We also know that other preferences (such as name and pronoun usage) may also need to be addressed to ensure that these students feel safe and supported while in school. A student wishing to develop a support plan to declare these types of preferences should notify the principal, school counselor, nurse, or GSA Coordinator, and we will work to develop it in accordance with the wishes of the student and/or the student's parents. Students who may be uncomfortable with transgender or gender nonconforming students using certain restroom facilities also have the right to feel comfortable in school; these students should also notify the principal, the counselor, or the nurse so that they might also be accommodated. [Gender Preference Transition Plan](#)



Bullying/Harassment Referral Form

Directions: If you believe you, or someone else, has been the subject of harassment or discrimination in the school environment, please use this form to report the allegations. Harassment is defined as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional, or physical well-being. Harassment or discrimination may be based on a student’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, sex, gender, sexual orientation, disability, or any other categories of individuals protected by federal, state, or local law.

Per the **Dignity for All Students Act**, harassment and/or discrimination toward students by employees or other students on school property or at school functions is prohibited. Be as complete as you can, and submit the form to any school official. You may submit any additional materials you feel will be helpful along with this form. Please keep copies for yourself.

****PLEASE FILL THIS FORM OUT COMPLETELY****

Date of Complaint: _____ Student Being Discriminated Against: _____

Name of Person(s) committing the alleged incident: _____

Date(s) and Time(s) of Incident(s): _____

Place(s) where incident occurred: _____

Description of the harassment:

Names of Witnesses, If any: _____

What Corrective Actions are you seeking, if any? _____

I certify that all statements on this form are accurate and true to the best of my knowledge.

Name of Reporter: _____

Received by (School Official): _____ Date Received: _____



Student Handbook Acknowledgement

Parent/Guardian & Student Signature Page

The TVHS Student Handbook is available on-line at: www.techvalleyhigh.org

By signing below, I acknowledge I have reviewed the school handbook, and I acknowledge that my child is responsible for adhering to these policies.

Student's Name (Print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____