



## Big Walnut High School

**2015-2016**

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

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STUDENT NO. \_\_\_\_\_



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## **HIGH SCHOOL STUDENT/PARENT HANDBOOK**

### BIG WALNUT BOARD OF EDUCATION

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Mr. Andy Wecker, Vice President  
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Mrs. Nicci Scanlan Hess, Member  
Mr. Brad Schneider, Member

### CENTRAL OFFICE ADMINISTRATION

105 Baughman Street, Suite A  
Sunbury, Ohio 43074  
(740) 965-3010

Mrs. Angela Pollock, Superintendent of Schools  
Mrs. Terri Day, Treasurer  
Mr. Mark Cooper, Assistant Superintendent  
Mrs. Jennifer Young, Director of Academic Achievement  
Mr. Ron McClure, Director of Administrative Services

### BIG WALNUT HIGH SCHOOL

555 South Old 3C Road  
Sunbury, Ohio 43074  
(740) 965-3766  
Attendance: (740) 965-7776  
Fax: (740) 965-1954  
School Counseling: (740) 965-2243  
[www.bigwalnut.k12.oh.us](http://www.bigwalnut.k12.oh.us)

Mr. Jeffrey Jones, Principal  
Mrs. Bridgette Firstenberger, Assistant Principal  
Mrs. Sarah Wytzka, Assistant Principal  
Mr. Brian Shelton, Athletic Director

Stephanie Ruark, Counselor- Last Names "A-G"  
Jeanne Collett, Counselor- Last Names "H-P"  
Mrs. Tammi Jordan, Counselor- Last Names "Q-Z"

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The Big Walnut High School community welcomes you to the 2015-2016 school year. The beginning of each new academic year is filled with promise and excitement. We are excited to partner with our students, their families, and our supportive community to ensure that each learner is provided a quality 21st century education. Our staff is very anxious to begin the 2015-2016 school year to continue our work in becoming a highly effective professional learning community. We have implemented a great deal of change over the past year that has been developed from our district's mission and vision.

**Our Mission is to "inspire and guide each student to his or her maximum potential."** We will accomplish this through our vision of

- **STAFF:** student-focused, professional, and collaborative
- **CURRICULUM:** student-focused, challenging and current
- **ENVIRONMENT:** safe, respectful and welcoming
- **COMMUNITY:** informed, involved and supportive.

**Our staff is focused on student learning.** Our teachers work in effective collaborative teams to provide each student with the learning experience that they deserve and to ensure the learning of each and every student. We are lifelong learners and will be working together, looking at our own practices, and sharing results that will make a difference in the classrooms and the learning experience.

**We give our students a challenging and current curriculum to allow them to compete and succeed in today and tomorrow's global environment.** We have added additional honors and advanced placement opportunities that allow students to earn college credit for demonstrating their proficiency. We have also added classes that our students believe will help them in the digital world in which they will live, learn, and work.

**We want to keep families and the community informed.** Using tools such as Power School Parent and Student Portal, Online Classroom, the automated call system, and our web site allow us to provide the community with information that will keep you knowledgeable and up to date with news, your child's progress and our buildings' events. These tools do not take the place of the personal interaction that we hope to establish with you regarding your student and our progress to evolve into the school we strive to become.

#### **DISTRICT INFORMATION SOURCES:**

**Website:** The district's site offers a wealth of information about Big Walnut Local Schools, including school closings and delays, kindergarten registration, Board of Education meeting minutes, and individual building websites (including Online Classrooms). Please use this link: <http://www.bigwalnut.k12.oh.us/>

**Eagle-I Newsletters:** Receive news, announcements, and updates straight to your email inbox. Sign up here: [http://www.bigwalnut.k12.oh.us/comm\\_registration.aspx](http://www.bigwalnut.k12.oh.us/comm_registration.aspx)

**Social Media:** @BWLSL on Twitter

**We strive to maintain a safe, respectful, welcoming environment.** Relationships are paramount in accomplishing this and making it a reality. We must continue to develop and foster our strong sense of pride at Big Walnut High School. We must expand that pride to each and every student to provide the environment we are attempting to create. In addition, there is a new Safe School Helpline (please see page 50 for more information) which has been implemented to allow families and

students to report incidents which need administrative attention. I look forward to the opportunity of adding to the outstanding tradition at Big Walnut High School and maintaining the high academic, extra-curricular and cultural expectations. Students will meet success by clearly demonstrating **pride in themselves, pride in their relationships and pride in the Big Walnut environment.**

Jeffrey Jones, Principal



BWHS ALMA MATER

Through the years of deep devotion  
We will ever loyal be.  
Love and cherish all our memories  
Of our high school days with thee.  
And the portals we'll remember  
Friends who made our lives sublime.  
Faith and honor, Alma Mater,  
Praises be forever thine.

BWHS FIGHT SONG

Go you Big Walnut, smash right through that line.  
Show the team we're here to win our slogan every time.  
Fight! Fight! Fight!  
Roll up that score now, onto greater fame.  
Unto the end we're loyal to you.  
Go Big Walnut, win this game.  
Fight!

Adams, Mike – Math	Moran, Lisa-Education Assistant
Adams, Nadine- Science	Moore, Luke- Science
Broschart, Ben- English	Myers, Eric- Academic Center
Burchett, Carol-Spanish and French	Peck, Leah – Art
Cline, Sarah –Intervention	Piper, Teresa–Administrative Assistant
Collett, Jeanne- School Counselor	Porter, Barb- Art
Cooper, Patricia- English	Porter, Craig-Instrumental Music
Craig, Georgia- German	Posey, Shelly–Administrative Assistant
Danne, Lisa- Web Design	Ranalli, Jennifer- Intervention
Dawson, Kathy- Math	Rinella, James- Science
DeLaney, Mike- Social Studies	Riggs, Dora- Spanish
Dicken, Ashley-Intervention	Roberto, Laura-Administrative Assistant
Duncan, Denise- French	Rowley, Charlie – Social Studies
Eckelbarger, Melissa- Social Studies	Ruark, Mike- English
Ellinwood, Kevin- Social Studies	Ruark, Stephanie - School Counselor
Elliott, Scott- Social Studies	Sayre,Denise-Administrative Assistant
Frank, Alan- Industrial Technology	Schroeder, Brenda-Science
Firstenberger,Bridgette-Assistant Principal	Shelton, Brian – Athletic Director
Hardy, Becky-Education Assistant	Smith, Charlie - Science
Hay, Melissa – Math	Steele, Ben – Math
Hite, Zach – Math	Stepsis, Nicole- Special Education
Huston, Lisa- Vocal Music	Stimmell, Jeff – Vo Ag
Johnston, Nancy – Study Hall	Stooksbury, Angie- English
Jones, Jeffrey- Principal	Sturtevant, Jim- Social Studies
Jordan, Tammi- School Counselor	Thompson, Gigi – Education Assistant
Kanning, Ann - DACC	Walker, Jay - Math
Kimball, Betty – DACC	Wallschlager, Matt- Science
Lavric, Kaitlin- Intervention	Weaver, Joe- Physical Education
Snyder, Dave– School Resource Officer	Welch, Hope – Intervention
Longshore, Ashley-Intervention	Wetzel, Scott- Health
Macklin-Lanning, Kristen-Media Center Specialist	Winter, Linda - Education Assistant
Maxson, Melissa – Art	Wytzka, Sarah- Assistant Principal
Mayhew,Debbie–Administrative Assistant	Zimmer, Jennifer - Spanish
McDonough, Christina- Social Studies	
McDonough, Mike- Math	
Mitton, Mary- English	

To email:  
FirstLast@bwls.net

## **PROMISES**

### **Commencement**

Graduation and receipt of your diploma is a right you earn through academic work and achievement. Participation in Commencement Exercises (Graduation Ceremony) is a privilege. Commencement exercises are held each year for the **graduating** class. Diplomas will be awarded to the students by the members of the faculty. Student attendance, achievement and behavior are paramount for participation in the Commencement Exercise. In addition, in order to take part in the senior commencement exercises a student must have school obligations paid in full to the **Big Walnut Local Schools' Treasurer's Office**.

### **Graduation Requirements-Classes of 2016, 2017**

-A student must pass all five (5) sections of the OGT

-Twenty units to include the following

- A. Four (4) units of English
- B. Three (3) units of Social Studies to include Economics
- C. Four (4) units of Math through at least Algebra II
- D. Three (3) units of Science
- E. One-half (.5) unit of Health
- F. One-half (.5) unit of Physical Education
- G. Five (5) units of elective courses

### **Graduation Requirements-Class of 2018**

Twenty units to include the following:

- A. Four (4) units of English
- B. Three (3) units of Social Studies to include Economics
- C. Four (4) units of Math through at least Algebra II
- D. Three (3) units of Science
- E. One-half (.5) unit of Health
- F. One-half (.5) unit of Physical Education
- G. Five (5) units of elective courses

In addition to course credits, students will earn points toward graduation on seven end-of-course exams. The courses in which students take an end-of-course exam will be: English I and II, Algebra I, Geometry, Physical Science (just applies to Class of 2018), Biology, American History and American Government. Beginning in 2015-16 districts may have the option to use the state end-of-course exams to replace their current course final exams and use the state's test as part of the class grade. This will help avoid double testing in future years.



Students can earn from 1-5 points for each exam, based on their performance.

- 5 – Advanced
- 4 – Accelerated
- 3 – Proficient
- 2 – Basic
- 1 – Limited

Students who take physical science, American history or American government as part of Advanced Placement, International Baccalaureate, College Credit Plus or Credit Flexibility programs can use their scores from the programs' end-of-course exams in place of the state end-of-course exam scores to accumulate graduation points.

A student who earned high school credit in any of the above courses before July 1, 2015 and a required end-of-course exam was not available automatically will receive a score of three points per course exam toward the total points needed for graduation. Middle school students this year who take one of these courses for high school credit must take the corresponding state end-of-course exam in this school year.

With few exceptions, students must accumulate a minimum of 18 points from scores on their end of course exams to become eligible for a diploma.

Students who do not earn the required number of graduation points can still meet the requirements for a diploma if they earn a remediation-free score on a national college admission test (It is important to note that the remediation-free score has not yet been determined). This assessment will be given to students free of charge in the fall of their junior year starting with the graduating class of 2018.

Students also can qualify for graduation by earning an approved industry-recognized credential and achieving a workforce-readiness score on a related job skills assessment. The selection of those assessments is in progress.

### **Earning credit outside the classroom**

Any tutoring or alternative education credit inclusive of but not limited to Goals, Graduate Recovery, independent study, summer school, and home schooling occurring as a result of deficient grades from Freshman through Junior year must be completed by the fourth full week of the Senior year of high school.

1. Any tutoring or alternative education credit to be earned, inclusive of but not limited to goals and graduate recovery to be used toward graduation requirements, either advanced or make-up, not completed by the fourth full week of the senior year must be started after the official graduation ceremony of the students graduating class. If a student wishes to begin any tutoring or

alternative education prior to graduation in their senior year they and their parent/guardian must sign a waiver form acknowledging they understand the policy and that the student will not be permitted to be a part of the current year graduation ceremony. Exceptions to this rule, which may allow the student to participate in the graduation ceremony include:

- A. Fifth year students whose intended graduation has already occurred.
- B. Students who are unable to get all of the necessary credits scheduled within the normal periods in the school day.
- C. Medically approved circumstances that do not allow the student to attend during the traditional school day. These and any other extenuating circumstance that would allow participation in the graduation ceremony must be approved by the administration prior to the beginning of the education and a waiver form must be completed.

Miscellaneous:

- 2. Independent Study- During the senior year cannot be done for required credits unless it has administrative approval. All tutoring and Independent Study must have the appropriate Educational Options form on file and be pre-approved by the administration.
- 3. Any students participating in the graduation ceremony are required to have completed all graduation requirements prior to the graduation practice.

### **Honor Court**

The following system is used to recognize our top graduates. There is no recognition as a Valedictorian & Salutatorian. Honor Court will consist of the following cumulative GPA's at the end of the first semester of the student's senior year and being a full-time student for the prior semester.

4.00 or higher – ranked # 1 in the class	Summa Cum Laude
3.99 – 3.80	Magna Cum Laude
3.79 – 3.60	Cum Laude

For the graduating Class of 2018 and beyond, the following will apply:

4.10 GPA	Summa Cum Laude
3.83 GPA	Magna Cum Laude
3.67 GPA	Cum Laude

### **Diploma with Honors**

A Diploma with Honors will be awarded to any student who completes the college preparatory curriculum in high school must meet 7 of 8 of the following criteria:

- A. Four units of English

- B. Four units of mathematics that include algebra I, algebra II and geometry or equivalent content in a four (4) year sequence.
- C. Four units of science that include physics and chemistry.
- D. Four (4) units of social studies
- E. Either three (3) units of one world language or two (2) units of two (2) different languages
- F. One unit of fine arts or music
- G. Overall un-weighted high school GPA of at least 3.5 on a 4.0 scale
- H. Obtain a composite score of 27 on the ACT or a composite score of 1210 on the SAT with no regard for the writing portion.

### **Determination of GPA**

A student's grade point average (GPA) for all purposes will be rounded to the one-hundreth decimal place.

### **National Honor Society (NHS)**

In order to qualify for consideration to the Big Walnut chapter of National Honor Society, a student must meet the following criteria:

1. Junior or Senior class status
2. A cumulative scholastic average of 3.67 on a 4.0 scale.

Students meeting the above criteria become eligible for consideration on the basis of three other areas—leadership, character, and service. Selection into the NHS is determined by the Big Walnut faculty. Selection and voting information is confidential and will not be released to either students or parents. Candidates must meet at least minimum requirements in all four areas to be selected as NHS members.

***Members are subject to dismissal if they do not maintain the standards.***

### **Renaissance Program**

The Big Walnut High School Renaissance Program is a partnership between community and education that strives to recognize, reward, and motivate those students who excel in these specific areas of achievement—**academics, attendance, and behavior**. The program extends privileges and rewards to those students who attain superior levels of excellence in these three areas. Renaissance also recognizes educators as dedicated and valued professionals.

**The 9-weeks achievement and privileges are listed below.**

<b>Academics</b>	<b>3.67+ GPA</b>
<b>Attendance</b>	<b>Maximum 1 Excused Absence and 0 Excused Tardy</b>

<b>Behavior</b>	<b>No Disciplinary Referrals</b>
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Note: Absences for death in the family and college visits will not count for Renaissance Card purposes.

### **Renaissance Privileges**

AM Locker Privilege

1 Free Lunch Per Grading Period

# Free Admission

# Free admission to designated athletic contests or other school activities

As sponsored by local business and school organizations, additional rewards, discounts, gift certificates, etc. will be announced during the school year.

### **Causes for Revocation**

As the Renaissance Card Program is based upon personal integrity and achievement, it is important to remember these are *privileges* and not *rights*. Though a student may earn these privileges, there are several reasons which can result in the immediate and automatic loss of these same privileges. These are listed below:

1. Any academic dishonesty
2. Any serious teacher or administrative disciplinary action
3. Any school/class truancy
4. Misuse of one's privilege card

### **Full-time Student/Scheduling Load**

Students should schedule at least five (5) credits each year to ensure they are on track for graduation and eligible to participate in athletics. Pep Band and PE will not count as one of the five subjects.

### **BWHS Standard Grading Scale**

The revised standardized grade scale to be used for assessing student work at Big Walnut High School is listed below. This scale is to be used by all staff members. This scale is to be made known to the students. Any deviation from the scale is to be discussed with the principal. Parents will receive communication to inform them that their child is failing or near failing.

<b>Letter Grade</b>	<b>Percentages</b>	<b>GPA</b>
A	93-100	4.0
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.0

B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.0
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.0
D-	60-62	.67

### **Report Cards and Interims**

Report cards and **interims** will be made available electronically to the student and their family through the online Power School. **Requests for** paper copies of the report cards and/or interims can be made through the **School Counseling** office. The final report card of the year will be printed for all students. Previous nine-week grades will appear on each grade card after the first grading period.

### **Incomplete Assignment Policy**

To receive consideration for full credit for an assignment the assignment, is to be completed satisfactorily and submitted by the due date.

### **Requirement for Passing a Year-Long Course**

A student must receive a passing average (60%) and must pass at least two of the three factors that determine the course average. The three factors are: the third marking period grade, the fourth marking period grade, and the second semester final exam. Failure to meet the above requirement will result in the student not being granted credit for the course regardless of the grade achieved. A final grade of 'F' is to be given. Quarter grades are to be listed as they were earned with no less than 50%

### **Requirement for Passing a Semester Course**

In addition to meeting the requisite passing percentage in a semester course, a student must meet the following criterion. Where a final exam is given, the student must pass two of the three factors that determine the final course grade in order to earn a passing grade and credit for the course.

### **Dropping a Course**

A student has **up to the first 10 school days of a class** to drop the course with no grade repercussion, after this deadline the student will fail the class regardless of the grade average, unless an administrative committee grants an appeal. This process is initiated by the completion of the appropriate paperwork with the school counselor.

### **Early Graduation**

Each year, a certain number of students wish to accelerate their courses of study in order to complete high school in less than four years. In order to meet the needs of the students while also maintaining the standards of Big Walnut High School, the following guidelines have been developed.

1. The student must notify the School Counseling office that they request to graduate early.
2. The parent of the student applying for early graduation must sign the application, thereby designating approval.
3. The student applying for early graduation must satisfy all the **graduation** necessary for graduation from Big Walnut High School.

### **College Credit Plus (CCP)**

Ohio's new College Credit Plus lets your child earn college and high school credits at the same time. Students may take college courses from colleges and/or universities while still in grades 7<sup>th</sup> through 12<sup>th</sup>. This program is meant to promote rigorous academic pursuits and to give college-ready student a wide variety of options. Taking a College Credit Plus course from a public college or university is free, meaning you do not pay for tuition, books, or fees. Taking classes at a private college or university may result in limited costs. The designated points of contact are your counselors at Big Walnut High School or Middle School. Application and testing deadlines must be met to participate in CCP. CCP students must participate in any **mandated state testing** appropriate to their grade level. For additional information, contact the **School Counseling** office.

### **Administrative Guidelines for Schedule Change**

After the official class lists have been printed, a schedule change will not be permitted. Changes are to be made prior to the printing of the official schedule. Exceptions will be made for the following:

1. A course may be added if the student has a study hall during the same period and the course enrollment can accommodate the addition. This will be permitted through the fifth school day.
2. A new student will be permitted one schedule change. A new student is someone who is new to the district. This does not include incoming freshmen from the middle school. This will be permitted through the fifth school day.
3. A student who is missing a course required for graduation.
4. A student returning from DACC.
5. To change a schedule for a student who has earned either tutoring or summer school credit.
6. Administrative changes deemed necessary such as equalizing class size, conflicts that could not be resolved prior to the printing of the schedule, and other changes as approved by the administration.

The administration reserves the right to make any schedule changes that are in the best interest of the learning process at Big Walnut High School. Please refer to the BWHS Course Description Book on the BWHS School Counseling website for further details.

### **School Counseling Department**

The general purpose of the school counselor is to assist each student to participate in his/her own development toward becoming purposefully

self-directed in a changing society, having full respect for the worth and dignity of self and others, and becoming the person whom he/she desires to become. Some of the services offered by the School Counseling office include:

- Individual Counseling
- Career Information
- College, scholarship aid, financial aid information
- Orientation of new students
- Testing including ACT, SAT, and PSAT
- College admissions counselors are scheduled to meet with interested students.
- DACC representatives meet with students.
- Counselor information will be posted on the
- Counselors meet with each student to set up class schedules. They also talk with students and parents about meeting Big Walnut graduation requirements, college requirements, CCP and courses to meet career goals.

The School Counseling department is here to help the student. To meet with a counselor, make an appointment in the School Counseling office before school or between class periods.

The School Counseling department telephone number is 740-965-2243.

### **Transcripts**

Any student requesting a copy of his/her transcript should complete a Transcript Request Form on the School Counseling website.

### **Extra-Curricular Activities**

Extra-curricular activities are available to high school students who meet eligibility requirements. Students should be alert for announcements of meetings for these activities. Students may be removed from these activities for violations of the Code of Conduct.

### **Athletic Eligibility**

According to the Ohio High School Athletic Association (OHSAA), for a student to be eligible, he/she must be passing subjects the preceding nine-week grading period that earn a minimum of five credits or its equivalent toward graduation. All grades must, when combined, result in a GPA of at least 1.5, based on a 4.0 scale. Furthermore, they must be enrolled in 5 classes during the 9 weeks in which they are a participant. An athlete will be eligible or ineligible for the next grading period beginning with the fifth school day after the end of each grading period. Eligibility or ineligibility would remain until the fifth school day after the end of the next grading period. All incoming freshmen need to have passed at least five classes and attained at least a 1.5 GPA during the previous grading period. Please refer

to the BWHS Athletic Handbook on the BWHS Athletic Website for more information.

### **Junior-Senior Prom**

The Junior-Senior Prom is an annual event sponsored by the junior class for the senior class. In order to attend the prom, one must have achieved either junior or senior status. A sophomore may attend the prom as the invited guest of either a Big Walnut Junior or Senior.

**Big Walnut freshmen or freshmen from any other high school are not permitted to attend the prom--no exceptions! It is the responsibility of the student to know the guest's class standing. In order to attend the prom a student must have all fees and obligations paid in full.**

These functions are set aside for students to engage with each other socially. All students should feel welcome to each of these events. Students who are suspended at the time of the dance will be prohibited from attendance.

### **Dance Guidelines**

1. Must follow rules set forth by the Big Walnut Local Schools' Board of Education.
2. Remain in the standing position and be in control of your own weight.
3. Admission stops at halfway through and no one else is permitted to enter after that time.
4. Once you leave the dance you will not be permitted to re-enter.
5. No dances during the month of May, except the Prom.
6. PDA must be kept reasonable.
7. No dancing in such a manner which others may be injured or that would be considered inappropriate (including sexually explicit dancing).
8. Anyone under the influence of alcohol or drugs must be released to parents. If parents cannot be reached, the student must be released to the police.
9. With exceptions for Fall and Winter Homecoming, only currently enrolled Big Walnut students are permitted to enter the dance.
10. Middle school students are not permitted to attend the high school dances.
11. Fog machines are not to be used.
12. Dress should be reasonable and appropriate.
13. The administration and/or chaperones reserve the right to remove students from the dance for inappropriate behavior or dress and are subject to school discipline.



## **POLICIES**

### **Administrative Policies**

It is difficult to have a rule and/or policy stated in the student handbook that will cover every possible situation that might arise. Therefore, *the administration has the right to develop and implement a rule or policy not stated in the student handbook, and to modify existing policies/rules in order to deal with a particular problem.* To the extent possible, the administration will announce the new policy via the public address system, and post the new policy on the office window. The administration has the right to invoke the policy prior to it being either announced or posted.

Per Ohio law, this disciplinary code of conduct will be in effect: (1) On school grounds during, before, or after school hours (2) off school grounds at a school activity, (3) on school buses at any time (4) off school grounds if it is connected with school activities or incidents **occurring or being initiated** at school, or on school property or is directed at school district personnel, **regardless of location or the property of school district personnel.**

### **Routine Disciplinary Problems**

The philosophy of the Big Walnut High School is that the classroom teacher should handle the discipline problems of the classroom. Any rules that the teacher has for the efficient operation of the class, should be made known to all of the students. The classroom teacher should handle violations of general and specific class rules. Methods of discipline should be positive. Methods of discipline that could be employed by teachers might include teacher-student conferences, parent conferences, detentions, or other methods as determined by the staff.

### **Physical Restraint**

Certified and non-certified school employees, including school bus drivers and custodians, are authorized within the scope of their employment to use the amount of force that is reasonable and necessary (a) to quell a disturbance threatening physical injury to others, (b) to obtain weapons or other dangerous objects on the pupil or in the control of the pupil, (c) for self-defense, (d) or for the protection of persons and property. Physical force and restraint is a preventive action taken before or during a disruptive or violent situation.

### **Student Misconduct Code**

Notice to students: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct. Students may receive discipline as a result of what is recorded. A violation of any of the following rules will result in disciplinary action including, but not limited to Detention, Community Service, Social Exclusion (such as non-attendance to events, dances and extra-curricular activities), In-School **Intervention** (ISI), Extended School, Saturday School (SS), Emergency Removal, Suspension, and the recommendation for expulsion or court referral.

**Comment [BS1]:** I don't remember seeing this in the Middle School or Elem/Intermediate guide. This would probably be good language to have in all of our handbooks which are building specific.

1. **Alcohol, Drugs, Narcotics**—Students shall not possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, or a prescription medicine not prescribed for the individual. (An exception would be the student who is taking prescription medicine under a doctor's direction. This medication may be required to be kept in the appropriate school office.) The illegal possession or use of any of the above by a student may be referred to the proper civil authorities.

**Big Walnut School District Tobacco, Alcohol and Other Drugs policy**

Students of the Big Walnut School district shall not possess, use, sell, give, or otherwise transmit, or be under the influence of alcohol or other drugs. Tobacco use by students is prohibited in school buildings, in school vehicles, and on school grounds at all times. Students shall not possess or bring on school property tobacco products, matches, lighters, or other paraphernalia normally associated with tobacco use. Any type of drug paraphernalia is prohibited in school buildings, in school vehicles, and on school grounds. All items will be subject to confiscation. This policy is subject to enforcement and/or disciplinary action regardless of how minor the infraction:

1. On any property owned, leased by, or under the control of the board, including transportation vehicles.
2. At any school-sponsored or sanctioned activity or event away from or within the district.

**Self-Referral**

Voluntary referrals **do not** carry punitive consequences, and must be by the student or a member of the immediate family. Violations already reported or pending cannot be considered self-referral.

**Compliance with the Law**

Appropriate law officials will be notified as required by law. According to state law, the superintendent shall notify the Delaware juvenile judge whenever a student is suspended or expelled for possession or use of alcohol or other drugs. This may result in the loss of the student's driver's license. Suspension for students with disabilities will be in compliance with state and federal guidelines.

**Distributing Alcohol, Drugs, Drug Paraphernalia or "Look-Alike" Counterfeit Drugs**

**1<sup>st</sup> Violation**- 10 (ten) days out-of-school suspension with a recommendation to the superintendent for expulsion. The expulsion recommendation may be amended if the student and parents/guardians enter the student in at least 8 hours of alcohol/drug education and receive an alcohol/drug assessment and follow recommendations.

**2<sup>nd</sup> and Subsequent Violations**-10 (ten) days out-of-school suspension with a recommendation to the superintendent for expulsion.

**Possessing, Using, or Under the Influence of Alcohol/Drugs, Drug Paraphernalia, or "Look-Alike" Counterfeit Drugs**

**1<sup>st</sup> Violation-** Ten (10) days out-of-school suspension may be reduced to 5 days out-of-school suspension with alcohol/drug assessment including following recommendations, and at least 8 hours of alcohol/drug education.

**2<sup>nd</sup> and Subsequent Violations** - Ten (10) days out-of-school suspension with a recommendation to the superintendent for expulsion.

**All costs for an assessment, education or follow-up counseling are the responsibility of the student and family. Violations are cumulative in Grades 7-12.** If a student has no alcohol/drug violations for 2 years from the last violation, the student will re-enter the policy at the 1<sup>st</sup> violation.

**Possessing or using Tobacco - Parents will be notified of all violations.**

**1<sup>st</sup> Violation** - Minimum of three (3) days in-school intervention. Subsequent violations can include, but are not limited to:

- a. In-School Intervention
- b. Out- of School Suspension
- c. Recommendation for expulsion

#### **DEFINITIONS**

The following definitions apply to these policies and regulations:

**Alcohol:** liquor, wine, beer, or other intoxicants.

**Distributing:** Making available to or passing on to another individual (even if not for profit).

**Drug Messages:** Students with any article of apparel, including jewelry, that contains tobacco, alcohol, or other drug messages that promote or encourage alcohol or other drug use will be disciplined in accordance with the student code of conduct.

**Drug Paraphernalia:** Drug paraphernalia or instruments, such as smoking devices, pipes, roach clips, syringes, hypodermic needles, cocaine spoons or kits, and any other items normally, or actually used for the packaging, conveyance, dispensation, or use of drugs.

**Drugs:** Any drug, including illegal drugs, narcotics, hallucinogens, cocaine, amphetamines, barbiturates, marijuana, inhalants, legal prescription, and over-the-counter drugs used, possessed, or distributed for unauthorized purposes, build altering chemicals which include without limitation, anabolic steroids, growth hormones, testosterone, or its analogs, human chorionic gonadotropin (HCG) and other hormones.

**"Look Alike" Counterfeit Drugs:** includes any drug container or label that bears a trademark or trade name, or other identifying marks used without authorization of the owner's rights. Any unmarked or unlabeled substance that is represented to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

**Possession** means having control over a thing or substance including, but not limited to, purses, wallets, lockers, desks, in vehicles on school property, or at any school-sponsored event.

**Tobacco and/or any other smoking material:** Any product containing tobacco that is smoked, chewed, inhaled, or placed against the gums, as well as a product that would simulate the smoking action.

**Under the Influence:** Manifesting signs of substance use, such as staggering, reddened eyes, odor of alcohol or other drugs. Nervousness, restlessness, falling asleep or dozing, memory loss, abusive language, or any other behavior or physical appearance not normal for the particular student.

(Determination by school authorities on what constitutes “under the influence” is distinct and separate from any such determination by the courts).

**Violation:** Evidence indicating that a student used, purchased, sold, or possessed tobacco, alcohol, or other drugs.

## **2. Bullying, Harassment and/or Hazing:**

### **ANTI-HARASSMENT, INTIMIDATION, AND BULLYING POLICY**

Harassment, intimidation, or bullying behavior by any student/school personnel in the Big Walnut Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Harassment, intimidation, or bullying, in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school sponsored activity, on school-provided transportation or at any official school bus stop. Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation or bullying. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action. These reports can be formal, informal or anonymous. Bullying Reports are made available in the office. In addition, anonymous reports can be made by dialing the Safe Schools Helpline at 1-800-4-1-VOICE (86423) or by texting 66746, TIPS. You can also access these reports from [www.safeschoolhelpline.com](http://www.safeschoolhelpline.com)

**3. Damage of Property:** Students shall not possess school property without proper authorization, or intentionally attempt to cause damage to the school, school property, or private property either on the school grounds or during a school activity. Additionally damage to property at a school-sponsored activity off the school grounds may result in suspension or expulsion. Parents can be charged up to \$10,000 for damages caused by their child.

**4. Dangerous Weapon(s)/Instrument(s):** Students shall not possess, handle, or transmit any object that can reasonably be considered a weapon including “look-alikes,” any type of knife, gun, chain, club, or fireworks. Additionally, any devices, which are not normally considered weapons, may under certain circumstances be used as a dangerous weapon. Devices

used or intended to be used, as a dangerous weapon will be considered a violation of this rule

**NOTE:** Ohio law now makes it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto or any property owned by or controlled by, or to any activity held under the auspices of a school. Students may be expelled for up to one year for the possession of a weapon.

**5. Dishonesty (Cheating, Lying, Plagiarism, Collusion, Forgery):** A student shall not use work or work products that are not his/her own or violate the reasonable requirements of a teacher with respect to the taking of examinations or the completion of other course assignments.

**6. Disruption of School:** Students shall not, by use of profanity, violence, force, noise, coercion, threat, harassment, bullying, sexual harassment, hazing, extortion, intimidation, fear or other conduct, cause the substantial and material disruption or obstruction of any lawful function of the school. Students shall not be disrespectful in their actions.

7. **Dress Code:** 1st violation-warning  
2nd violation-detention  
3rd and subsequent violations-consequence to be determined by Administration.

**8. Electronic Device:** Students are not permitted to use radios, pagers, cell phones, laser pens MP3 Players, or any other electronic devices in school classrooms without authorization from the classroom teacher during the day. Disruptions caused by electronic devices will result in disciplinary action. In addition, any applications for cell phones or other devices that would allow that device to be used as a remote are strictly prohibited. The use of any remote by a student, in the school without permission from an administrator or teacher is prohibited.

**9. Failure to Serve Detention/Saturday School:** Students must serve after-school detentions on the assigned date as indicated on the detention notification form. Failure to serve detention on the assigned date will result in a Saturday School or ISI (In-School Intervention). Failure to serve ISI or Saturday School could result in out-of-school-suspension, as determined by the school administration.

**10. False Alarms:** A student who is known to have initiated a false fire alarm, a bomb alarm, or false 911 calls, or any other similar false alarm will be suspended and referred to the proper civil authorities.

**11. Fighting and/or Assault:** Students shall not cause or attempt to cause physical injury or behave in such a way that could cause physical injury to a school employee or other individual (1) on school grounds during, before, or after school hours, (2) off school grounds at a school activity, (3) on school buses at any time (4) off school grounds if it is connected with school activities or incidents occurring at school or on school property. Violations will result in an out of school suspension.

**12. Gang Related Issues:** Gang colors, signs, hand signals, and other perceived gang-related indications are not permitted at BWHS. Those students possessing gang colors or written sign/symbols on notebooks,

binders, paper, etc., giving hand signals, wearing sagging pants or a rolled up pant leg, or other gang-type identifiers.

**13. Impairing Safety and/or Security:** Students shall not engage in activities that put other individuals or the building and its contents in a lessened state of security or safety. This includes, but is not limited to: intentionally “propping” a door open with an object, letting other students or non-attending individuals into the building without permission from staff, or using equipment/furniture/etc. in an unauthorized or non-prescribed manner.

**14. Insubordination:** Students shall not fail to comply with school rules including those at any school-sponsored activity or any reasonable request of a school employee exercising his or her assigned duties.

**15. Non-School Time Violation:** Students may be subject to school discipline for any harassment, vandalism, physical abuse, or other disruptive behavior towards school property or school personnel during non-school time, either on or off campus.

**16. Profane, Vulgar, Abusive Language or Gestures:** Students shall not use obscene, vulgar or profane language, make inappropriate gestures/actions or possess vulgar materials.

**17. Public Display of Affection:** No student shall engage in open and inappropriate displays of affection.

**18. Repeated Violations:** Students shall not repeatedly fail to comply with school procedures and/or directions of school employees during any period of time when the students are properly under the authority of school personnel. Students who repeatedly fail to comply with school rules will be termed incorrigible and may be referred to Juvenile Court or expelled.

**19. Sexually Offensive Conduct:** Inappropriate display of sexual or sexually-related behavior, sexual misconduct, including the pulling down of another student’s pants/shorts is not permitted. No student shall engage in any sexual harassment conduct or sexual contact while on school premises, under school authority (including buses), or while at any school-sponsored activity, function, or event.

**20. Tardiness:** Any student who is late to school or is late from one class to another without an excused written admittance form.

**21. Technology Misuse/Abuse:** A student will not abuse, modify, or destroy school-owned computers, software, or any kind of technological equipment or device. A student shall not fail to comply with the Big Walnut Computer Technology Code of Conduct. (Refer to Computer Technology Code on page 38)

**22. Theft:** Students shall not steal or attempt to steal public and/or private property either on the school grounds or at a school activity off the school grounds. Acts of major theft will be referred to the proper civil authorities. A student shall not possess or receive stolen property.

**23. Threatening Harm / Intimidation:** Students shall not, through verbal, written, technological or any other means, make statements that state that physical or emotional harm may come to another person or to an

institution. **Bomb threats will result in a recommendation of expulsion from school.**

**24. Tobacco and/or Any Other Smoking Material:** Student use and/or possession of tobacco or snuff in any form, but not limited to include e-cigarettes, hooka pens or any other smoking materials are prohibited at any time on Big Walnut property, and at any school related activity.

**25. Transportation Violation:** Violations of Rule #25 include both student drivers and school-sponsored transportations. Violations on school grounds would include speeding, squealing tires, reckless operation, being at the car during the school day, and having a car on school grounds without a permit or parking in restricted areas. (Refer to parking permit section in this handbook.). Additionally, Bus transportation is a privilege. **The bus is an extension of the school and all school rules apply.** Students must ride the bus assigned to their neighborhood and wait at designated stops only. In order to insure the safety of the riders, students who ride the bus are expected to adhere to the safety rules as outlined by the bus driver. The bus driver is in charge of the bus and his/her directions must be followed. The driver shall report unmanageable students via the Bus Conduct Report to the building principals. Disorderly conduct, which is any behavior that jeopardizes student's safety, shall be sufficient reason for refusing transportation service to any student. State Law (3319.41 OCR) grants drivers the right to use reasonable or necessary force to restore order and protect property of others.

**26. Trespassing and/or Unauthorized Entry:** No individual shall trespass or enter any area of the school grounds and/or building without the approval of the school administration. Students are not to possess, handle, or transmit, school keys or fobs without permission. Violators may be subject to civil action. This shall apply to any district owned property.

**27. Truancy:** Students who fail to follow attendance-reporting procedures or are absent from school or a school class without the consent of the school administration will be considered truant. Truants may be referred to Juvenile Court

**28. Unauthorized Publication and/or Distribution Materials:** Posting, publishing, distributing, or selling of unauthorized materials on school property or to distribute or to sell such materials is prohibited.

### **Student Due Process**

No student shall be suspended, expelled, or removed from school except in accordance with the code adopted by the Big Walnut Board of Education.

### **Detention**

Detentions are issued as minimal punishment with the hope of preventing future unacceptable behavior. The student will serve the detention with the assigning teacher for a time not to exceed one hour after the end of the school day. Students are given at least 24-hour written notice of the detention date, and therefore transportation home is the responsibility of the student. Should a student fail to serve a detention, Extended School, Saturday School or suspension, will be implemented.

## **Community Service**

The superintendent or the Board of Education may require a pupil who has been suspended or expelled pursuant to this policy to perform community service in conjunction with, or in place of discipline. The superintendent or the Board of Education may impose a community service requirement beyond the end of the school year in lieu of applying disciplinary process into the following year.

## **In-School Intervention (ISI)**

In-school **Intervention** will provide a practical alternative to out-of-school suspension for less serious infractions as determined by the administration. This program will remove disruptive students from the classroom while providing a continuing educational program and an opportunity to change inappropriate behavior. Students will be placed in a specific classroom under the supervision of a teacher. They will be marked as present for school for the days they are in ISI. They are required to complete their regular school work and will receive up to 100% credit for work completed while in ISI.

## **Extended School**

Extended School is an alternative to out-of-school suspension. At times the behavior of a student goes beyond what can be expected in a school setting. The Extended School is a disciplinary measure that hopefully will discourage inappropriate behavior, yet permit the student to remain in school and receive an education.

## **Saturday School**

Saturday School is an alternative to out-of-school suspension. At times the behavior of a student goes beyond what can be expected in a school setting. The Saturday School is a disciplinary measure that hopefully will discourage inappropriate behavior, yet permit the student to remain in school and receive an education.

## **Saturday School Guidelines**

1. Students will report to the assigned classroom precisely at 8 a.m. and will remain until 12 noon.
2. Tardiness to Saturday School will not be tolerated and will result in additional time being assigned to Saturday School.
3. Students will not have access to their lockers prior to Saturday School. Students are to bring enough schoolwork to occupy the entire four hours.
4. Talking and/or sleeping will not be permitted
5. Transportation is to be arranged in advance. The school monitor will not have an office key.
6. Unexcused absence from Saturday School will result in additional discipline. The administration will determine whether or not an absence is excused or unexcused.
7. Additional regulations will be discussed by the Saturday School monitor.

## **Emergency Removal**



1. If a pupil's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process, then:
  - a. The superintendent, principal, assistant principal or dean of students may remove the student from curricular or extra-curricular activity, or from the premises.
  - b. A teacher may remove a student from a curricular or extra-curricular activity under his supervision, but not from the premises. If a teacher makes a removal their reasons must be submitted to the principal in writing as soon after the removal as possible.
2. A due process hearing must be held 72 hours after the removal is ordered.
  - a. A written notice of the hearing and the reason for removal and any possible disciplinary action must be given to the pupil as soon as practical prior to the hearing.
  - b. The person who ordered or requested the removal must be at the hearing
  - c. The hearing must be held in accordance with the hearing procedures for suspension, if suspension appears probable, or with the procedures for expulsion, if expulsion appears probable.
3. If the superintendent or principal reinstates a pupil prior to the hearing for emergency removal, the teacher may demand and shall be given written reason for the reinstatement.
4. In all cases of normal disciplinary procedures where a pupil is removed from a curricular or extra-curricular activity for less than 24 hours and is not subject to further suspension or expulsion, the due process requirements of Section 13.66 (HB 421) do not apply.

## **Suspensions**

1. No suspension will be for more than ten (10) school days.
2. The superintendent, principal or assistant principal and the dean of students must give notice of intention to suspend and reasons why to the student.
3. The student or his designee must have the opportunity to appear at an informal hearing before the principal, assistant principal, dean of students or the superintendent to challenge reasons for intended suspension or otherwise explain his actions.
4. Within 24 hours of the suspension, the parent, guardian, or custodian of the pupil and treasurer of the Board of Education must be notified. To fulfill this obligation a phone call will be made to the parents or guardian notifying them of the suspension, or an informal letter will be sent home with the student. A formal letter of suspension will be mailed to the parents or guardian notifying them of the suspension and its conditions.

This notice must include: 1) the reasons for the suspension; 2) notice of the right of the pupil or his parent, guardian, or custodian to appeal such action and to be granted a hearing; 3) notice of the right of representation at the appeal; and 4) notice of the right to request that the hearing be held in executive session.

**NOTE:** Classroom work should be made up, as a student may receive up to 50% credit for the first suspension. For subsequent suspension, a student is encouraged to complete, but no credit will be given for work, which is missed. Students are encouraged to use Online Classrooms. The student is not permitted to participate in any school function during the period of suspension. Students are to remain at home during school hours during the duration of the suspension.

## Expulsion

1. Only the superintendent may expel.
2. The superintendent gives the pupil and his parent or guardian written notice of the intended expulsion.
  - a. The notice must include the reasons for the intended expulsion.
  - b. The pupil and parent or their representative must have the opportunity to appear before the superintendent or his designees to challenge his action or to otherwise explain the pupil's actions.
  - c. The notice must state the time and place to appear for the hearing. This hearing must be held not less than three (3) not later than five (5) school days after the notification of intention to expel is given.
  - d. The superintendent may grant an extension of time for the appeal. If granted, he must notify all parties of the new time and place.
3. No expulsion may be for a period exceeding the greater of eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place.
4. Within 24 hours of the expulsion, the parent, guardian, or custodian of the pupil and **Big Walnut Local School District Treasurer** must be notified. The notice must include the reasons for the expulsion, the right of the pupil, parent, 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 that the hearing be held in executive session. If the expulsion is for a period of more than twenty days or for any period of time that would extend into the following semester or school year, the notice must provide information about services or programs offered by public and private agencies that work toward improving behavior and attitudes that contributed to the incident giving rise to the expulsion, including the names, addresses, and phone numbers of such agencies.

**Comment [BS2]:** To clarify, we are talking about the District Treasurer here. Notification to the Board is not required if I am reading this right. Is that correct?

## Appeal Procedure for Suspensions

Should a student or a student's parent(s) choose to appeal the suspension, he/she must do within 14 (fourteen) days of the notice of the suspension. All witnesses are sworn and 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 shall have the right to have representation at the hearing. The student may be excluded from school during the appeal process.

## Student/Person, Personal Property and Locker Searches

If there are reasonable grounds for suspecting that the search will turn up evidence that the student is committing a violation of law or of school rules, the principal or designee may search the student and/or the student's personal possessions, including student vehicles. Lockers may be searched by school officials at any time.

## Dress and Appearance

Dress is the responsibility of the student and parent. When dress and grooming disrupt the learning process for the individual student, other students, or the learning climate of the school, it becomes a matter of administrative action involving the student and/or parent.

## Dress Code

The BWHS administration and staff discourages any dress that draws undue attention to the wearer or distracts from the educational atmosphere in the classroom. Any student dressed inappropriately will be sent to the office until proper clothing is attained. During this period the student's absence from class will be unexcused.

**Big Walnut administrators have the final decision as to the appropriateness of all student dress and appearance.**

1. Clothes should be neat, clean, and in good condition. Clothing should not have excessive and/or inappropriate holes or tears.
2. Clothing that is torn or tattered to an extreme is not permitted. All undergarments must be covered. Studded collars or necklaces are not permitted. Any studded clothing or accessories are prohibited.
3. Footwear must be worn at all times. No "Heelys" or shoes with wheels attached.
4. Clothing that might reasonably be considered indiscreet, immodest, or too casual for school will not be permitted.
5. Clothing should be opaque (non-"see-through") unless an appropriate piece of clothing exists underneath. Clothing should be non-revealing.

- a. All dresses, skirts and shorts must meet the middle thigh standard. This is regardless of tights, or leg covering. Mini-skirts, biking shorts, strapless sun dresses, etc. will not be permitted. Students who wear tights or leggings under skirts or pants must still meet requirements for their attire. In addition, tights and

**Comment [BS3]:** This looks similar to the MS document. I just want to make sure we are appropriately consistent with both documents here.

yoga pants which become distractive in the educational process will be evaluated. Students may be asked to change.

- b. Tank tops, tube tops, see-through tops, tops with spaghetti straps, halter- tops, muscle shirts, "bare back" styles of tops, etc. are not acceptable.
- c. The tops of the shoulders must be covered.
- d. Shirts and tops that reveal cleavage are considered inappropriate school attire.
- e. A student's midriff/stomach must be covered.
- f. Pants must be worn so that all undergarments are completely covered by outer garments. No low riders or "sagging pants".

6. The wearing of jackets, coats, and other items normally worn for out-of doors is permitted only when classroom temperatures warrant.

7. Attire with pornography or obscene language or pictures will not be worn. Attire that promotes drugs, tobacco products, or alcohol is not to be worn. Attire that has words with "double meanings" are not permitted.

8. The class time missed while a student is sent home to change clothes will be recorded as unexcused.

9. Hats and bandannas will not be worn inside the building at any time.

10. Clothing and paraphernalia that represents either "gangs" or any other unauthorized group approved by the school administration is not to be either worn or displayed in any manner.

11. Clothing and paraphernalia including belts, purses, book bags, etc. with words, pictures, emblems or symbols that would be considered profane, violent, suggestive, racially offensive or intimidating or offensive to any religion, gender or disability is not permitted to be worn.

### **Attendance Policies, Regulations and Procedures**

The compulsory attendance laws established by the state of Ohio will be enforced. Regular school attendance and punctuality are necessary to facilitate the normal conduct of the school. School is in session from 7:40am-2:20pm When recommended by a physician, home instruction is available to students who are unable to attend school. Compulsory Attendance Law- State compulsory attendance law is found in the Ohio Revised Code, Sections 3321.01 to 3321.13. Sections 3321.14 to 3321.23 detail the role of attendance officers. Sections 3321.38 and 3321.99 concern the failure to send a child to school and the penalties for such failure. The law, in part, prescribes the following:

- 1. Every child between the ages of six and eighteen must attend school.
- 2. Exceptions to the above are a) upon graduation from high school, b) when the student upon reaching age 16 receives an age and schooling certificate (work permit) as provided by law, c) or

when the superintendent has determined a student to be incapable for further education.

Special provisions of law apply to any student who is considered to be either a "habitual truant" or a "chronic truant." If a parent, guardian, or other custodian of a habitual truant fails to cause the child's attendance at school, the board of education may proceed with an intervention strategy in accordance with its adopted policy, may initiate delinquency proceedings, or both.

### **Full day Attendance Requirement**

Grades 7-12 students must be present 5.5 hours (excluding 30 minutes for lunch).

### **Rationale for BWHS Attendance Policy**

Because many of the benefits of education come from in-class discussion and interaction, it is essential that a student attend as many classes as possible. Since good attendance is also a habit that employers strongly support, it is the philosophy of Big Walnut High School to promote the idea of good attendance habits and encourage them in all ways possible.

### **Absences Reporting Procedures**

If a student is absent from school, the parent/guardian must call the school at 740-965-7776 by 9:00 am to inform the office of the student's absence. In addition, all excused absences **require a written statement** from the parent or guardian within **48 hours** of the absence. Absences will be reported by full,  $\frac{3}{4}$ ,  $\frac{1}{2}$  and  $\frac{1}{4}$  day increments. Students who arrive later than the halfway point of their first class will be considered absent for part of the day. Absences or tardiness due to school bus problems will not be counted.

The following time table will be used for reporting absences:

Absent sign-in until 8:20am=tardy

Absent sign-in from 8:20am until 10:20am= $\frac{1}{4}$  day absence

Absent sign-in from 10:20am until 12:30pm= $\frac{1}{2}$  day absence

Absent sign-in from 12:30pm to 1:40pm= $\frac{3}{4}$  day absence

Sign in at 1:40 or no student sign in for the day =1 full day absence

Student sign-out prior to 8:20am=1 full day absence

Student sign-out between 8:20am and 10:20am= $\frac{3}{4}$  day absence

Student Sign-out between 10:20am and 12:30pm= $\frac{1}{2}$  day absence

Student sign-out between 12:30pm and 1:40pm= $\frac{1}{4}$  day absence

**Students missing 15 or more days will require a doctor's note. Cases of chronic illness or surgery will be handled individually.**

**Special note regarding students 18 years of age and older:** If, during the school year, the student accumulates 21 or more unexcused absences,

the school may proceed with a recommendation to withdraw the student from school for non-attendance.

### **Perfect Attendance**

For a student to be eligible for the perfect attendance certificate, he/she must have no absences, and no more than one tardy per semester.

### **Tardiness**

Any student who is not in his assigned classroom when school officially begins for the day will be counted tardy and must sign in at the main office. In a school building where the day is divided into periods, the pupil must be in class when the bell signals the beginning of the class period. Students missing more than 1/2 of the period will be charged with a class absence. Students will be permitted to be late two times whether excused or unexcused per nine-week grading period. The third time a student is tardy will result in a detention being assigned. The fourth and fifth time a student is late will result in an assignment to Extended School, Saturday School or **ISI (In-School Intervention)**. A student can be suspended from school and/or referred to Juvenile Court, or receive, and/or have driving privileges revoked for being late in a nine-week period or for habitual tardiness. Underclassmen who are late to school or 1st period 6 or more times in a semester may not be permitted to purchase a parking permit for the following school year. Seniors who are tardy to school or 1st period six (6) or more times in a semester may not receive three (3) days early out at the end of the school year.

### **Excused Absences**

An excused absence or tardy is defined as an absence requested by the parent or guardian and approved by the school. Excused absences allow the student, within a reasonable period of time, to make up work missed for credit. All other absences are classified as unexcused absences or truancy. Ohio State Board of Education regulations governing past absences (pp. 30-40, The Ohio School Attendance Handbook) list seven reasons for approved absences. They are (1) personal illness, (2) illness in the family, (3) quarantine in the family, (4) death of a relative, (5) work at home due to parental absence, (6) observance of religious holidays consistent with a student's established creed or belief, and (7) emergency circumstances as judged by the principal. These emergency circumstances could include reasons emanating from the home, or circumstances emanating from the school such as a bus not completing a route.

Other reasons for excused absence must have the approval of the building principal in advance.

**Any student who has missed school due to a contagious illness must present a note from a licensed physician certifying that he/she may return to school. Students who miss school for a medical reason must present a note from the doctor or dentist within ten (10) days of the appointment stating that the student was in his office on the specific date of the appointment. Under normal circumstances no more than 1/2 day will be excused for a doctor or dental appointment. Doctor and dental appointments should be scheduled outside school hours**

**when possible. Days missed prior to a doctor or dental appointment will be considered personal illness and not medical emergency unless a doctor verifies those days with a note.**

### **Clearing an Absence**

After an absence, the student must present a signed parental note or medical note explaining the reason for the absence to the attendance secretary in the main office. The student should place the note in the tray in the attendance office and then return to their assigned area. The student's absence will be recorded in the computer to determine if the absence was excused or unexcused. **Students returning to school with a parental note indicating they were "needed at home" will be considered unexcused until an explicit reason for the absence is given.** Prolonged absence without apparent reason will result in a juvenile court referral by the attendance officer.

**Students missing 15 or more days will require a doctor's note. Cases of chronic illness or surgery will be handled individually.**

### **Unexcused Absences and Truancy**

Unexcused absences are absences which have the approval of the parent or guardian, but do not fall within the approved guidelines of the school. The student is required to make up work, which is missed for the purpose of maintaining educational continuity.

Truancy is defined as absence from school, which does not have the approval of the school administration. **In general any absence related to car problems (flat tire, dead battery, out-of-gas, etc.) will be UNEXCUSED.**

### **Attendance Officer**

The attendance officer can refer students with excessive truancy, unexcused absences or tardiness to Juvenile Court. The attendance officer will meet with at-risk students once a week to resolve attendance problems.

### **Policy for Attendance at Post-Season Athletic Contests**

When a team or individual participates in a post season athletic contest (sectional through the state level) the members of that team can be excused from school to attend the contest. Their absence will be excused as a school activity. The members of the team are those individuals who are listed on the OHSAA eligibility rosters. Students may be excluded from participation or as a spectator at an event when their conduct reflects negatively on the school or the individual. If a student who is not a member of the team participating at the *state level* wishes to attend, a parental note must be submitted in advance requesting their attendance at the event. In most cases approval to attend will be granted. It is possible that a student who has either poor attendance, low grades, or has discipline issues may not be excused to attend. When a student is approved to attend his/her absence will be an excused absence but only

for the time the individual/team is participating as determined by the administration. All missed work is expected to be made up.

### **Emergency Closing of School**

Automated phone calls will notify families as soon as the decision has been made. The automated call will go to the phone number listed as the home phone number in Power School. The web-site can be checked throughout the morning as well. The following stations will carry announcements: Channels 4, 6, and 10. WNCI, WDLR, WBNS, WTVN, WCOL, WRVF, WLVO, WCVO will also have the information. Parents are encouraged to listen to these stations or check the web-site rather than attempting to call the school.

### **Make-Up Work**

It is the responsibility of the students to ask for make-up work from each of their teachers. Students absent one or two days must make up work immediately when returning from an absence. Students have one day per day of absence to make up work. Example: A student absent Monday and Tuesday would have Wednesday and Thursday to make-up the work. The work would then be due Friday. Students absent longer than one or two days should be given a sufficient number of days (Equal to or no less than the number of days a student was absent) as determined by the teacher to complete make-up work. The deadline for the completion of the make-up work should not go beyond two weeks unless extenuating circumstances prevail.

In the case of make-up for tests and quizzes, the teacher's judgment will prevail. Generally, if a test or quiz has been previously announced to the student and no new work appearing on the test was discussed during the student's absence, the student will be required to take the test or quiz at the regularly scheduled time or make up the test or quiz during the first class period he/she returns to school. If new work appearing on the test was discussed during the student's absence, then the student should be given the same number of days to make up the test or quiz, as the student has to make up the other work in that class.

### **Make-Up Work as the Result of a Non-School Related Absence**

Work that is assigned to a student prior to a non-school related absence is to be submitted on the first school day the student returns from the absence.

### **Building Leave Permission**

In the event that it becomes necessary for a student to leave school grounds during school time, permission must be granted by the high school principal. Students are not to ask to leave unless absolutely necessary. Haircuts, shopping appointments, music lessons, senior pictures, in-car driving lessons, etc. do not constitute emergencies. Except for emergency situations no student will be excused from school by the high school principal. A student will not be permitted to leave school if in the opinion of school personnel it is unsafe for the student to do so. The



high school office staff must secure parental consent before a student will be permitted to leave school grounds. Students must sign out in the office when leaving the building and sign in upon their return. In general, students will not be permitted to leave school the last period of the day because they have a study hall. This rule also applies to students 18 years and older.

### **Building Leave without Permission**

When a student enters school property and then leaves school property before the hour of dismissal without the consent of the principal, that student becomes truant and cannot enter class until reinstated by the principal. Discipline will result.

### **Withdrawal**

A parent or guardian must inform the school when a student is withdrawing from Big Walnut High School and transferring to another school. The student must then secure a withdrawal form from the high school office. The form outlines procedures for returning books and lists current grades, payment of fines, locker cleanout.

### **Job Interviews**

Job interviews should not be scheduled during school hours. In an emergency situation an early dismissal from school will be granted only after the administration confirms the appointment with the employer.

### **Excuses from Class**

Teachers will not permit students to visit other classes and to ask to meet with students who are in class. The teacher concerned should refuse the request unless the student has approval from the office. No student may be absent from a class because of work in another class unless an unusual situation exists in which case office approval must be granted. Students should be excused from study hall for make-up work or other activities and then only when absolutely necessary and after the proper procedure has been followed. Students should not ask a teacher for a pass out of a scheduled academic class.

### **Early Dismissals**

Students may receive early dismissals from school for the following reasons:

1. A doctor/dentist appointment
2. A funeral
3. Other reasons as determined valid by the administration

In general, students will not be permitted to leave school the last period of the day because they have a study hall.

### **Pre-Planned Absence Form**

Parents should make every attempt to avoid taking their son/daughter out of school as it results in students falling behind in their studies. However, if it is absolutely necessary to take the student out of school the following procedures will be utilized.

1. **Two days** prior to the absence parents are to make a written request to the assistant principal indicating the dates.

2. At this time students should pick up a pre-planned absence form from the main office to be taken to their teachers to obtain signatures and assignments that will be missed during the absence. **All assigned schoolwork is due on the first school day upon the student's return from the absence.** Other daily classroom assignments, quizzes, and tests must be made up by the date determined by the teacher.
3. The Pre-Planned Absence form will be turned into the Attendance Administrative Assistant once all required signatures have been complete.

### **Bicycle, Skateboard and Skate Policy**

Only students with written permission from a parent, approved by the principal/assistant principal, may ride bikes to school. Approval requires that the bike have safety reflectors, adequate brakes, and a strong lock. Bikes must be parked where assigned. No skateboards or skates may be ridden to or brought to school.

### **Building Entrance and Use**

Students are not to enter the high school building before 7:00 a.m (exceptions- Zero Period Choir and Band). A bell rings at 7:33 to dismiss students to class. A student must have a pass from a teacher in order to enter the Academic Wing prior to 7:33am. A warning bell rings at 7:36 before the first period begins and at that time students should report to class. Students should leave the building immediately after school, or as soon as possible after finishing an activity or meeting with a teacher.

**Students should not be in the building or use facilities, without direct supervision by a faculty member, especially after the 2:20 bell.**

### **Cafeteria Behavior**

Because some classes will be in session during the entire lunch period, quiet must be maintained in the halls during that time. Each student must return his own tray to the disposal area and put trash in waste containers. Each student should replace his/her chair and leave his/her place at the table as clean as possible. Students who do not cooperate will be assigned lunchroom duties such as picking up litter, washing table tops, etc. Please tell the cafeteria supervisor immediately when food or drinks are spilled. Moving ahead of others in the lunch line is unacceptable. Stealing food or drink from the food areas will result in disciplinary action. All cafeteria tables should have no more than 8 students and/or chairs to any lunch room table.

### **Cafeteria Debit System**

The Cafeteria Debit System provides a personal account for each student. Deposits of any amount are accepted conveniently with check or cash. Parents/Guardians may also add money to a student's account through PayForIt.net. This website will also send reminders when a student's lunch account goes below a certain balance. Students are permitted up to 3 school lunch charges once their accounts are depleted. Lunch charges do not include ala carte items. Once a student has charged a school lunch 3 times, he/she will be provided with a sandwich and drink for lunch.

Students gain access to their personal account with a PIN number (Personal Identification Number—much like a phone number). This system is used for all purchases including full meals, ala carte and milk. Accounts remain active until graduation or withdrawal from district. Students who fraudulently use a debit account or deny payment for food items will be responsible for repayment, disciplined and may be prosecuted. The school lunch includes a main entrée, milk, choice of fruits and vegetables, and often a dessert. A variety of ala carte items are always available.

### **Care of School Property**

Students who damage school property, including books, will be liable for the repair of such damage and shall pay for it in full. School credit will be withheld subject to the payment of damages.

### **Closed Lunch**

There is a closed lunch policy at Big Walnut High School. In general, students are not permitted to leave school grounds for lunch. Any student at lunch time or at any other time must secure permission from the principal to leave the school grounds. This permission will not be granted without a note from the parent. Permission to go home for lunch will be granted upon the written request of the parents to the principal, provided the student lives close enough to **walk home** for lunch and to return within the allotted time. Students who have written permission to go home for lunch must sign out. A student must go to his/**her** own home for lunch. A student may have this privilege revoked for misbehavior or other violations. This rule also applies to students 18 years and older.

### **College Visitation**

Students who are interested in visiting a college are encouraged to do so on weekends and vacations. Since this is sometimes impossible, we will permit students to have the opportunity for excused absences. The following conditions are to be observed:

- a. That an appointment has been made with the college's admissions office.
- b. That the visit has the prior approval of the administration. College visitation forms are available in the high school office. Students are to pick up and return the completed form to the secretary in charge of attendance. The visitation form must be on file one day prior to his/her scheduled trip.
- c. That the students realize that they are responsible for all schoolwork missed that day.
- d. College visitation for students may be deleted from one's total absences.
- e. Students must have the college forms signed by an appropriate college official and returned by the student to the high school office before the day is excused and deleted from the three day attendance policy.

- f. A junior or senior may have no more than two (2) visits out of any one class period and no more than 5 total visits (excluding study halls). The classroom teacher will monitor the number of classes missed for visits.
- g. Sophomores may attend the presentations during his/her study hall. Any student may request that the representative leave materials.

### **Technology- Code of Conduct**

Computer use at Big Walnut High School is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned computers.

Students must observe the following guidelines. A student must sign the Technology Code of Conduct prior to using any school technology equipment. Failure to do so will result in penalties as outlined in the Serious Misconduct Code.

1. Files stored on school computers are restricted to school related assignments only. Personal files may not be stored.
2. Network password security is the responsibility of the student. Any student unable to log into the network for any reason will be subject to the penalties of the Misconduct Code.
3. Students shall not copy (without authorization), damage, or alter any hardware or software. Students shall not delete a file (without authorization) or knowingly introduce a computer virus to any school program.
4. Students shall not use or alter another person's password, files, or directories. Students aiding teachers are restricted to using only the program selected by the teacher.
5. All non-school software and thumb drives must be checked for viruses and approved for use by a network supervisor before being used on any computer and are subject to inspection and approval by school personnel at any time.
6. Use of all telecommunications is restricted to school related projects and must be supervised by the teacher or network supervisor. Internet users must complete an Internet Use Consent form, which must be approved prior to using the internet.
7. No students shall attempt to establish or establish contact into school districts restricted computer nets or any other unauthorized database.
8. The user is held responsible for his or her actions while using a standalone computer or network workstation and activity with any of his or her accounts. Unacceptable uses or intentional damage of equipment, data, or accounts will result in suspension or revocation of use privileges, as well as being subject to the disciplinary procedures of the school and criminal prosecutions.

9. Any use of computers, networks or online accounts that is deemed by the supervising staff member and or school administration to be dangerous, objectionable, pornographic, distracting to education, or otherwise offensive or inappropriate in nature is prohibited. Any such violations are subject to disciplinary action.

### **Definition of Technology**

For purposes of BYOT, "Technology" means personally -owned wireless portable electronic equipment used for instructional purposes. All approved devices must allow access to the Internet through a fully functional web browser and be capable of accessing the BWLS guest network. Recognizing the rapidly changing world of technology, the list of allowed devices will be reviewed annually. Approved devices include: smart phones, iPads, iPods, laptops, net books, tablet computers and eReaders that meet the definition of technology.

### **"Bring Your Own Technology" (BYOT) Policy:**

Program participants are expected to return a signed BYOT Agreement prior to bringing a personal device to school in addition to the BWLS Acceptable Use Policy. As new technologies continue to change the world in which we live, they also provide many new and positive education benefits for classroom instruction.

### **Student Agreement**

The use of personal technology to provide educational material is not a necessity but a privilege. Students do not have the right to use their laptops, cell phones or other electronic devices while at school. When abused, privileges will be taken away. When respected, privileges will benefit the learning environment.

Students and parents/guardians participating in BYOT must adhere to all Board policies and the BWLS Acceptable Use Policy.

Additionally:

- Students take full responsibility for personal digital devices at all times. The school is not responsible for the security of the device.
- The device must be in silent mode while on school campuses unless otherwise directed by the teacher.
- The device may not be used to cheat on assignments or tests or for non-instructional purposes during instructional time.
- The device may not be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours unless assigned by the teacher as allowed by the BWLS Acceptable Use Policy.
- The device may only be used to access files or internet sites which are relevant to the classroom curriculum. Non-instructional games are not permitted.
- Student must comply with teachers' request to turn off the device.

Students acknowledge and agree that:

- The school's network filters will be applied to the BWLS guest network and access to the internet should not be circumvented.
- The school district may collect and examine any device at any time for the purpose of enforcing the terms of this agreement, investigating student discipline issues, or for any other school-related purpose.
- Personal technology must be charged prior to bringing it to school and the device must run off its own battery while at school.
- The students remain subject to all other school behavior rules.

**BWLS Acceptable Use Policy – 7540.03**

The focus of this document is on Internet usage but applies to all computer usage at Big Walnut Local Schools.

All student, faculty, staff, continuing education students, and support staff will be referred to as "USER" or "USERS".

Internet access is available to users at the Big Walnut Local Schools.

The goal of the Big Walnut Local School District is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Users may have access to the following:

- A. Electronic mail communications with people all over the world.
- B. Information and news from many educational institutions as well as scientific and governmental agencies
- C. Public domain software and shareware of all types.
- D. Discussion groups on a broad range of topics.
- E. Access to University catalogs, the Library of Congress, and on-line public libraries.

With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting. Big Walnut Local Schools has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials, and users may discover controversial information. The District believes that the valuable information and interaction available on this network far outweighs the possibility that users may produce materials that are not consistent with the educational goals of our District.

Internet access is coordinated through a complex association of government agencies and regional and State networks. In addition, the smooth operation of the network relies upon the proper conduct of end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a user violates any of these provisions, his or her account may be terminated and future access could possibly be denied.

The signature(s) at the end of this document is (are) legally binding and indicate the party (parties) who signed has (have) read the terms and conditions carefully, understand(s) their significance, and agree to such terms and conditions.

**Terms and Conditions**

- A. Acceptable Use - The purpose of access to the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborate work. The use of your account must be in support of education and research and consistent with the educational objectives of the District. Use of another organization's network or computer resources must comply with the rules that are appropriate for that network. Transmission of any material in violation of any U.S. or State law is prohibited. This includes but is not limited to downloading copyrighted material; transmitting threatening or obscene material; or accessing, appropriating, and/or employing material that constitutes confidential or trade secret information. Use of Internet access for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
- B. Privileges - The use of the Internet is a privilege, not a right; and inappropriate use will result in cancellation of those privileges. The system administrator can recommend removal of access until reviewed by school administration. The administration, faculty, and staff of the Big walnut Local Schools may request the system administrator to investigate possible violations.
- C. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
  - 1. Be polite. Do not get abusive in your messages to others
  - 2. Use appropriate language. Do no swear, use vulgarities or any other inappropriate language.
  - 3. Do not reveal your personal address or phone numbers to other users.
  - 4. Know that electronic mail (E-MAIL) is not guaranteed to be private. People who operate the system do not have access to all mail. The systems administrator will monitor E-MAIL. Any messages related to or in support of illegal activities may be reported to the authorities.
  - 5. Do not use the network in such a way that it would disrupt the use of the network by other users.

6. All communications (including E-MAIL) and information accessible via the network should be assumed to be private property, unless it is very clearly marked as being available for use or distribution.
  7. Illegal activities are strictly prohibited.
  8. Keep your password confidential. Do not give your password to anyone for any reason. You are responsible for it and will be held accountable.
  9. If you subscribe to a Listservice, plan on checking your mail on a regular basis.
  10. The regular and routine use for private or personal for-profit business such as, for example, the advertising of goods or services for purchase or sale, is not an acceptable use.
- A. No user shall have any expectation of privacy with respect to any information transmitted through or stored on District computers and related equipment and storage media. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions no matter how caused. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services. No user shall access any fee based system.
  - B. Security - Security on any system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify the system administrator. Do not demonstrate the problem to other users. Do not use another individual's account under any circumstance. Attempts to login to the network as a system administrator may result as cancellation of privileges. Any user identified as a security risk or having a history of misusing other computer systems may be denied access to the network.
  - C. Vandalism - Vandalism may result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data or to intrude in the network or data of another user, Internet, or any other network, including the above listed agencies or other networks that are connected to the Internet backbone. This includes the Local Area Network at Big Walnut Local Schools and any computer owned by the District.

### **Internet**

All Internet access shall occur using the BWLS guest network. Cellular network adapters are not permitted to be used by students to access the Internet at any time.



## **Security and Damages**

Responsibility to keep privately-owned devices secure rests with the individual owner. The Big Walnut Local School District, nor its staff or employees, is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office in the same manner as other personal artifacts that are impacted in similar situations.

## **Course Fees**

Some courses have a fee to cover breakage, loss of materials, and purchase of materials to be used. Students will not be permitted to attend the Prom unless all school fees and obligations are paid. Students who are unable to pay school fees can obtain an indigent form in the office.

## **Custodians**

The custodians of the school have at all times the same authority as teachers and other staff members.

## **Drills**

**Fire-** DO NOT RUN OR PUSH! PROCEED QUIETLY!

In the event that the fire bell rings, the following directions are to be followed:

Students are to stop what they are doing and immediately exit the building following the exit route that is diagrammed on the map by the classroom door.

1. The building is to be cleared by at least 150 feet.
2. All windows and doors are to be closed.
3. Teachers are to check attendance and report this to the school secretary who will be located in a designated area.

## **Tornado-**

1. Everyone should remain quiet and listen for instructions over the public address (PA) system and proceed quietly to previously designated area.
2. Open some windows in classroom area.
3. Close classroom doors. This will decrease the chance of flying glass from the hallways.
4. Everyone is to clear the upper level. Proceed from the classroom and move to the lower level. Use the same staircase as you would for a fire drill and remain with your class. Students are to sit on the floor in the designated halls with their back to the wall or locker, knees up, head down on knees, and hands and arms covering head.

5. Physical Education classes are to use the boys' locker room hallways. Band and choir students are to report to the girls' locker room area.
6. Students must not sit near glass areas (large windows or glass doors).
7. Students are to remain in the hallways until the "all clear" is given by the administration.
8. In case of a real tornado the principal will announce on the PA, "This is not a drill."

### **Emergencies**

In case of an emergency, students must not act alone to handle the situation. Immediately secure the aid of a teacher and report the emergency to the office at once. The office staff knows how to deal with an emergency situation and can secure aid sooner if they are informed properly and promptly.

### **Equal Education Opportunity**

All Students of the District have equal educational opportunities.

Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, religion, gender, economic status, marital status, pregnancy, age or disability, in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities; distribution of funds; academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity.

### The Family Educational Rights and Privacy Act for Big Walnut Local Schools (FERPA)

The following rights are afforded parents and students over 18 years of age ("eligible students") under The Family Educational Rights and Privacy Act:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or the principal's designee) a written request that identifies the record (s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or the principal's designee), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the

parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; as person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Big Walnut Local School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

Big Walnut Local Schools will release standard student demographic data to non-profit organization. If you do not wish to have data concerning your child released, in writing, notify the principal of your child's school.

### **Flowers/Gifts**

The high school office will not accept or assume responsibility for the delivery of flowers, food, or other gifts to students on special occasions (birthdays, Valentine's Day, etc.). Due to Latex Allergy policies there are to be NO BALLOONS.

### **Food and Drink in the Building**

Drinks in open or unsealed containers are not permitted to be brought into the building at anytime without prior administrative approval. Food and drink purchased in the building are not permitted in the Computer Labs, the Science rooms or any other classrooms without the permission of the instructor. Food and Drink prohibited in Visual Arts, Industrial Arts, and Stage & Set Construction Areas.

### **Food Services**

The purpose of the cafeteria is to provide wholesome breakfast and lunches. The cafeteria is open during breakfast before school and lunch periods. All food is to be eaten in the cafeteria, atrium or Senior Patio regardless if lunch is carried in or purchased in the cafeteria. **Food brought in from any outside eating establishments shall not be allowed without prior approval of the administration.**

### **Hall Passes**

No student will be permitted in the hall without a hall pass. It will be the responsibility of the student to ask the teacher for the hall pass. The issuance of a hall pass will be at the discretion of the teacher. The student handbook is the official hall pass of Big Walnut High School.

### **Illness at School**

If you become ill during the school day and feel you need medical attention, notify or consult your teacher who will refer you to the office. **Do not call your parents from the classroom phone or from a cell phone.** Office personnel must first talk with your parent or guardian before you will be permitted to leave the building due to illness or for any other reason. If first aid is needed during any period of the day, follow the same directions as to those given for illness. Do not panic. The school is not allowed to give medicine of any kind to a student who is ill. **Those who go home must sign out in the main office before leaving the building, and after parental contact has been made.**

### **Injuries to Students**

The Board of Education is not financially responsible for injuries that may occur to students while in school or while on an athletic team. In case of emergency the school will call 911 and request help from an emergency squad and parents will be notified. Students can purchase school insurance.

### **Interrogation and/or Removal of a Student**

School officials have the right and duty to interview students concerning misconduct or crimes which may have occurred during school hours or on school property. Such interrogations may be conducted for the purpose of maintaining an orderly school operation, protecting the health and safety of students and staff, or determining the presence of dangerous weapons or other prohibited materials. In a criminal investigation, police must secure permission from the school administration before interrogating a suspect during school hours on school grounds. An effort must be made to contact the parents of the student before the interrogation begins. If an interrogation is to take place, a school official must be present during the questioning. Except in emergency situations, a student will not be released to the custody of the police until the parents have been notified.

### **Latex-Free Facility**

Big Walnut High School is a latex free facility. This means that no student is to bring balloons, gloves and/or rubber bands which may contain latex,

or **any other materials that contain latex.** This is for the safety of all of our students.

### **Locker Search and Seizure**

School lockers are the property of the Board of Education. Lockers and their contents are subject to random searches at any time without regard to any reasonable suspicion. This policy is in accordance with section 3313.20 of the Ohio Revised Code. Any dangerous items, as determined by the administration, will be removed from the student's possession. All items seized may be turned over to the proper authorities for further disposition.

### **Lockers**

Each student is responsible for seeing that his locker is locked, and the school will not be responsible for lost property. Students are not to jam lockers, share lockers, or give their combinations to other students. Scotch tape, masking tape, or other adhesives are not to be used for posting materials on or in the lockers. Please keep the locker areas litter free. Detentions may be assigned when book bag straps, purse straps, or clothing is left hanging out of the locker door. This invites forced entry by other students and damage to the locker door.

### **Marriage, Pregnancy and Parenthood**

The following guidelines have been established with regard to married and pregnant students:

1. The right to participate in all the activities of the school will not be restricted to a student simply because of marriage, pregnancy, or parenthood.
2. Students should have access to professional staff such as counselors, psychologists, social workers, and nurses who are qualified to provide objective information to students concerning marriage and pregnancy.
3. The principal may regulate the schedule of married or pregnant students so as to promote the welfare of the student and the school system.
4. A married or pregnant student may participate in the official graduation ceremony.
5. A student who becomes pregnant may remain in regular school classes until such time as her physician indicates the student should no longer attend school.
6. If requested, the Board of Education may assign a teacher for home instruction of a pregnant student if approved by the State Department of Education.
7. A student who has given birth to a child may return to school.
8. Married and/or pregnant students are expected to abide by all rules and regulations.
9. The school administration reserves the right to alter the schedule of a married or pregnant student so as to act in the best interest of the student and the school.

## **Media Center**

Students choosing to attend the media center instead of study hall should report to study hall first. The study hall supervisor will dismiss those wishing to go to the media center. Those attending must use the media center materials and abide by the regulations or forfeit the privilege of going to the media center and possibly be assigned to Saturday School or be suspended.

## **Medication**

The Board of Education wishes to cooperate fully with students, parents and the medical professional to assure that any student receives required medication during the normal school day at the time the student needs it. It is preferred that medications be taken by students at home, however, it is recognized that certain circumstances may necessitate taking medications during school hours. Guidelines have been established to maintain control of authorized drugs within the schools and to ensure the health and welfare of the students.

In accordance with O.R.C. 3313.713, prescription medications must be kept locked in the office and administered by school personnel. A *Physician's Medication Procedure Request Form* and *Parent's Medication Procedure Request Form* must be completed, signed and on file in the office before any prescription medication will be given. In rare instances, a student may be allowed to carry certain prescription medications (e.g. asthma inhalers). If the physician deems it medically necessary for the student to carry a medication with him or her, the physician will note this on the required form. Students are permitted to carry a one day supply of non-prescription medication to self-administer if a *Parent's Non -Prescription Medication Request Form* is signed by the parent and on file in the office. Medication forms are available in the main office.

## **Nondiscrimination on the Basis of Gender**

The U.S. Department of Education has published regulations for implementing Title IX of the Education Amendments of 1972, which prohibits gender discrimination in federally assisted education programs. Title IX states, in part, that "No person in the United States shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

The Board hereby states its intention to ensure compliance with Title IX of the Education Amendments of 1972, as affected by Title VI of the Civil Rights Act of 1964 and the regulations promulgated through the U.S. Department of Education.

## **Nondiscrimination/Harassment**

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, citizenship status, religion, gender, economic status, age or disability.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by

threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

Employees or students who engage in discrimination/harassment of another employee or student shall be subject to disciplinary action.

Permission, consent or assumption of risk by an individual subjected to discrimination/harassment does not lessen the prohibition contained in this policy.

No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates policy.

**Attention Parents:** Big Walnut will release standard student demographic data to non-profit organizations. If you do not wish to have data concerning your child released, notify, in writing, the principal of Big Walnut High School.

**Off-Limits** (before, during or after school hours)

To preserve the welfare of all and to aid in supervision, certain areas of the building and grounds are off limits unless supervised by a faculty member or coach.

- a) Auditorium
- b) Boiler Rooms/Mechanical Room
- c) Computer Labs
- d) Main Office/Teacher Offices
- e) Copy Room
- f) Front Patio/Entrance Areas
- g) Faculty Restrooms
- h) Teacher Lounge
- i) Locker Rooms/Weight Room
- j) Gymnasiums
- k) Parking Lots

**Parking Permits**

The use of a motor vehicle in driving to and from school is a privilege and not a right. Students who drive to school must have a parking permit form filed in the office, pay the parking fee and display a parking permit. Failure to follow these rules may result in suspension of parking privileges or other disciplinary action. The rules for obtaining & keeping parking privileges are as follows:

1. The student must have a legitimate reason for driving.
2. The student must have a valid driver's license.
3. He/she must have liability insurance.
4. Students must observe a 20 MPH speed limit while on school grounds.

5. The parking permit application must be signed by the driver's parents granting the driver permission to use the car to drive to and from school.
6. At no time during the school day will students be permitted to visit or loiter in their cars while in the parking lot.
7. All motor vehicles must be parked in designated student parking areas. Do not park in areas designated for staff, visitors, or the handicapped.
8. The driver is responsible to see that his/her driving is in keeping with all state and local laws and regulations.
9. Cars should be locked. The school is not liable for theft and vandalism.
10. The parking permit is to be displayed on the inside rear-view mirror face out.
11. Parking permits must not be transferred to another student.
12. The improper operation of an automobile on school grounds can result in the removal of the privilege to park on school grounds, **or** a referral to the police.
13. Cars are to be parked in an orderly manner, one car per space.
14. Students are not permitted to smoke in cars when on school grounds.
15. Students may use the Big Walnut Intermediate School parking lot to enter the high school parking lot until 7:28am. After 7:28am, students must enter the high school via Old 3C Highway.
16. Driving through or parking on grassy areas is prohibited.
17. Unregistered or illegally parked vehicles will be ticketed or towed at the owner's expense.
18. It is the right of the administration to revoke any student's driving privileges due to excessive absences without a legitimate excuse.
19. Any violation of the regulations governing the student parking lot will mean ticketing (\$10.00 per offense), disciplinary action, revocation of the parking permit, towing of the vehicle at the owner's expense, or any combination of consequences.
20. Students found in violation of the alcohol/drug policy in addition to the regular discipline, will have driving privileges suspended/revoked.
21. Student must not display profane, violent, suggestive, racially intimidating or offensive material in or on vehicles parked on property.

### **Personal Search and Seizure**

A search of a student's person will be limited to a situation where the administration has reasonable belief that the student is concealing evidence of an illegal act or violation of school rules. Among the factors to be considered in determining whether a search may be made are the seriousness of the problem in school to which the search is directed, and the necessity of making the search without delay. This search may



incorporate personally owned property to include technology. Note: in coordination with the Delaware County Sheriff's office, K-9 units periodically make presence sweeps. During these times searches may occur of any and all Board of Education owned property.

**Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. This includes the right to consent before students are required to submit to a survey that concerns one of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents.
8. Income, other than as required by law to determine program eligibility

*Receive notice and an opportunity to opt a student out of*

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6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents
8. Income, other than as required by law to determine program eligibility.

Parents also have the right to receive notice and an opportunity to opt a student out of activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. Finally, parents have the right to inspect upon request and before administration or use of protected information surveys of students, instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum.

The Big Walnut Local School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Big Walnut Local School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The Big Walnut Local School District will also notify parents and eligible students annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in: Collection, disclosure, or use of personal information for marketing, sales or other distribution. Administration of any protected information survey not funded in whole or in part by board of education. Any non-emergency, invasive physical examination or screening as described above.

Parents / eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

### **Safe School Helpline**

The implementation of The Safe School Hotline gives students, staff, parents and community members the opportunity to anonymously report anything that may put our students, staff or schools in danger. This includes reporting a crime, harassment, drug or alcohol abuse, reckless driving or any other illegal activity that could affect our district.

A caller may make a report 24/7 and the schools will be notified. Licensed counselors will be on the phone and they will relay the information to designated district personnel. The Safe School Hotline utilizes a unique, automated telephone service which allows callers to report an allegation or concern confidentially and anonymously. You may access the system one of three ways – by calling 800.418.6423 ext 359, through the web at [www.safeschoolhelpline.com](http://www.safeschoolhelpline.com), or by texting TIPS to 66746.

### **School Transportation**

The Big Walnut transportation system is operated as a convenience and service for the pupils of the Big Walnut School District. The primary purpose of the system is to transport pupils safely to and from school. Safety is the key concept around which the system operates. Safety is the motivating force behind the operational policies, rules, and regulations. Efficiency is also a basis for rules and regulations. Some of the following rules and regulations have grown from policies of the Big Walnut Board of Education. Others are state laws as found in the Ohio Revised Code (ORC) 3301-83-08, and still others formulated by the Ohio Department of Education.

### **School Bus Rules**

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stop.
3. Behavior at bus stop must not threaten life, limb or property.
4. Pupils must go directly to an available or assigned seat so the bus may resume motion.
5. Pupils must remain seated keeping aisles and exits clear.
6. Pupils must listen for directions or instructions and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. Pupils must not eat or drink on the bus except as required for medical conditions.
9. Pupils must not use tobacco on the bus.
10. Alcohol and drugs are prohibited on the bus with the exception of medication for medical reasons.
11. Pupils must not throw or pass objects on, from, or into the bus.
12. Pupils may carry onto the bus only objects that can be held in their laps.
13. Pupils must leave or board the bus at locations to which they have assigned unless they have parental and administrative authorization to do otherwise.
14. Pupils must not put head or arms out of the bus window.
15. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by preschool and special needs children.

Drivers and bus aides must have access to appropriate information about the child to the degree that such information might affect the safe transportation and medical well-being. This information must be available in the vehicle or readily accessible in the transportation office.

### **Running Errands**

Students will not be excused from school to run errands that could be completed before or after school hours. An absence from school for running errands will be considered unexcused.

### **School Store**

The school store is open only to study hall students and not students from academic classes.

### **Senior Pictures**

Seniors will not be excused from school for senior pictures. This absence will be considered unexcused.

### **School Clubs and Organizations:**

The clubs at Big Walnut High Schools appeal to a variety of interests. It is hoped that each student can find an outlet for expression in one or more of these organizations. Students can request information regarding specific clubs and organizations by visiting the main office. If a student is interested in starting a club or organization, he/she should speak with one of the high school administrators.

### **Student Records**

The standard approved cumulative record shall be initiated upon a child's entry for the first time into the Big Walnut Local School District and shall follow the student throughout his educational career in the school. The record shall remain with the Big Walnut High School.

The following guidelines have been adopted with regard to student records:

1. All student records are confidential. Personnel having access to student records must not violate the confidentiality of those records.
2. The provisions of the Family Education Rights and Privacy Act will be strictly followed. Accurate cumulative records shall be maintained for every child enrolling in the public school.

No one but authorized school personnel, parents, and legal guardians shall have access to the cumulative record without a subpoena or the written permission of the student and his parents. Written parental objection to the accuracy or authenticity of data recorded in the cumulative record shall become part of the record upon request of the parents.

School officials will forward transcripts from the cumulative record upon request of parents, legal guardians, students, former students, and bona-fide educational institutions.

1. Parents desiring to discuss their child's educational development may do so by arranging a conference with an appropriate member of the school staff.
2. A student, while in school or upon graduation, may sign a statement giving the school permission to release requested information to prospective employers and to educational institutions.
3. Verbal communication is permitted between school officials and investigating officers for the purpose of national security clearance.
4. The key is accountability—all information included must be necessary for the educational development of the student.
5. As per Public Law 93-380 (Privacy Act) a signed release from parent or guardian of a minor student or from the adult student is essential unless the records are sent to one of the following designated "exceptions":
  - a. Other school officials and/or teachers within the school district.
  - b. Other officials or schools where the student intends to enroll. If a student transfers to a school outside the school district, the parents or adult student shall be notified of the transfer of the records and be given a copy of the records if they so request.
  - c. Specified representatives of the U.S. Government and educational agencies.
  - d. The student's application for or receipt of financial aid.

### **Standardized Testing**

As part of the provisions of 3319.151 and 3319.99 of the Ohio Revised Code and Rule 2201-13-05 of the Administrative Code, Big Walnut students are required to take a number of standardized tests. Any student sharing information with others regarding secure tests or cheating in any other way will be referred to a building administrator for disciplinary action. All students who are enrolled (either part or fulltime; including home schooled) are required to participate in all state required testing that is grade level appropriated.

### **Valuable Property**

Valuable property including large sums of cash, skateboards, expensive jewelry, and other personal items should not be brought to school by students. It is strongly recommended that personal property such as textbooks, jackets, shoes, calculators, etc. be clearly marked with your name for identification.

### **Visitors**

Students are not permitted to invite friends and/or relatives to attend classes or visit them during the school day. Parents can visit classes after an appointment has been made through the principal's office. Parents are not permitted to call a student from a classroom without first receiving permission from the principal's office. All visitors must sign in at the main

office, obtain permission to visit and receive a visitor's pass before being allowed to visit other areas of the building. Persons in the building or on school grounds without permission are subject to trespass laws.

### **Wall Posters**

Wall signs or posters advertising future events should be kept in good taste. Any signs or posters to be displayed must have the prior approval of the assistant principal and posted only at designated areas throughout the building.

### **Work Permits**

All children between the ages of 6 and 18 are required to be in school. No student below the age of 16 can be granted a regular full-time permit. Work Permits CAN be revoked due to poor attendance.

Employers are bound by law to require a work permit of all part-time employees under the age of 18. To obtain a part-time work permit, a student must complete a work permit application which is available from the main office.