

# **Big Walnut Local Schools Student & Parent Handbook**

## **Middle School (Grades 7-8)**

**2021-2022**



**BIG WALNUT | INSPIRE  
LOCAL SCHOOLS & GUIDE**

**[www.bwls.net](http://www.bwls.net)**

*Our Mission is to inspire and guide each student  
to his or her maximum potential.*

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## Introduction

### Letter from the Principal

Dear Parent/Guardian,

On behalf of the entire staff, welcome to the 2021-2022 school year. It is essential that parents read the Student & Parent Handbook and that students are made aware of its contents. We encourage your active involvement in your child's education. A strong partnership between home and school can greatly benefit your child as he/she grows and matures. We are looking forward to this school year as we inspire and guide each student to his or her maximum potential. Best wishes for a successful school year!

Sincerely,

Big Walnut Middle School Administration

### Foreword

The Big Walnut Local School District (BWLSD) Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain board policies and procedures. Please take time to become familiar with the important information contained in this handbook and keep the handbook available for reference. Please note that the majority of information in our handbooks is standardized and applies to all students K-12. This Student/Parent Handbook is based in significant part on policies adopted by the Big Walnut Local School District Board of Education and Administrative Guidelines developed by the Superintendent. The policies and administrative guidelines are periodically updated in response to changes in the law and other circumstances. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current board policies and administrative guidelines are available from the building principal and on the district's website.

### Big Walnut Local Schools Mission & Vision Statements

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

### Board of Education

Mr. Douglas Crawl, Mrs. Sherri Dorsch, Mr. Stephen Fujii, Mrs. Liana Lee, and Mr. Brad Schneider.

Your Board of Education is composed of five members, elected to a term of four (4) years by the residents of the school district. Dates, times, and locations of the regular meetings of the Board of Education are set at the Organizational Meeting in January. See the District's website, [www.bwls.net](http://www.bwls.net) for dates, times, and locations of Board meetings. All community members are invited to attend.

### Administrative Team

Ms. Angie Hamberg	Superintendent
Mr. Mark Cooper	Assistant Superintendent
Mr. Jeremy Buskirk	Treasurer
Mrs. Annie Clark	Co-Director of Academic Achievement
Ms. Kate Thoma	Co-Director of Academic Achievement
Mr. Ross Linscott	Director of Student Services
Mr. Ron McClure	Director of Administrative Services
Mr. Doug Swartz	Director of Facilities

**Big Walnut Administrative Offices**

110 Tippet Court  
Sunbury, Ohio 43074  
740-965-3010

**Big Walnut High School**

555 South Old 3C Hwy.  
Sunbury, Ohio 43074  
740-965-3766  
Principal: Andy Jados

**Big Walnut Middle School**

777 Cheshire Rd.  
Sunbury, OH 43074  
740-965-3006  
Principal: Josh Frame

**Big Walnut Intermediate School**

105 Baughman St.  
Sunbury, OH 43074  
740-965-7800  
Principal: Sarah Sandrock

**Big Walnut Elementary**

940 S. Old 3C Hwy  
Sunbury, OH 43074  
740-965-3902  
Principal: Lauren Heitkamp

**Prairie Run Elementary**

701 N. Miller Drive  
Sunbury, OH 43074  
740-965-7850  
Principal: Kim Castiglione

**General Rosecrans Elementary**

301 S. Miller Dr.  
Sunbury, Ohio 43074  
740-965-8900  
740-965-8993 (FAX)  
Principal: Ginna Crawford

**Hylan Souders Elementary**

4121 Miller Paul Rd.  
Galena, OH 43021  
740-965-3200  
740-965-3986 (FAX)  
Principal: Matt Cox

**Big Walnut Early Learning Center at Harrison Street**

70 Harrison Street  
Sunbury, OH 43074  
740-965-7862  
Principal: Annie Clark

**School Hours****High School & Middle School**

7:40 Classes Begin

2:20 Dismissal

**Intermediate**

7:30 Students may enter buildings

7:45 Classes begin

**Two Hour Delay**

9:40 Classes Begin

2:20 Dismissal

**Two Hour Delay**

9:30 Students may enter buildings

9:45 Classes begin

2:25 Dismissal

### **Elementary**

8:35 Students may enter buildings

8:45 Classes begin

11:35 AM Kindergarten dismissal

12:45 PM Kindergarten arrival

3:35 Dismissal

### **Early Learning Center**

8:45 Students may enter buildings

8:55 Classes begin

11:30 AM dismissal

12:35 PM arrival

3:15 PM Dismissal

2:25 Dismissal

### **Two Hour Delay**

10:35 Students may enter buildings

10:45 Classes begin

12:35 AM Kindergarten dismissal

1:45 PM Kindergarten arrival

3:35 Dismissal

### **Two Hour Delay**

10:45 Students may enter buildings

10:55 Classes begin

12:30 AM dismissal

1:40 PM arrival

3:15 PM Dismissal

## **District Information Sources**

Big Walnut offers a variety of ways to keep up with important news and information on our school district:

- **Website:** The district's site offers a wealth of information about Big Walnut, including school closings and delays, kindergarten registration, Board of Education meeting minutes, Top News, the district Continuous Improvement Plan and curriculum maps. Make sure you regularly visit [www.bwls.net](http://www.bwls.net).
- **Schoology / Email Notification System:** Receive news, announcements and updates from Big Walnut straight to your email inbox when setting your notifications
- **Social Media:** Facebook, Twitter, and Instagram.

## **School Closings**

In the event of inclement weather, school delays and closings will be posted online at [www.bwls.net](http://www.bwls.net). Delay and closing information will also be reported using the district automated phone system, the email notification system, the local television stations, and the radio stations. There may be times when it is necessary to dismiss school during the day because of an emergency. In such instances, parents will be contacted using the district's automated phone system. Parents are urged to make arrangements with a neighbor or friend so their child will have a place to go in case of an emergency if a parent/adult is not home.

## **Calling System**

Please contact the building's office to update your contact information for the calling system.

## **Safer Schools Ohio**

Big Walnut Local Schools uses the Safer Schools Ohio anonymous tip line for students and families to share information with school officials and law enforcement about threats to student safety—whether that involves a threat of a mass incident or harm to a single student. To report a concern, call or text 1-844-SAFEROH (1-844-723-3764). The system will send your anonymous report to the appropriate people to address the concern.

## **Federal/State/Local Compliance**

The Big Walnut Local School District complies with federal laws that prohibit discrimination in programs and activities receiving federal assistance. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin. Section 504 of the Rehabilitation Act of 1973 prohibits

discrimination on the basis of handicap. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age. Big Walnut Local Schools also complies with the Family Education Rights and Privacy Act of 1994 and grants parents/guardians the right to examine children's official school records. Inquiries regarding unlawful discrimination may be directed to the principal of the building or the district compliance officer.

### **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. These include the right to:

*Consent* before students are required to submit to a survey that concerns one or more 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, antisocial, 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; or
8. Income, other than as required by law to determine program eligibility.

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

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam to screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*Inspect, upon request and before administration or use –*

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. 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:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.

2. Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
3. 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. 20202-4650

### **Family Educational Rights and Privacy Act (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 received 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 location where records may be inspected.
2. The right to request an 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 to 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 that FERPA authorizes disclosure without consent.
4. 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.
5. 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  
400 Maryland Avenue, SW  
Washington, DC 20202-4650

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



## Technology

### Technology Acceptable Use & Internet Safety Policy

#### Frequently Asked Questions

##### **What will each student receive?**

Each student will receive a Chromebook and a charger.

##### **Are students able to take the Chromebook home?**

Absolutely. Not only can they take the Chromebook home, they are encouraged to do so. Students will use it for in-class work and for homework assignments.

##### **Can my child personalize his/her Chromebook?**

Absolutely. Students may decorate or personalize the computer with removable skins or a case but should not include anything that could potentially damage the actual device. Any personalization must be school appropriate and in compliance with the district's Acceptable Use Policy.

##### **What if the device is damaged, lost or stolen?**

Minor repairs will be done at the building, but if it cannot be repaired immediately, another device will be checked out until the repairs can be completed. The cost of the first repair or replacement by the District Technology Department will be covered, but additional repairs may be billed by the party. In the case of neglect, the student is responsible for the full repair/replacement cost. Student is responsible for the full replacement cost of a lost device. A stolen device will be replaced when the district is supplied with a copy of a filed police report, but is subject to administrative investigation. If a student's device is stolen, it is important to notify the building administration immediately.

##### **Is my child expected to bring the Chromebook to school everyday?**

Each student has been given a school-issued device to improve and personalize his/her education. The device is an important learning tool and is to be used for educational purposes. It is essential that the Chromebook be charged and brought to school daily.

#### Device Loan Agreement

**Each student has been given a school-issued device to improve and personalize his/her education. The school-issued mobile device is an important learning tool and is to be used for educational purposes. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this device. Violating any of the responsibilities below may result in disciplinary action.**



- One device and one charger are being lent to the student and are in good working order. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment.
- This equipment is, and at all times remains, the property of Big Walnut Local Schools and is lent to the student for educational purposes.
- The student will report any issues associated with the device (damage, loss, etc.) IMMEDIATELY to the administration and/or teacher. No attempts by outside parties will be made to repair the device.
- District identification labels have been placed on the device. These labels are not to be removed or modified. Additional stickers, labels, tags, or markings of any kind are not to be added to the device.
- The student should bring the fully-charged device to school every day.
- A student shall not install or modify any computer technology (hardware, software, peripherals, connections, etc.) without authorization from school authorities.
- One user has been assigned to this device for the exclusive use of that student. The student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.
- The student will not lend the device to anyone, including friends or siblings; it will stay in the assigned student's possession at all times.
- The student will keep all assigned accounts and passwords secure and will not share these with any other individual.
- When using the device at home, at school, or anywhere else, the student will follow the policies of Big Walnut Local Schools, especially the Student Code of Conduct and the Acceptable Use and Internet Safety Policy (Board Policy 7540.03), and abide by all local, state, and federal laws. Inappropriate use of the device may result in disciplinary action.
- Email and/or other electronic communication within the school district is for appropriate, legitimate, and responsible purposes only. No student shall have the expectation of privacy. Network and school administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly.
- The Big Walnut network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the

network. Big Walnut network administrators reserve the right to control and limit usage and bandwidth.

- Parents and/or guardians are responsible for the supervision of student usage outside of the school day.
- The equipment will be returned when requested by Big Walnut Local Schools, or sooner, if the student withdraws from Big Walnut Local School District prior to the end of the school year. In the event that a student does not return the device, Big Walnut Local School District, at its discretion, may bill the student or parent/guardian for the replacement cost of the device or initiate police investigative action.

### **Device Care**

#### **Cleaning**

Use only a clean, soft cloth to clean the screen. No cleansers of any type shall be used (i.e. window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasive material).

#### **Daily Use**

- Cords and cables must be inserted carefully into the device to prevent damage.
- Students are responsible for keeping their device's battery charged for school each day.
- The device screen can be damaged if subjected to rough treatment.
- Careful placement in your backpack is important.
- Never place a device near food, liquids, heavy objects, or sharp objects.

#### **Appearance**

- The device must remain free of any writing, drawing, stickers, or labels that are not applied by the district.

#### **Safe Keeping**

- When not in the assigned student's personal possession, the device should be in a secure, locked environment.
- Unattended devices will be collected and stored in the school's office.
- Devices are not to be lent to another person. Each device is assigned to an individual, and the responsibility for the care of the device solely rests with that individual.
- Never expose the device to long-term temperature extremes or direct sunlight. An automobile is not a good place to store a device.

- Do not attempt to gain access to the internal electronics or repair the device.
- If the device fails to work or is damaged, report the problem to the administration and/or teacher as soon as possible.

### **Acceptable Use & Internet Safety Policy**

#### **(Board Policy 7540.03) - STUDENT AND FACULTY NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

- The focus of this document is on Internet usage but applies to all computer usage at Big Walnut Local Schools.
- All students, 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 have 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 indicates 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 collaborative 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 not 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 email. 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 listserv, 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.
- D. 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.

- E. 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 in 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.
- F. 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.

## Device Loan Agreement

Place your initials on each line.

_____ My child received one Chromebook (\$300 value).
_____ My child received one Chromebook charger (\$30 value).
_____ I understand all items must be returned upon withdrawal from Big Walnut.
_____ I understand that I will be charged for any missing/damaged equipment or cables.
_____ I understand the procedures and requirements to which my student must comply, including the Big Walnut Local Schools Acceptable Use Policy for Computer Network and Internet usage.
_____ I accept responsibility for any damage or neglect that may result from my student using the Chromebook, which may result in monetary charges.
_____ I have read and will comply with the Big Walnut Local Schools Insurance and Usage Policy and Acceptable Use and Internet Safety Policy.

**Parent/Guardian:** I understand this agreement and give permission for the school to allow my child to use the BWLS assigned device both at school and at home under the terms and conditions in the Device Loan Agreement.

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Attendance (Board Policy 5200)

Section 3321.04 of the Ohio Revised Code provides that every parent, guardian, or other person having charge of any child of compulsory school age must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session. Such attendance must begin within one week of the date on which the child begins to reside.

The State Department of Education, Section 3321.0 of the Ohio Revised Code, and House Bill 410 have formulated the following rules and regulations, which govern the past absences of students from school. The child's parent or legal guardian must communicate an explanation of the child's absence to the school office by phone the day of the absence and by written note upon the student's return to school. If there is no notification provided within ten days then it is an unexcused absence/tardy. If a student will be absent for twenty or more consecutive school days, the parents must contact the principal to explore the possibility of home instruction.

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, forty-two (42) or more hours in one school month, or for seventy-two (72) or more hours in one school year.

In order to address the attendance practices of a student who is habitually truant, the school may take any of the following intervention actions:

- Assign the student to a truancy intervention plan
- Provide counseling to the student
- Request or require the student's parent to attend a parental involvement program
- Request or require the parent/guardian attend a truancy prevention mediation program
- Notify the Registrar of Motor Vehicles of the student's absences
- Take appropriate legal action

## Absence Reporting Procedure

If your child does miss school, **parents need to notify the school by 9:30AM** for elementary and **8:30AM** for Intermediate, Middle School, and High School of his/her absence. If the school is not notified, the school must attempt to contact you at home or work. This is a result of the Missing Child Act passed in April 1985. **Parents need to provide notification and reason for absence within ten school days.**

## Excused Absences

Listed below are the kinds of absences that will be considered as **excused absences**:

1. School activities (will be reviewed on a case by case basis).
2. Doctor or dentist appointments (note from the health care provider required).
3. Absences where a doctor has indicated the student should not attend school. In this case, a doctor's note will be necessary. The note must specify the exact dates that the individual should have been absent from school. **Personal illness not requiring a doctor's note requires parent notification. Students missing 65 or more hours of school must provide a doctor's note. Absences in excess of 65 hours that are not documented by a doctor's note or approved pre-planned absence will result in an unexcused absence.**

4. Confinement to a hospital, clinic, or a similar health related institution
5. Funerals / death / emergency in the family
6. Court appearances
7. Religious holidays
8. Quarantine of the home
9. Reasons subject to principal approval
10. Bus missing stop

### **Unexcused Absences**

Listed below are the kinds of absences that will be considered as **unexcused absences**:

1. Truancy
2. Oversleeping
3. Car problems / late ride / missing the bus
4. Out-of-school suspensions
5. Other absences as determined by the administration

### **Pre-Planned Absences**

Parents must obtain a "PRE-PLANNED ABSENCE REQUEST FORM" from the office when known in advance that a child will not be attending school (i.e. family vacation, participation in the Delaware County Fair, etc). The form is to be completed by the parents and submitted to the office for principal approval at least two days before the pre-planned absence. Work may be given in advance and will be due upon the student's return. Other work will be kept for the student during the course of the absence. That work will be due within the same number of days as the length of the absence. Please note that absences not authorized according to attendance policies and procedures will be counted as unexcused.

~~Due to the COVID-19 pandemic, we ask that parents provide the destination of any travel plans and follow all after-travel self-quarantine guidance provided by the state or local health department.~~

### **Arrival to School**

Students must enter the building upon arrival to school, whether they walk or take the bus. Loitering around the building is not permitted. All students should enter the building through the designated grade level doors. Students will be considered truant if they leave school grounds without permission after they arrive.

Due to supervisory schedules, students who do not ride the bus shall arrive at school no earlier than 7:25 a.m. Upon arrival students will be directed to the entrances.

Students' hours are 7:40 am – 2:20 pm. Students **MUST** be picked up by 2:35 p.m. unless involved in a faculty- supervised activity. Students involved in special activities after school, are to remain in their assigned areas. Students not picked up by 2:35 p.m. could be outside and may not be supervised.

Students leaving and returning within the same school day will have their absence calculated based on the time out.

### **Tardiness**

Any students who are not in their assigned classroom when school officially begins for the day will be counted tardy. If you arrive at school after school has begun, you must report to the main office and sign in and receive an admit slip. At any time during the day, if a student needs to leave or arrives late, a parent/guardian must either sign the student in/out or provide a note. Habitual tardiness to school will



be referred to the attendance officer for follow-up. Excessive violations may result in Juvenile Court proceedings.

It is your responsibility to get from one classroom to another in the time allowed. You must carry all necessary books and supplies with you. You cannot return to your locker between classes unless time allows or given permission.

A student who arrives at his/her class site after that class is scheduled to begin is subject to the discretionary action of the classroom teacher. If a teacher has delayed a student, he should request a note from that teacher. The office staff does not issue passes to tardy students, except upon late arrival to school.

### **Early Dismissal/Transportation Changes (Board Policy 5230)**

For your child's safety and protection, students are not to leave the school grounds during the school day without special permission. Any students leaving during the school day will ONLY be dismissed from the office. If your child's transportation will change, please notify your child's office **at least an hour** before dismissal. If a child will be accompanying another student on the bus or picked up with another student, notification must be received from BOTH sets of parents. Changes in bus transportation will be subject to approval based on availability.

### **Make-Up Work**

Students are given the same number of days as the length of the illness to complete and turn in make-up work. For example, a child absent three days from school would be given three days upon his/her return to complete and turn in the missed work.

If your child is absent due to illness for more than three days, and you would like to receive missed work prior to your student's return, please contact your child's school office regarding this possibility.

### **Extracurricular Participation (Board Policy 5610.05)**

Guidelines for extracurricular and athletic participation in practice and contests as a result of illness or other absences are as follows:

1. Practice - If an athlete is ill and comes to school, he/she is to be here at least 3 **periods classes** in order to practice. If an athlete leaves school anytime during the day as a result of illness, he/she is not to return for practice that evening.
2. Practice - Students who are absent from school for a reason other than illness may practice at the discretion of the coach. Each coach is to develop guidelines to cover absence from practice for reasons other than illness. The guidelines are to consider reasons and courses of action for unexcused absences. The rules are to be fair, consistent, and administered equally to all.
3. Game - Athletes must be in school at least three **periods classes** of the school day on the day of an athletic contest or the preceding day if the contest is played on a Saturday.
4. Game - Students who did not attend at least three **periods classes** on the day of a game or the preceding day, if the contest is played on a Saturday, must secure permission from the athletic director in order to participate in the athletic contest.
5. Tardiness to School - Arriving home late on a school night because of an athletic event or practice is no excuse to be late to school on the following day.

### **Withdrawal from School (Board Policy 5130)**

Parents/Guardians are required to complete the BWLS Student Withdrawal Notice Form in the office of attendance to initiate the withdrawal process in Big Walnut. This signed form may be used to begin the process until at least one of the following preferred documentation methods are provided: 1.) a signed withdrawal form from a responsible party outside the district that includes the last date attended in the district and the name of the new district/school. 2.) documentation of notification from an ODE system that the student has enrolled in another Ohio district 3.) a hard copy or electronic records request from the new district/school with the date enrolled in the new school and/or the date the request was received. Parents/Guardians need to provide their new mailing address and contact information.

## **Academic Achievement**

### **School Fees and Instructional Materials (Board Policy 6152)**

School fees for the 2021-22 school year are \$65.00 per student. Fees are due at the beginning of the school year. School fees are used for the annual purchase of consumable items (i.e. workbooks) and software subscriptions for individual students. Payments may be made using our online payment system on the district website: [www.bwls.net](http://www.bwls.net) (select "PaySchools Central" under the "Parent/Community tab"), a credit card transaction at school, or by sending a check to school. Invoices will be sent on a monthly basis. Until fees are paid, students may not be able to participate in certain privileges. School fees are waived for those students who qualify for Free Lunch. Those students who qualify for Reduced Lunch will pay \$32.50 per student.

A statement of your child's fees will be sent home at the beginning of the school year. Payments should be made in full by credit card online or by check/money order to the school office. To view your fee account and make payments online, please go to [your PowerSchool Parent Portal account](http://yourPowerSchoolParentPortal.com) and select [Lunch and Fee Payments PayschoolsCentral.com](http://PayschoolsCentral.com). If you are paying by check, please make it payable to "Big Walnut Local Schools." We appreciate your prompt attention to school fees. At the discretion of the building principal, and upon approval from the treasurer's office, students dropping a class, leaving the district early or enrolling late may have their fees adjusted in cases where the district does not incur additional costs or another funding source is identified. As an alternative to a refund, the fee may be transferred to the student's food service account or pay to participate fees upon the building secretary receiving permission from the parent to do so.

Students are responsible for instructional materials loaned to him or her, and are expected to return instructional materials at the end of the course. Students will be responsible to pay for any instructional materials that are damaged, lost, or stolen.

### **Homework (Board Policy 2330)**

Homework may be assigned. The Board of Education acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools. "Homework" shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance.

### **Field Trips (Board Policy 2340)**

Throughout the school year, the BWMS team plans and designs field trips to enrich our students' educational experiences. Field trips are an opportunity to participate in educational experiences beyond the regular classroom. Only classroom students and adult chaperones are permitted on field trips. Adult chaperones will be required to have a successful background check, prior to supervising any students on

the trip. Permission slips signed by a parent or guardian must be on file in the office prior to the date of the trip. A telephone call giving permission is not a signed permission slip. Field trips are a privilege, not a right. A student's grades, attendance, and behavior are key factors in determining his/her successful participation in these educational opportunities. The staff reserves the right to refuse participation to any student who has unsatisfactory academic performance, has been a source of disruption or discipline problem, has had attendance problems or whom they believe would jeopardize the smooth operation of the trip. \*School and Athletic fees must be paid to participate in the 8th grade DC and Ohio Trips.

### **Reporting Student Progress (Board Policy 5420)**

Student academic progress will be reported to parents on consistent intervals throughout the year. Parent conferences and interim reports will be provided to keep parents informed of student progress. PowerSchool is the online tool used by Big Walnut Local Schools to report grade information. This allows parents access to their child's academic progress on an ongoing basis. BWMS will be electronically reporting grade updates and grade cards via the parent's PowerSchool access. If you need/want a paper report you must contact the BWMS Office and request a printed report. Grades and attendance are computed and reported to parents once every nine weeks. Grade update days occur approximately half way through the nine week period. These reports are designed to help parents monitor their child's progress. Ongoing grade progress is always visible via the parent's portal.

Big Walnut implements a Response to Intervention (RtI) model to meet the needs of all students. Each student is universally screened in the areas of literacy and math three times per year. Data teams that are composed of various professionals including but not limited to classroom teachers, intervention staff, and the school principal look at student data to determine the needs of students to receive support in academics and/or behavior. Throughout these interventions, the student's progress is monitored and will be communicated to the parents. If the educational team, which also includes the parents, has a concern about a lack of or stalled progress, a switch in intervention may be made or further conversation of meeting the student's needs may occur.

### **BWMS Standard Grade Scale**

The standardized grade scale to be used for assessing student work at Big Walnut Middle 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.

<i>Letter Grade:</i>	<i>Percentage:</i>	<i>GPA Points:</i>
A	93-100	4.0
A-	90-92	3.67
B+	87 -89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	.67
F	0-59	0

### **Honor Roll / Merit Roll**

Any student earning all A/A- in a nine week grading period will be designated an honor roll student. Any student with 3.5 or greater meets the criteria for merit roll. The SOAR Program will provide for honor roll recognition/rewards throughout the year.

\*Note: Any time a cumulative honor roll reward is given for the year, it will be based upon the marks earned during the first three quarter grading periods.

## **SOAR**

Big Walnut Middle School students are encouraged to strive for high standards of conduct in order to maximize their potential as student citizens. The acronym SOAR stands for those areas in which students should be continually growing.

Scholarship: Going above and beyond expectations & Striving to become a stronger learner

Ownership: Taking responsibility for your actions in and around BWMS

Awareness: Understanding your role in taking care of BWMS and other people

Respect: Being the best you can be & allowing others to do the same

To encourage a school climate which encourages growth in these areas, the SOAR committee does a variety of things throughout the building and throughout the year to remind everyone to create a school culture that SOARs!

## **SOAR Student Recognition**

Students that are exemplifying the qualities in SOAR are selected throughout to be spotlighted for their inspiration to the BWMS school community. Students may be nominated by staff or students at BWMS.

## **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 through 12. This program is meant to promote rigorous academic pursuits and to give college-ready students 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.

## **High School Courses Taken at the Middle School**

All high school courses taken at the middle school level will be a permanent record on the student's transcript. The courses are not weighted and grades earned will follow the Big Walnut unweighted GPA formula. If the course has a corresponding State of Ohio End of Course Exam, the student must participate and the score will be used toward the required graduation points. During the student's freshman year Each student will have an opportunity in their freshman year to choose either the grade earned in the course or a Pass (P) to remain on the transcript. Current high school courses offered at the middle school are: Algebra I, Geometry, and Spanish I. Additional details will be communicated to families.

## **Gifted Identification and Services (Board Policy 2464)**

The State of Ohio requires gifted identification, however, it does not mandate comprehensive services for children identified as gifted. Big Walnut Local Schools follow the state term of "gifted" as students who perform or show potential for performing at remarkably high levels of accomplishment when compared

to others of their age, experience, or environment and who are identified following procedures and criteria established by the Ohio Revised Code, Section 3324.03.

If you wish to find out more about the “Big Walnut Policy and Plan for the Identification of Children Who Are Gifted” or “Gifted Education Services and Eligibility Criteria,” please contact your child’s school or the Big Walnut District office to obtain additional information.

### **Academic Promotion or Retention and Early High School Graduation (Board Policy 5410)**

The promotion or retention of a student in any grade level should always be in the best interest of the student. The first consideration for student retention is the inability to meet at least minimum levels of knowledge and skills at his or her grade level. However, academics will not be the sole factor in the determination of retention. The student’s age, maturity level, emotional and social development, and attendance will also be considered. Retention shall occur only if it is viewed as an opportunity for student growth. If deemed necessary, it should occur as early as possible in a student’s educational program.

Students who wish to apply for early graduation should apply to the high school principal. Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation. Students who choose early graduation may participate in the graduation ceremonies of their designated class.

### **Student Assessment (Board Policy 2623)**

Big Walnut Local Schools follow requirements for all state mandated testing and assessments. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs. Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives. Career and interest surveys may be given to identify particular areas of student interests or talent. These are often given by the guidance staff. College entrance testing information can be obtained from the Guidance Office. Students’ grades will reflect multiple opportunities to demonstrate their level of achievement of skills and content.

### **Parent/Teacher Conferences (Board Policy 5420)**

Parents may make an appointment for a conference with the teachers, the counselor, or the principal on designated parent/teacher conference days (held four evenings a year), by contacting the school office at 740-965-3006. However, if situations arise that would necessitate a conference outside of these times, please do not hesitate to call the office for an appointment at a mutually agreed upon time. We do not offer walk-in conferences.

### **Athletic Participation and Physical Forms**

Listed below are interscholastic athletics offered at the middle school. Seventh and eighth grade students may participate in extracurricular athletics. The athletic programs offered at the middle school include the following:

Fall: Girls’/Boys’ Cross-Country, Football, Volleyball, Cheerleading, Golf, Girls’ Tennis

Winter: Girls’/Boys’ Basketball, Diving, Wrestling, Cheerleading

Spring: Baseball, Softball, Girls’/Boys’ Track, and Boys’ Tennis, Girls’/Boys’ Lacrosse

All students who participate in athletics must have an updated physical on file with the middle school athletic office. A physical card is good for one calendar year from its date of issuance.

All forms are completed and maintained online at <https://bigwalnut.finalforms.com>

## Athletic Eligibility

Please refer to the Athletic Handbook for information on eligibility.

## Athletic Fee

There is a fee charged to all middle school athletes. The fee to participate is \$75 per activity and must be turned in ~~prior to the first scrimmage~~ by the date defined by the Athletic Director. There is a \$300 district family cap per year or a \$150 middle school cap. Students eligible for reduced lunch will pay a reduced fee of \$37.50 per activity and students eligible for free lunch will not be required to pay a participation fee. (If release permission is given of the Free and Reduced Lunch application to share the information with BWLS) Upon completion of an athletic season all school and athletic fees must be paid prior to an athlete's participation in their next athletic season.

## Health & Medical Needs

### Immunization Requirements (Board Policy 5320)

Your child must meet county and state health regulations for entrance to school, which includes compliance with immunization laws. Each school year, the district nurse reviews health records and reminders will be sent if your child is out of compliance. Students will be excluded from school if the immunization requirements are not completed within 14 calendar days after the student's first day of school. Written statements of objection to immunizations due to parent/guardian philosophical or religious reasons must be provided to the school and are kept on file in the student record. An exemption from immunizations related to medical reasons must be signed by the child's physician and will be kept in the student file. Exemption forms are available on our district website

<http://www.bwls.net/FormsLinks.aspx>.

Listed below are the immunizations your child must have according to the Ohio Department of Health and the Ohio Department of Education for the 2021/2022 School Year.

Vaccines	Fall 2021 Immunization Requirements for School
<b>DTaP/DTP/DT</b>  Diphtheria, Tetanus, Pertussis	<b>Kindergarten</b> 4 or more of DTaP or DT, or any combination. If all 4 doses were given before the 4 <sup>th</sup> birthday, a 5 <sup>th</sup> dose is required. If the 4 <sup>th</sup> dose was administered at least six months after the 3 <sup>rd</sup> dose, and on or after the 4 <sup>th</sup> birthday, a 5 <sup>th</sup> dose is not required.*  <b>Grades 1-12</b> 4 or more of DTaP or DT, or any combination. 3 doses of Td or a combination of Td and Tdap is the minimum acceptable for children age 7 and up.  <b>Grades 7-12</b> 1 dose of Tdap vaccine must be administered prior to entry.**
<b>Polio</b>	<b>K-9</b> 3 or more doses of IPV. The FINAL dose must be administered on or after the 4 <sup>th</sup> birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, 4 doses of either vaccine are required.***  <b>Grades 10-12</b> 3 or more doses of IPV or OPV. If the 3 <sup>rd</sup> dose of either series was received prior to the 4 <sup>th</sup> birthday, a 4 <sup>th</sup> dose is required; If a combination of OPV and IPV was received, 4 doses of either vaccine are required.



<b>MMR</b> Measles, Mumps, Rubella	<b>K-12</b> 2 doses of MMR. Dose 1 must be administered on or after the 1st birthday. The 2nd dose must be administered at least 28 days after dose one.
<b>HEP B</b> Hepatitis B	<b>K-12</b> 3 doses of hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.
<b>Varicella</b> (Chickenpox)	<b>K-9</b> 2 doses of Varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three months after dose one; however, if the second dose is administered at least 28 days after the first dose, it is considered valid.  <b>Grade 10-12</b> 1 dose of Varicella vaccine must be administered on or after the first birthday.
<b>MCV 4</b> meningococcal	<b>Grade 7</b> One (1) dose of meningococcal (serogroup A, C, W and Y) vaccine must be administered prior to entry <b>Grade 12</b> Two (2) doses of meningococcal (serogroup A, C, W and Y) vaccine must be administered prior to entry ****If the first dose was administered on or after the 16th birthday a 2nd dose is not required.

### Immunizations for Child Care, Head Start and Pre-School Attendance:

Each child's parent/guardian shall provide the school a medical statement ,(Immunization record with dates the child received immunizations against each of the diseases specified, whether the child is subject to any exceptions and immunization exemption form if the parent/guardian has declined to have the child immunized) indication that the child has been immunized against or is in the process of being immunized against all of the following diseases:

1.Chicken Pox;	6. Influenza;	11. Poliomyelitis;
2. Diphtheria;	7. Measles;	12. Rotavirus;
3. Haemophilus influenzae type b;	8. Mumps;	13. Rubella;
4. Hepatitis A;	9. Pertussis;	14. Tetanus;
5. Hepatitis B;	10. Pneumococcal disease;	

### Emergency Medical Authorization Form (Board Policy 5341)

Parents/Guardians are required by state law to complete an Emergency Medical Authorization Form. These are kept on file in the school office. This form must be on file in order for a student to participate in an activity off school grounds, including field trips, athletic and other extracurricular activities. The



Emergency Medical Authorization is provided at the time of enrollment or each school year and must be completed every school year thereafter. Please note when listing person(s) as emergency contacts, it is recommended that those contacts are in close vicinity of the school building in the event that the student would need to be picked up from school if you are unable to be reached.

### **Dispensing Prescription and Over the Counter Medication (Board Policy 5330)**

Big Walnut Board of Education wishes to cooperate fully with students, parents and medical professionals to ensure that students receive any required medication during the normal school day at the time which it is required, however it is ideal that medications be given at home if at all possible. Guidelines have been established to ensure the control of authorized drugs within the schools and to ensure the health and welfare of students.

A "MEDICATION REQUEST FORM" must be on file in the office for any **prescribed** or **over the counter medication (OTC)** to be dispensed to your child. OTCs include but are not limited to pain medication (Tylenol, Advil, etc.), cold medication (Mucinex, Sudafed, etc.), cough drops, and essential oils. Medication brought to school must be in the original container and must be brought to school by a parent or parent designee. Medication cannot be sent to school with the student. Prescription medications must be kept in a pharmacy container with the student's name and match the physician's written orders on the Medication Administration Form. For over the counter medications, the dosing must match manufacturer's suggested dosing. All medication will be stored in a secure location in the office and dispensed by the principal or his/her designee. A medication log is maintained in the office including student name, type of medication, date and time medication is administered, amount provided and the expiration date of the medication.

In some instances, students are permitted to carry certain prescription medications (i.e. epinephrine) with them while in school or attending a school sponsored function. If the physician feels that it is medically necessary for the student to carry the medication, the physician must provide documentation providing authority to do so. If the student requires emergency medication to be kept at school, the appropriate Emergency Action Plan is to be completed and signed by the physician and parent/guardian. If the student is found to use the emergency medication in an inappropriate manner, Administration has the authority to confiscate the medication and notify parents and the physician to arrange for alternative means of administration.

Any medication that is not picked up by the parent/guardian at the end of the school year, will be appropriately destroyed by the district nurse.

Medical forms are available in the school office or on our district website at [www.bwls.net](http://www.bwls.net) and expire at the end of the school year.

***Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the Big Walnut Local School District's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.***

### **Student Illness**

Your child needs to be free of vomiting, diarrhea and/or fever-free (less than 100.0) without medications for 24 hours before they can come or return to school. Students with an unexplained rash will need a note from a physician stating that they are not contagious and may attend school. Students will be sent home with any of these symptoms, in order to prevent spreading illness among our students and staff. If

you have any questions or concerns, please feel free to contact District Nurse, Megan Truax.

### **Communicable Diseases (Board Policy 8450)**

Following is a list of Communicable Diseases from the Delaware County Health Department. Should your child contract a communicable disease please notify the office.

<b>Disease:</b>	<b>Exclusion from School:</b>
Strep Throat	24 hours on antibiotic
Chicken Pox	until all lesions are dry
COVID-19	until the student is cleared by the Board of Health
Mumps	until swelling is gone
Impetigo	until lesions are no longer draining
Pink Eye	until discharge from eye(s) cease; 24 hours on medication
Head Lice	until treated and cleared by school personnel
Scabies	until adequately treated
Ringworm	until under medical control
Whooping Cough	24 hours after 5th dose of Zithromax

### **Allergies and/or Medical Plans**

If your child has an allergy or has specialized medical needs, please notify the District Nurse Megan Truax RN, or your child's teacher, or school office. If your student is transported to school by bus, the bus drivers should also be provided with this information. Each year Food Service must have an updated statement from your physician documenting the specific food allergy and acceptable substitutes in order to make accommodations within the National School Breakfast and/or Lunch Program.

### **Food Brought to School**

Safety of our students is a top priority each day. In an effort to further promote the safety of all students, the following guidelines are now in place:

1. All food items brought in for students, besides your child(ren), must be purchased from a store, individually packaged, and labeled with ingredients. Baked goods from home are no longer permitted to be given to other students.
2. Food items being brought/sent in for other students must be nut-free (no peanuts, tree nuts, etc.).
3. Food items being brought/sent in for other students cannot be processed in facilities that process nut products (as noted on any labels).
4. Food labels must have the nutritional content listed on the label.
5. We strongly encourage celebrating special days with non-food items. There are many ideas that can be found by doing a quick search on the internet. Please communicate your idea with the classroom teacher.
6. Grade level teams and/or individual teachers may have more specific requirements, based on the needs of their students. These requirements will be communicated to you by each team/teacher as needed.
7. The building reserves the right to prohibit any food items from being brought into school.

### **Latex Free Environment**

Big Walnut Local Schools are a latex free environment. 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.

## Student Code of Conduct (Board Policy 5500)

### 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 Middle 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.

**Participation in extracurricular activities, including interscholastic sports, is a privilege and not a right. Students may be prohibited from all or part of their participation in such activities by authorized school personnel for offenses or violations of the Student Code of Conduct or Athletic Code of Conduct. Students prohibited from participation in all or parts of any extracurricular activity are not entitled to further notice, hearing and/or appeal rights. (Board Policy 5610.05)**

### Code of Conduct Rules

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.

#### 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.

No student shall possess, use, transmit, or be under the influence of any "Vape" device or any handheld electronic device that works by heating a liquid which generates an aerosol, or "vapor", that is inhaled by

the user or any other paraphernalia normally associated with vaping. This includes but is not limited to: “Juuls” or other pod vapes, vape pens, box mod kit, or e-cigarettes.

Big Walnut School District Tobacco, Alcohol and Other Drugs policy (Board Policy 5512, 5530)  
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 in writing to the building administration do not carry punitive consequences, and must be by the student or parent/guardian. 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-** Ten (10) 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 eight (8) hours of alcohol/drug education and receive an alcohol/drug assessment and follow recommendations.

**2<sup>nd</sup> and Subsequent Violations-** Ten (10) 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 Vape Device or Paraphernalia:**

Parents will be notified of all violations.

**1<sup>st</sup> Violation** - Minimum of three (3) days out-of-school or equivalent.

Subsequent violations can include, but are not limited to:

- a. Out-of-School Suspension
- b. Recommendation for expulsion

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

**1<sup>st</sup> Violation** - Minimum of three (3) days in-school intervention or equivalent.

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 (Board Policy 5516, 5517) 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 Safer Schools Ohio tip line via call or text at 1-844-SAFEROH (1-844-723-3764).

## **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) (Board Policy 5772):**

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):**

Students shall not engage in any dishonest behavior, including, but not limited to, cheating on tests, plagiarizing, or providing false information. Students shall not forge parent, guardian, or teacher signatures on school forms, attendance notes, or any other document, nor impersonate parents, guardians, or teachers for the purpose of deceiving school officials. Included in the prohibition are those students who assist or in any way participate in the violation of this rule.

## **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: (Board Policy 5511)

The BWMS 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 yoga pants which become distracting 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, "bareback" styles of tops, etc. are not acceptable.
  - c. ~~Shirts and tops that reveal cleavage are considered inappropriate school attire.~~
  - d. A student's midriff/stomach must be covered.
  - e. Pants must be worn so that all undergarments are completely covered by outer garments. No low riders or "sagging pants".
6. 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.
7. The class time missed while a student is sent home to change clothes will be recorded as unexcused.
8. Hats, hoods and bandanas will not be worn inside the building at any time.
9. 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.
10. 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.

Discipline:

1st violation-warning

2nd violation-detention

3rd and subsequent violations-consequence to be determined by Administration.



11. In an effort to show consideration and care toward others, as well as to follow guidelines from multiple health organizations, face coverings are required to be worn at all times unless given permission by a school staff member to remove it. Face coverings are to be made of a cloth material and fully cover the mouth and nose. Face coverings that cover the entire head or face will not be permitted, unless under extenuating circumstances and approved by a building administrator. Additionally, language or images on face coverings that are inappropriate or create a disruption to the school environment are prohibited.

**8. Electronic Device:**

Students are not permitted to use cell phones, tablets, laptops or any other electronic devices/related devices in school and/or classrooms without authorization from the classroom teacher/administration 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 could 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 that induces panic, will be suspended and referred to the proper civil authorities.

**11. Fighting and/or Assault:**

Students shall not instigate, 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 signs/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 possession or display of indecent material or pornography. No student shall engage in any sexual harassment conduct, sexual contact or sexual misconduct while on school premises, under school authority (including buses), on electronic devices or a personal device that could create a disruption to the learning environment.

**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)

**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 are prohibited at any time on Big Walnut

property, and at any school related activity.

**25. Transportation Violation:**

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 ensure 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 a 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 (Including Class Cuts):**

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.

**29. General Misconduct:**

A student will not engage in misconduct not otherwise defined.

**Nondiscrimination/Anti-Harassment Title VI (Board Policy 5517)**

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, sex, 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.

**On the Basis of Gender: Title IX**

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.

**Student/Person, Personal Property and Locker Searches (Board Policy 5771)**

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.

**Video Surveillance (Board Policy 7440.01)**

Video surveillance equipment is used inside and outside of all buildings in the district and may be used in the investigation of violations of the Code of Conduct. Students may receive discipline as a result of what is recorded.

**Discipline Options: (Board Policy 5600)****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 a disciplinary process into the following year.

**In-School Intervention (ISI) (Board Policy 5610.02)**

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 (Board Policy 5610)**

1. If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, then:
  - a. The superintendent, principal, assistant principal or dean of students may remove the student from curricular or extracurricular activity, or from the premises.
  - b. A teacher may remove a student from a curricular or extracurricular 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 extracurricular 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 (Board Policy 5610)**

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 will be notified. 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 an appeal hearing be held in executive session.

### **Expulsion (Board Policy 5610)**

1. Only the superintendent/superintendent designee may issue an expulsion.
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.

### **Permanent Exclusion (Board Policy 5610.01)**

In accordance with the law, the Board of Education may seek to permanently exclude a student, sixteen (16) years of age or older, who has been convicted of or adjudicated delinquent for the reason of the following offenses:

1. carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordnance on property owned or controlled by a board of education or at an activity held under the auspices of this Board
2. possessing, selling, or offering to sell controlled substances on property owned or controlled by a board of education or at an activity under the auspices of this Board
3. complicity to commit any of the above offenses, regardless of where the complicity occurred

In accordance with law, any student, sixteen (16) years of age or older, who has been convicted or adjudicated delinquent for committing the following offenses may be subject to permanent exclusion:



1. rape, gross sexual imposition or felonious sexual penetration
2. murder, manslaughter, felonious or aggravated assault
3. complicity to commit offenses described in paragraphs A and B, regardless of where the complicity occurs grounds, or at a school function, when the victim is a school employee; complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

### **Student Due Process (Board Policy 5611)**

No student shall be suspended, expelled, or removed from school except in accordance with the code adopted by the Big Walnut Board of Education. In the event that a suspension or expulsion is necessary, the student has the right to a hearing with the administrator imposing the discipline to give an account of the incident and/or to challenge the reasons for the suspension or expulsion. In addition, parents have the right to appeal suspension or expulsion decisions to the Superintendent or designee, and the Board of Education or its designee, to be represented in the appeal by a representative of their choosing, and to request that the hearing be held in an executive session.

### **Appeal Procedure for Suspensions**

Should a student or a student's parent(s) choose to appeal the suspension, he/she must submit a request in writing to the Superintendent or Treasurer within ten (10) calendar days of the notice of the suspension. All witnesses are sworn and a verbatim record is kept of the hearing which may be held in executive session at the request of the student or his/her parent(s). The student shall have the right to have representation at the hearing. The student may be excluded from school during the appeal process.

### **Dress and Appearance (Board Policy 5511)**

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.

### **School Transportation (Board Policy 8600)**

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 stops 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 been assigned unless they have parental and administrative authorization to do otherwise.
14. Pupils must not put their 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.
16. Face coverings are required for all students at all times when riding the bus unless permission otherwise has been given by the school administration. For guidelines on face coverings, please refer to the Dress Code section in the Code of Conduct Rules above.

Students may use Personal Communication Devices (technology) while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated. (Board Policy 5136.00)

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.

#### **Suspension of Bus Riding/Transportation Privileges (Board Policy 5610.04)**

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.

#### **Closed Lunch**

There is a closed lunch policy at Big Walnut Middle 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.

#### **Cafeteria Behavior**

Students are expected to meet their friends in the cafeteria, not in the hallway. Chronic (repeated) late students will be assigned detention. Halls should be clear shortly after the bell. Students in the hall more than three minutes after the bell must have a written pass, or they will be assigned a detention.

1. No student shall be permitted to enter the lunch line ahead (ditching) of another student already in line, even with the permission of the other student or to resume a previously held position. Students are advised to procure all food, beverages, condiments, and supplies on their first trip through the line.
2. Students are to enter the cafeteria in an orderly manner. There is to be no yelling, screaming, or making other loud noises in the cafeteria.
3. Throwing food, paper, etc., is forbidden.
4. Students are not to take any food or drink from the cafeteria.
5. The lunch line is only for lunch buyers. Do not eat in this line.
6. Students are to remove all materials they have placed on tables before leaving the lunchroom. Trays, dishes, and utensils are to be taken to and placed carefully in assigned receptacles. All paper items are to be placed in the waste cans provided throughout the room. Remember to recycle aluminum cans in the proper container.
7. When finished eating, students should empty their trays and then return to their seats; Teachers supervising the cafeteria will dismiss the students once the table and floor area are clean.
8. Students who must leave the cafeteria during the lunch period for teacher-assigned detention or special class projects must have a written pass from their teacher. The only other indication to leave the cafeteria would be to receive medication or in the event of an emergency. Taking care of restroom needs, getting lunch money, or getting coats should be done before coming to the cafeteria. Students may not go back and forth between the cafeteria and the gym or outside.
9. Only a couple of students at a time will be permitted to leave the cafeteria, playground, or gym to use the restrooms.
10. Parents who wish to eat lunch with their child must pre-arrange their visits and must sign-in in the office upon entering the building.
11. The Cafeteria will be paperless for their school menus. The menus can be found on the district and school websites. If you would like a paper menu please contact the Middle School Office.

### **Dance Guidelines (Board Policy 5855)**

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. Middle school students are not permitted to attend the high school dances.
4. Dress should be reasonable and appropriate.
5. 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.

### **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.

## **General Information**

### **Animals in Schools and on District Property (Board Policy 8390)**

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities with administrative approval, those that serve as service animals as required by Federal and State law, or those that conduct random searches for illegal substances. The student's need for and use of a service animal must be documented in the student's

individual education plan (IEP) or Section 504 Plan. A service animal is the personal property of the student and/or parents. The Board of Education does not assume responsibility for training, daily care, health care, or supervision of service animals. The Board of Education does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on District property or at District-sponsored events. For more information, please refer to board policy 8390-Animals on District Property.

**District Safety Plan (Board Policy 8400)**

In case of an emergency, district personnel will follow the District Emergency Operations Plan. This plan specifies steps to be followed should an emergency arise that threatens the well-being of students, staff and the public while utilizing school property. In addition to the steps outlined in the District Emergency Operations Plan, our staff routinely trains on many of these procedures. The drills include fire, tornado and lockdown drills. In the event of a lockdown, parents will be notified via email, text, phone, and/or the district website. If the situation causes a delay in the start of the school day or a change in release time, parents will be notified using the district's automated calling system.

**Food Service (Board Policy 8500)**

Students may purchase lunch from the cafeteria. Student breakfast is \$2.25 and lunch is \$3.25. Payments may be made using our online payment system on the district website: [www.bwls.net](http://www.bwls.net), a credit card transaction at school, or by sending a check to school. 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 Personal Identification Number (PIN). This system is used for all purchases including full meals, ala carte and milk. Accounts remain active until graduation or withdrawal from the 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.

Applications for the Free and Reduced-Price Meal Program are distributed to all students at the beginning of each school year. If you would like an application to this program, please contact your child's school.

**Fundraising Activities (Board Policy 5830)**

Student fundraising by approved school organizations, (those whose funds are managed by the treasurer) may be permitted in school by the principal. Any fundraiser that involves the sale of food items and/or beverages to students that will be consumed on the school campus during the school day to thirty (30) minutes after the end of the day must comply with the current USDA Dietary Guidelines set forth in Board Policy 8550, Competitive Foods. Fundraisers also include giving away goods or services, but suggesting a monetary donation. Student fundraising by approved school organizations off school grounds may be permitted under administrative guidelines of the superintendent.

**Lockers**

Each student is responsible for his or her combination lock for his or her hallway locker. The combination lock will be provided to the homeroom teacher. Lockers should be kept locked at all times. Students should not reveal their locker number/combination verbally or visibly, or they cannot expect their property to be safe. Lockers should be kept clean inside and out. Gummed labels; stickers, and/or

pictures are not to be displayed inside or outside of the locker. Markers (including dry erase markers) may not be used on lockers. Damage caused by misuse will be charged to the student responsible. If a school supported (e.g. team spirit poster) locker display is placed on the locker, it must have prior administrative approval and only masking tape must be used.

### **Lost and Found**

Found items are kept in a lost and found location. Found items that are identified with the child's name will be returned. With this in mind, please remember to label your child's clothing. Parents and students are encouraged to check the Lost and Found for missing items. Items not claimed will be given to a charitable organization.

### **Classroom Celebrations**

Various school celebrations are planned during the year by classroom teachers and the PTO. Birthdays are special - ask your child's teacher for specific guidelines on treats and times for the class. Delivery of flowers, balloons, and/or clowns is prohibited during the school day.

\*Please refer to the section titled "Food Brought to School" for guidelines on what food is appropriate for these events.

### **Playground Safety**

Students should be properly clothed for outside play. Students may be permitted outside for a recess after lunch when the temperature is 25° Fahrenheit or above, including the wind chill, and conditions permit safe play. We understand that students with asthma or those returning after a serious illness may need to stay inside.

### **Staff Gifts (Board Policy 3214)**

It is the policy of the Board that professional staff members may accept gifts of nominal value (generally considered a value of \$25 or less) from students or parents. The Superintendent may approve acts of generosity to individual staff members in unusual situations. However, at no time may a staff member accept compensation from any other source, other than the Board, for the performance of his/her official duties, any other act or service in his/her public capacity, for the general performance of the duties of his/her public employment, or as a supplement to his/her public compensation.

### **Student Transportation to School via Bicycle or Skateboard (Board Policy 5514)**

Students riding bikes to school must 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.

### **Toys & Novelties**

Toys and novelties should stay at home except with principal permission. Any item that resembles or can be used as a weapon may not be brought to school.

### **Vacationing Parents**

Each year some of our parents go on trips or vacations, leaving their children with friends or family. The school needs certain information in case something should happen.

Before you leave on vacation, the school must have a **notarized** medical consent form including:

1. Child's name
2. Name, address and telephone number of responsible adult
3. Length of time the responsible person is in charge
4. Parent's signature and date
5. Any pertinent medical history or allergies not already included in required paperwork

Due to the COVID-19 pandemic, we ask that parents follow all after-travel self-quarantine guidance provided by the state or local health department.

### **Visitors (Board Policy 9150)**

~~Due to the COVID-19 pandemic, visitors to the buildings will be extremely limited to only those with an absolute need to visit and with prior consent of the building principal.~~ In order to properly monitor the safety of students and staff, each visitor must report to the school office upon entering the school to sign in and obtain a visitor's pass. Visitors will be required to provide a driver's license or other form of identification. Any visitor found in the building without a visitor badge will be asked to return to the office.

In order to protect our educational process and promote the safety of our students, we ask that visitors respect our learning environment and minimize the disruption of learning by remaining in scheduled areas. If parents wish to meet with a member of the staff, they should call for an appointment prior to coming to the school, in order to prevent any inconvenience to parents/staff or disruption of the learning process. Students may not bring visitors to school without first obtaining permission from the building principal.

### **Volunteers (Board Policy 4120.09)**

~~Due to the COVID-19 pandemic, volunteers in buildings will be extremely limited to only those with prior consent of the building principal.~~ All volunteers who work with children on a regular basis need to display appropriate behavior at all times and will be required to provide a successful background check, prior to working with students. Additional information about school volunteering can be found on the district website.