



STUDENT/PARENT HANDBOOK

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Committee Members

Lana Hower, Teacher
Mina Ammerman, Student
Sumaiya Islam, Student
Amy Hawrylchak, Principal

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

The school day is from 7:50 AM – 2:50 PM. Buses and parents can drop off students between 7:30 – 7:55 AM and pick up between 2:50-3:10 PM. Students need to be in their assigned advisory room by 7:55AM. If a student arrives after 7:55AM, they are required to sign in with Mrs. Jensis.

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: Parents should wait in the parking lot across from the main entrance (may use handicap spots). Do not use the main road or bus loop for drop off and pick up.

Student drivers: Students may drive to campus with a NY Creates campus parking permit or a permit on the UAlbany campus. Please see Ms. Jensis for details on how to obtain a permit. Student drivers are expected to arrive to school on time, and have the same expectations for student attendance. Student drivers may also obtain a permit from UAlbany.

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.

Students arriving BEFORE 7:50 AM should gather on the first floor, including the MPR but NO EARLIER than 7:30 AM. Breakfast is available.

There is after school help available from 3:00PM - 3:50 PM by appointment on Monday, Tuesday, and Thursday. Students staying after school must sign-in at the main office at 2:50 PM. With the exception of pre-arranged activities, students who are not picked up by 3:50 PM will be required to walk to the CNSE Rotunda.

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.

| <u>COURSE</u> | <u>CREDITS</u> |
|-------------------------------------|----------------|
| 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 Life Science (Living Environment) 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 explore their curiosity, possible careers and purpose for their future lives. 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 during SLT meetings.

Tech Valley uses an application called SchoolLinks to track all community service. All students will be required to log their community service hours in SchoolLinks.

Other Academic Course Requirements

All Tech Valley High students are required to take a minimum of 5 courses per semester, not including PE. 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 approved by the student, parent, principal, counselor, and the teacher whose class is in question.

TVHS students will also be expected to carry full course loads 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 7:50 a.m. until 2:50 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 at the advisory 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 class work missed due to truancy.

Students who are chronically absent (missing 18 school days per year) 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
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.

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. It is not the responsibility of the school or individual teachers to ensure that missed work is made up. 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.

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.

Late Arrival/Early Dismissal Procedure

Students who are late should report to the reception area to sign-in with Ms. Jensis. 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 written notice or email from a parent/guardian describing the reason for lateness.

After School Help

After school help is available Monday, Tuesday and Thursday from 2:50 - 3:50 PM. Due to faculty meetings/schedule, no staff is available to supervise students on Wednesdays and Fridays. Students should make prior arrangements with their teachers and parents/guardians in advance to plan for after school availability (with confirmation) and transportation. **Students must be picked up by 3:50 PM;** no supervision is available after 3:50 PM. Students staying after school must sign-in at the main office at 2:50 PM. If students are staying for help outside of the general after school help, they should obtain permission and supervision from a 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.

Student Identification Cards (Student IDs)

Each student will be issued a student ID. Student ID cards will be kept in the main office. They cost \$20 for a replacement. Students will need their ID card to access events on campus. Students are able to take their ID when needed outside of school.

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. Students may be charged for damages.

Calculator: All math classes require a TI-Nspire CX Handheld (non-CAS) calculator. Software loaded onto student laptops will provide students with the same functionality of the handheld calculator when students are out of the classroom, but if financially possible, we prefer students to have their own handheld calculator.

Headphones/Earbuds: You will need headphones 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 headphones, 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 headphones 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 they were borrowed. The student is responsible for any late fees or loss fees associated with borrowing the book.

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 NY Creates 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 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.
- Clothing displays alcohol, drugs, violence, or other illegal activities are not allowed at school
- Hats and hoods are allowed but staff reserves the right to remove this privilege at any point.
- Students should refrain from wearing sunglasses over their eyes unless cleared by the nurse.
- 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 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. No low hanging jewelry is allowed, hair should be tied back.

Physical Education Attire

Students must be prepared with proper attire for athletic/ fitness activities. This includes but is not limited to: sneakers, t-shirts, dry-fit clothing, sweatpants, and similar type clothing. Jeans are not proper attire for PE class. Clothing worn in PE must also adhere to the school’s general dress code policy. As there are no locker rooms to change in, students may come to school wearing PE appropriate clothes, or change in one of the downstairs restrooms.

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

EYP Fab Lab (Room 204)

The School is equipped with a fabrication lab that contains power tools, manufacturing equipment, and other materials. All students will 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 an 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 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.

Breakout Spaces/Supervision

Breakout Spaces are intended to be workspaces for students. Students are expected to stay in a staff member's line of sight at all times and treat the breakout space as an extension of the classroom (ie. keeping the space clean). Students often need to use breakout spaces for teamwork. However, students are not allowed to be in a breakout space or classroom by themselves, unless they are supervised by a staff person. Students are allowed outside under the supervision of a staff member.

Interpersonal Behavior Expectations

Student behavior expectations are reflected in our Code of Conduct:

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

These expectations apply to peer interactions, including displays of affection. If a person is uncomfortable, the behavior is unacceptable at TVHS. You are encouraged to discuss the behavior with peers and/or adults.

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

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

Food and Drinks in Classrooms

You may bring a water bottle and refill at school, or an approved liquid beverage, including those sold in the school vending machines. Students should be aware that liquids can spill and affect computers, cleanliness, and stains and should handle their beverages appropriately.

Students may not bring energy drinks with caffeine that is above the CDC recommended content levels as defined at <https://www.cdc.gov/healthyschools/nutrition/energy.htm>.

Food should generally be consumed in the multi-purpose room or other designated or approved areas. If a teacher determines that food is acceptable for a classroom activity (celebration, extra work during lunch, after school work, etc.), the teacher should work with the students to ensure the space remains a clean and safe environment and all participants should be aware of any allergies that may need to be addressed.

Drugs, Vaping and Alcohol

Drugs, vaping and alcohol may not be used at any time on campus or in the building and/or while representing TVHS. Any of these substances have a direct detrimental effect on the people around you. Don't do it.

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, self-reflective 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 (in November and March usually) 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.

Senior Privilege

The purpose of senior privilege is 1) allowing seniors to feel what it is like to be on a college campus and 2) helping seniors develop important responsibility and time management skills they will need for success in less than a year. Senior privilege allows students to:

1. Order lunch for delivery
2. Leave for lunch or an IWT adjacent to lunch. Students will need to check in with their IWT teacher for attendance
3. Leave school early if they have an IWT at the end of the day

The guidelines for senior privilege are as follows:

1. Students must be passing all classes. Senior privilege will be reevaluated every five weeks to reflect passing grades.
2. Students must have no behavioral incidents within 30 days.
3. Satisfactory student attendance

4. Students must make the trip to the destination and back before the period ends
5. Student behavior in the community must reflect well on TVHS
6. The student must have parent permission and use the signout process with Mrs. Jensis.
7. Food cannot be brought into classes

The rules for food delivery are below:

1. All food deliveries need to be prepaid.
2. Students cannot order food for other students.
3. Students will also need to approve delivery through staff so they are aware someone is going to be dropping off food.
4. Students who order food will need to have the food be dropped off at the front entrance
5. The student who ordered the food needs to be at the front entry to receive the food. You cannot depend on Mrs. Jensis to open the door and receive deliveries.

Failure to comply with these rules will result in the revocation of senior privilege to the individual. Please reach out if you have any questions.

Plagiarism and Academic Integrity

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.

Student work should be generated by the student; cannot be created by AI tools. This is considered academic dishonesty.

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

New York State law requires schools to have a policy that bans students from using internet-enabled devices during the school day, including passing time and lunch periods. Upon arrival, students will place their devices (phone, smartwatch, for example) in a school-provided container. Prior to leaving school, students may collect their device.

If students need to contact their parent/guardian during the school day, they may use the main office phone. If parents/guardians need to contact students during school hours, they may call the school or email the main office at mainoffice@techvalleyhigh.org.

Exceptions will be made only as stated in the law.

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._____.

Transportation Necessary During the School Day

Teaching and learning at Tech Valley High are closely tied with business and community agencies in the Capital Region. Our curriculum will require frequent trips on buses hired by the school to transport students to and from local companies and community resources that are integral to the curriculum of the school. Students will be taking trips during their I-term as well.

These educational opportunities are part of the curriculum of TVHS. Students and parents can see upcoming trips by viewing the school calendar on the TVHS website.

For trips outside of the Capital Region or trips with an associated cost, signed permission slips are necessary.

Visiting Students

A student may bring in another student to visit TVHS for reasonable purposes **only if**

prior approval is given and a required TVHS consent form is completed and signed by the TVHS principal, the parent of the visitor, and the visiting student. The consent form allows a student visitor to attend TVHS for **one school day**, during which time the student promises to adhere to the rules and policies at Tech Valley High's Code of Conduct summary. The consent form is available from Ms. Jensis in the main office.

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.

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.
- During evacuation drills, report to the area designated for your advisory
- There will be a number of drills throughout the year.

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.

Thanks for helping make TVHS the great school it is for everyone! Have a great year!



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: _____