

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

## **High School (Grades 9-12)**

**2023-2024**



**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.*

<p><b>Introduction</b></p> <p><a href="#">Letter from the Principal</a>  <a href="#">Foreword</a>  <a href="#">Mission and Vision Statement</a>  <a href="#">Board of Education</a>  <a href="#">Administrative Team</a>  <a href="#">School Information</a>  <a href="#">School Hours</a>  <a href="#">High School Bell Schedules</a>  <a href="#">District Information Sources</a>  <a href="#">School Closings</a>  <a href="#">Calling System</a>  <a href="#">Safer Schools Ohio</a>  <a href="#">Federal/State/Local Compliance</a>  <a href="#">Protection of Pupil Rights Amendment</a>  <a href="#">Family Educational Rights and Privacy Act</a></p> <p><b>Technology Usage Policy</b></p> <p><a href="#">1:1 Device Loan Agreement</a>  <a href="#">Technology Usage Fee</a>  <a href="#">1:1 Agreement Form</a></p> <p><b>Attendance</b></p> <p><a href="#">Absence Reporting Procedure</a>  <a href="#">Excused Absences</a>  <a href="#">Unexcused Absences</a>  <a href="#">Pre-Planned Absences</a>  <a href="#">Arrival to School</a>  <a href="#">Tardiness</a>  <a href="#">Late Arrival and Early Dismissal/</a>  <a href="#">Transportation Changes</a>  <a href="#">Make-up Work</a>  <a href="#">Building Leave Permission</a>  <a href="#">Building Leave Without Permission</a>  <a href="#">Extracurricular Participation</a>  <a href="#">Withdrawal from School</a></p> <p><b>Academic Achievement</b></p> <p><a href="#">School Fees and Instructional Materials</a>  <a href="#">Course Fees</a>  <a href="#">Homework</a>  <a href="#">Assessment</a>  <a href="#">Field Trips</a>  <a href="#">Reporting Student Progress</a>  <a href="#">Commencement</a>  <a href="#">Graduation Requirements</a>  <a href="#">Earning Credit Outside the Classroom</a>  <a href="#">Honor Court</a>  <a href="#">Diploma with Honors</a>  <a href="#">Determination of GPA</a>  <a href="#">National Honor Society</a></p>	<p><a href="#">Full-time Student/Scheduling Load</a>  <a href="#">BWHS Grade Scale</a>  <a href="#">Report Cards and Interims</a>  <a href="#">Incomplete Assignment Policy</a>  <a href="#">Requirement for Passing</a>  <a href="#">Dropping a Course</a>  <a href="#">Early Graduation</a>  <a href="#">College Credit Plus</a>  <a href="#">Middle School Courses for High School Credit</a>  <a href="#">Administrative Guidelines for Schedule Change</a>  <a href="#">School Counseling Department</a>  <a href="#">Transcripts</a>  <a href="#">Extra-Curricular Activities</a>  <a href="#">Athletic Eligibility</a>  <a href="#">Student Assessment</a>  <a href="#">Parent/ Teacher Conferences</a></p> <p><b>Health &amp; Medical Needs</b></p> <p><a href="#">Immunization Requirements</a>  <a href="#">Emergency Medical Authorization Form</a>  <a href="#">Dispensing Prescription and Over the Counter Medication</a>  <a href="#">Student Illness</a>  <a href="#">Communicable Diseases</a>  <a href="#">Allergies and/or Medical Plans</a>  <a href="#">Food Brought to School</a>  <a href="#">Latex Free Environment</a></p> <p><b>Student Code of Conduct</b></p> <p><a href="#">Code of Conduct Rules</a>  <a href="#">Anti-Harassment, Intimidation, and Bullying Policy</a>  <a href="#">Nondiscrimination/Harassment (Title VI) On the Basis of Gender (Title IX)</a>  <a href="#">Student/Person, Personal Property and Locker Searches</a>  <a href="#">Video Surveillance</a>  <a href="#">Discipline Options</a>  <a href="#">Due Process and Right to Appeal</a>  <a href="#">Appeal Procedure for Suspensions</a>  <a href="#">School Transportation</a>  <a href="#">Suspension of Bus Riding/Transportation Privileges</a>  <a href="#">Driving Regulations</a>  <a href="#">Running Errands</a>  <a href="#">Closed Lunch</a>  <a href="#">Cafeteria Behavior</a>  <a href="#">Dance Guidelines</a>  <a href="#">Hall Passes</a></p>
--	---

<div><div>General Information</div><div><a href="#">Animals in School and on District Property</a> <a href="#">District Safety Plan</a> <a href="#">Food Service</a> <a href="#">Fundraising Activities</a> <a href="#">Lockers</a> <a href="#">Lost and Found</a> <a href="#">Classroom Celebrations</a> <a href="#">Staff Gifts</a> <a href="#">Vacationing Parents</a> <a href="#">Visitors</a> <a href="#">Volunteers</a></div></div>	
---	--

**Letter from the Principal**

Dear Parent/Guardian,

My name is ~~Andy Jados~~ Nicole Carter and I am very proud to be your principal. Big Walnut High School has an expectation of excellence and our staff will try to meet that everyday. Our students will be our focus. Our community is supportive and filled with tradition. If you have any questions or concerns please feel free to contact me at (740) 965-3766. I hope to see you soon.

Sincerely,

~~Andy Jados~~ Nicole Carter

Principal

**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 and 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

# **Eagle Strong**

## **Positive Recognition Program**

### **Purpose**

Big Walnut High School is filled with great students who do the right thing everyday. Throughout the school year, this program will recognize hundreds of students for doing just that. Students will be recognized for demonstrating one of BWHS's five core values, which were selected by staff and students.

### **Core Values**

The entire staff at BWHS was surveyed to find out what values we wanted to recognize in our students. Our Principal's Leadership Team, made up of 30 students representing all sports, grades, genders and clubs was also formed and questioned about what characteristics they thought we should promote at BWHS. The following are the five core values:

## **Eagle Strong**

**Excellence**

**Acceptance**

**Growth Mindset**

**Leadership**

**Effort**

**Board of Education**

Mr. Douglas Crawl, Mr. Stephen Fujii, Mrs. Angela Graziosi, Mrs. Alice Nicks, and Mr. Todd Smith

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**

Mr. Ryan McLane	Superintendent
Ms. Megan Forman	Assistant Superintendent
Mr. Darren Jenkins	Treasurer
Mr. Ross Linscott	Director of Student Services
Mr. Tim Wagner	Director of Administrative Services
Mr. Jim Hall	Director of Facilities
Mr. Mike Robertson	Director of Academic Achievement

**School Information****Big Walnut Administrative Offices**

110 Tippet Court  
Sunbury, Ohio 43074  
740-965-3010  
740-965-7838 (FAX)

**Big Walnut Middle School**

555 South Old 3C Hwy.  
Sunbury, OH 43074  
740-965-3006  
Principal: Josh Frame

**Big Walnut Elementary**

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

**General Rosecrans Elementary**

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

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

70 Harrison Street  
Sunbury, OH 43074  
740-965-7862  
Principal: Jessica Shelton

**Big Walnut High School**

713 N Miller Drive  
Sunbury, Ohio 43074  
740-965-3766  
740-965-1954 (FAX)  
Principal: Nicole Carter

**Big Walnut Intermediate School**

777 Cheshire Rd.  
Sunbury, OH 43074  
740-965-7800  
Principal: Sarah Sandrock

**Prairie Run Elementary**

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

**Helen Souders Elementary**

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

**School Hours**

**High School & Middle School**

7:40 Classes Begin

2:20 Dismissal

**Intermediate**

7:30 Students may enter buildings

7:45 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

**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

**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

**High School Bell Schedules**

[Daily Bell Schedule](#)

[Eagle Time Bell Schedule \(Wednesdays\)](#)

[Two-Hour Delay](#)

**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's 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 that their child will have a place to go in case of an emergency if a parent/adult is not home.

**Calling System**

To update your contact information for the calling system, please contact your building's office.

**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, Ms. Megan Forman.

**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. 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.

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 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 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 has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials, and users may discover controversial information. The District believes that the valuable information and interaction available on this network far outweighs the possibility that users may produce materials that are not consistent with the educational goals of our District.

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

All parties acknowledge that their signature on the Technology Use Form is (are) legally binding and indicate the party (parties) who signed has (have) read the terms and conditions carefully, understand(s) their significance, and agree to such terms and conditions.

### **Terms and Conditions**

- A. Acceptable Use - The purpose of access to the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for 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.
  - 1. 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 e-mail. Any messages related to or in support of illegal activities may be reported to the authorities.
  5. Do not use the network in such a way that it would disrupt the use of the network by other users.
  6. All communications (including E-MAIL) and information accessible via the network should be assumed to be private property, unless it is very clearly marked as being available for use or distribution.
  7. Illegal activities are strictly prohibited.
  8. Keep your password confidential. Do not give your password to anyone for any reason. You are responsible for it and will be held accountable.
  9. If you subscribe to a 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.

## 1:1 Device Loan Agreement

Each student has been ~~given~~ assigned 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 power cord 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. (Referenced in the student handbook)
  - Starting in the 2023-2024 School Year, students/parents will not be allowed to opt out of the 1:1 program. This is a change from previous years due to filtering/monitoring, and the need to stay compliant with CIPA for E-Rate funding. This applies to all students, including students who attend DACC and/or CCP full time.
- This equipment is, and at all times remains, the Property of the Big Walnut Local Schools Board 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, use, or modify any computer technology (hardware, software, peripherals, connections, etc.) provided by the school 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 and/or initiate police investigative action.

## ~~Technology Usage Fee~~

~~There will be an annual technology usage fee included in the school fee.~~

~~Technology Usage Fee Coverage Includes:~~

### 1:1 Program Includes:

- Chromebook with power cord
- ~~• If any minor repairs cannot be repaired immediately, another device will be checked out until the repairs can be completed~~
- *Loaner Device while assigned device is repaired.*
- **First Faulty** repair or replacement by District Technology Department
  - ~~• Additional repairs may be billed by the part~~
    - Big Walnut Local Schools will cover all repairs to devices deemed faulty
- Replacement of a stolen device
  - Must have a copy of a filed police report
  - Subject to administrative investigation
- ~~• Access to classroom charging stations~~
- Access to the Big Walnut wireless network
- ~~• All repairs/replacements done by Big Walnut Local Schools~~

- ~~Report any damages to the administration and/or teacher immediately~~

### 1:1 Program Does Not Include:

- *Repairs*
  - *Student responsible for cost of all repairs, other than faulty parts*
- Lost device

**If a student has lost their assigned Chromebook, a loaner device will be issued for a period of (7) seven days. After that period, the student will be assigned a new device and charged for the replacement of the device. Should the student find their original device and return the new device to their building secretary, the charge will be removed from their account.**

  - Student responsible for full replacement cost
  - Subject to administrative investigation
- Neglect
  - Student responsible for full repair/replacement cost
  - Subject to administrative investigation

## 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 classroom teacher.

## Device Repair

It is the sole responsibility of the student to report any damages to their assigned device immediately after becoming aware of the damage. This is true regardless of if the damage is due to a faulty part, or intentional damage by the student or someone else.

### Fee Structure

Repair fees will follow the following structure;

#### Tier I - \$30

- Replacement Charger
- Replacement (non-touch) Screen
- Replacement Component (WiFi Chip, Non-Soldered PCB, Hinges, etc.)
- Replacement Trackpad

#### Tier II - \$50

- Replacement Top Case
- Replacement Bottom Case
- Replacement Keyboard

## Tier III - \$100

- Replacement Motherboard
- Replacement Touch Screen

**1:1 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 power cord 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. (Reference page 4)~~
- ~~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, use, or modify any computer technology (hardware, software, peripherals, connections, etc.) provided by the school 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.~~

### **Technology Usage Fee**

~~There will be an annual technology usage fee included in the school fee.~~

#### **Technology Usage Fee Coverage Includes:**

- ~~• Chromebook with power cord~~
- ~~• If any minor repairs cannot be repaired immediately, another device will be checked out until the repairs can be completed~~
- ~~• First repair or replacement by District Technology Department
 
  - ~~◦ Additional repairs may be billed by the part~~
  - ~~◦ Big Walnut Local Schools will cover all repairs to devices deemed faulty~~~~
- ~~• Replacement of a stolen device
 
  - ~~◦ Must have a copy of a filed police report~~
  - ~~◦ Subject to administrative investigation~~~~
- ~~• Access to classroom charging stations~~
- ~~• Access to the Big Walnut wireless network~~
- ~~• All repairs/replacements done by Big Walnut Local Schools
 
  - ~~◦ Report any damages to the administration and/or teacher immediately~~~~

#### **Coverage Does Not Include:**

- ~~• Lost device
 
  - ~~◦ Student responsible for full replacement cost~~
  - ~~◦ Subject to administrative investigation~~~~
- ~~• Neglect
 
  - ~~◦ Student responsible for full repair/replacement cost~~
  - ~~◦ Subject to administrative investigation~~~~

### **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 classroom teacher.~~

**Device Loan Agreement Form**

Place your initials on each line.

As a student,	As a parent / guardian,
____ I received one Chromebook (\$300 value).	____ I understand all items must be returned upon withdrawal from Big Walnut.
____ I received one Chromebook charger (\$30 value).	____ I understand that I will be charged for any missing/damaged equipment or cables.
____ I understand all items must be returned upon withdrawal from Big Walnut.	____ 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 understand that I will be charged for any missing/damaged equipment or cables.	____ I accept responsibility for any damage or neglect that may result from my student using the Chromebook, which may result in monetary charges.
____ I understand that I may lose my Chromebook privileges as a result of any inappropriate behavior with the device.	
____ I have read and will comply with the Big	

Walnut Local Schools Insurance and Usage Policy and Acceptable Use and Internet Safety Policy.	
--	--

**Student:** I understand and agree to the terms of this agreement.

_____ Student name (print)	_____ Student signature	_____ Date
-------------------------------	----------------------------	---------------

**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 3321.01 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

**Full day Attendance Requirement**

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

**Rationale for BWHS Attendance Policy**

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

**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.**

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

Special note regarding students 18 years of age and older: If, during the school year, the student accumulates 21 or more unexcused absences, the school may proceed with a recommendation to withdraw the student from school for non-attendance.

**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. Medically necessary leave for a pregnant student in accordance with Policy 5751
11. Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725
12. Emergency circumstances as judged by the principal.

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

### **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.

### **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.

Students will be permitted to be late two times whether excused or unexcused per nine-week grading period.

- The third (3<sup>rd</sup>) time a student is tardy will result in a detention being assigned.

- The fourth (4<sup>th</sup>) and fifth (5<sup>th</sup>) time a student is late will result in an assignment to Extended School, Saturday School or ISI (In-School Intervention).
- A student can be referred to Juvenile Court and/or have ***driving privileges revoked*** for being late in a nine-week period or for habitual tardiness.

In a school building where the day is divided into periods, the pupil must be in class when the bell signals the beginning of the class period. Students missing more than half (1/2 )of the period will be charged with a class absence.

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

For your student's safety and protection, students are not to leave the school or school grounds during the school day without special permission. Any students leaving during the school day will ONLY be dismissed from the office.

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

1. A doctor/dentist appointment (please bring a note from the doctor's office upon returning to school)
2. A funeral
3. Other reasons as determined valid by the administration

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

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.

### **Building Leave Permission**

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



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

### **Building Leave Without Permission**

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

### **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 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 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 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

Course Fees

Some courses have a fee to cover breakage, loss of materials, and purchase of materials to be used. Students will not be permitted to attend the Prom nor permitted to participate in the BWHS Graduation Ceremony unless all school fees and obligations are paid. Students who are unable to pay school fees can obtain an indigent form in the office.

School Fees and Instructional Materials (Board Policy 6152)

School fees for the 2022-2023 school year are \$100.00 per student (including the [Technology Usage Fee](#)). 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. Additional fees may be charged for AP level courses, band, choir and DACC classes offered at BWHS, see below. Students attending DACC half day will have the \$100.00 fee prorated. 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 or reduced for those students who qualify for Free/Reduced Lunch.

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 [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.

2023/24 BWHS Student Fees

GRADES 9-12	
Grades 9-12	\$100.00**
**All students grades 9-12 will be charged a flat fee plus additional fees for any of the courses listed below: <b>Students attending DACC half day will have their BWHS fee pro-rated.</b>	
BWHS ADD-ON COURSE FEES GRADES	
COURSE NAME	FEE

AG, FOOD & NATURAL RESOURCES (FUTURE FARMERS OF AMERICA DUES)	\$27.00
AP CALCULUS AB (TEST)	\$ 97.00
AP CALCULUS BC (TEST)	\$ 97.00
AP CHEMISTRY (TEST)	\$ 97.00
AP COMPUTER SCIENCE (TEST)	\$ 97.00
AP ENV SCIENCE (TEST)	\$ 97.00
AP GERMAN (TEST)	\$ 97.00
AP GOVERNMENT (TEST)	\$ 97.00
AP LANGUAGE & COMP (TEST)	\$ 97.00
AP LITERATURE & COMP (TEST)	\$ 97.00
AP PSYCHOLOGY (TEST)	\$ 97.00
AP SPANISH (TEST)	\$ 97.00
AP STATISTICS (TEST)	\$ 97.00
AP US HISTORY (TEST)	\$ 97.00
BAND (UNIFORMS- PURCHASE AND MAINTENANCE)	\$ 35.00
BUSINESS MANAGEMENT (FUTURE FARMERS OF AMERICA DUES)	*\$27.00
CHILD DEVELOPMENT (FAMILY CONSUMER SCIENCE)	\$ 15.00
CHOIR (ACTIVITIES)	\$ 20.00
GLOBAL GOURMET (FAMILY CONSUMER SCIENCE)	\$ 55.00
<b>SUPPLEMENTAL COURSE/ITEM NAME</b>	<b>FEE</b>
LIFE SKILLS & TOMORROW'S PLANNING (FAMILY CONSUMER SCIENCE)	\$ 15.00
LOCALLY GROWN (FAMILY CONSUMER SCIENCE)	\$ 55.00
PLANT/ANIMAL SCIENCE (FUTURE FARMERS OF AMERICA DUES)	\$27.00
PRINCIPLES OF BUSINESS (BUSINESS PROFESSIONALS OF AMERICA DUES)	\$ 30.00
SENIOR CLASS DUES	\$ 15.00
STUDENT PARKING PASS	\$ 35.00
VETERINARY SCIENCE (FUTURE FARMERS OF AMERICA DUES)	\$27.00
*Ag students will be charged a \$27.00 fee annually for FFA Membership Dues regardless of the number of Ag courses scheduled.	

Extra-Curricular Participation Fees	
BIG WALNUT HIGH SCHOOL	
BWHS STUDENT PER SEASON PAY TO PARTICIPATE FEE	\$175.00
BWLSF FAMILY STUDENT PER PAY TO PARTICIPATE FEE CAP	\$350.00
BWHS SWIMMING ADDITIONAL FACILITY FEE (ADDITIONAL FEE-EXCLUDED FROM FAMILY CAP)	\$100.00
BWHS BOWLING FACILITY FEE (ADDITIONAL FEE-EXCLUDED FROM FAMILY CAP)	\$50.00
BIG WALNUT MIDDLE SCHOOL	

BWMS STUDENT PER SEASON PAY TO PARTICIPATE	\$100.00
BWMS ATHLETIC FAMILY PAY TO PARTICIPATE CAP	\$200.00
**The participation fee for athletics must be paid, an approved application for free or reduced lunches must be on file, or payment plan arrangements must be in place before an athlete can compete as defined by the Athletic Director.	

**Homework (Board Policy 2330)**

Homework may be assigned. The Board of Education acknowledges the educational validity of out-of-school assignments as adjunct 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.

**Assessment**

Students' grades will reflect multiple opportunities to demonstrate their level of achievement of skills and content. Details about this policy will be included in each teacher's course outline. If you have any specific questions, please contact the teacher directly.

**Field Trips (Board Policy 2340)**

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 attendance and attitude are key factors in determining his/her participation in these educational opportunities.

**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.

**Commencement**

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

## Graduation Requirements

Twenty (20) units to include the following:

1. Four (4) units of English
2. Three (3) units of Social Studies (to include Economics)
3. Four (4) units of Math through at least Algebra II
4. Three (3) units of Science
5. One-half (.5) unit of Health
6. One-half (.5) unit of Physical Education
7. Five (5) units of elective courses

In addition to course credits, students will earn points toward graduation on State of Ohio end-of-course exams. The courses in which students may take an end-of-course exam will be: English II, Algebra I, Geometry, Biology, American History and American Government. Graduation requirements can be found at the Ohio Department of Graduation links below:

[Graduating in 2023 and Beyond.](#)

## Earning Credit Outside the Classroom

1. Any tutoring or alternative education credit to be earned, inclusive of but not limited to goals and graduate recovery to be used toward graduation requirements, either advanced or make-up, not completed by the fourth full week of the senior year must be started after the official graduation ceremony of the student's graduating class. If a student wishes to begin any tutoring or alternative education prior to graduation in their senior year they and their parent/guardian must sign a waiver form acknowledging they understand the policy and that the student will not be permitted to be a part of the current year graduation ceremony. Exceptions to this rule, which may allow the student to participate in the graduation ceremony tutoring or alternative education credit inclusive of but not limited to goals, graduate recovery, independent study, summer school, and homeschooling occurring as a result of deficient grades from Freshman through Junior year must be completed by the fourth full week of the Senior year of high school.
2. Only include:
  - A. Fifth year students whose intended graduation has already occurred.
  - B. Students who are unable to get all of the necessary credits scheduled within the normal periods in the school day.
  - C. Medically approved circumstances that do not allow the student to attend during the traditional school day. These and any other extenuating circumstance that would allow participation in the graduation ceremony must be approved by the administration prior to the beginning of the education and a waiver form must be completed.

**Miscellaneous:**

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

**Honor Court**

The following system is used to recognize our top graduates. There is no recognition as a Valedictorian & Salutatorian. Honor Court will consist of the following cumulative GPAs at the end of the student’s first semester of their senior year.

4.10 or above	GPA	Summa Cum Laude
3.83-4.09	GPA	Magna Cum Laude
3.67-3.82	GPA	Cum Laude

**Diploma with Honors**

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

- A. Four (4) units of English
- B. Four (4) units of mathematics that include algebra I, algebra II and geometry or equivalent content in a four (4) year sequence.
- C. Four (4) units of science that include physics and chemistry.
- D. Four (4) units of social studies
- E. Either three (3) units of one world language or two (2) units of two (2) different languages
- F. One (1) unit of fine arts or music
- G. Overall unweighted high school GPA of at least 3.5 on a 4.0 scale
- H. Obtain a composite score of 27 on the ACT or a composite score of 1210 on the SAT with no regard for the writing portion.

**Determination of GPA**

A student’s GPA for all purposes will be truncated to the one-hundredth decimal place.

**National Honor Society (NHS)**

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

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

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

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

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

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

### **BWHS Standard Grading Scale**

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

Letter Grade	Numerical Range	Points for GPA Calculation		
		General Courses	Honors Courses	Advanced Placement/CCP** Courses
A	93 - 100	4.00	4.50	5.00
A-	90 - 92	3.67	4.17	4.67
B+	87 - 89	3.33	3.83	4.33
B	83 - 86	3.00	3.50	4.00
B-	80 - 82	2.67	3.17	3.67
C+	77 - 79	2.33	2.83	3.33
C	73 - 76	2.00	2.50	3.00
C-	70 - 72	1.67	2.17	2.67
D+	67 - 69	1.33	1.83	2.33
D	63 - 66	1.00	1.50	2.00
D-	60 - 62	.67	1.17	1.67
F	0 - 59	0	0	0
** CCP Course grades are determined by the college they attend and are on a 5 point scale				

### **Report Cards and Interims**

Report cards and interims will be made available electronically to the student and their family



through the online PowerSchool. Requests for paper copies of the report cards and/or interims can be made through the school counseling office. The final report card of the year will be printed for all students. Previous nine-week grades will appear on each grade card after the first grading period.

### **Incomplete Assignment Policy**

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

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

A student must receive a passing average (60%) and must pass at least two of the three factors that determine the course average. The three factors are: the third marking period grade, the fourth marking period grade, and the second semester final exam. Failure to meet the above requirement will result in the student not being granted credit for the course, regardless of the grade achieved.

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

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

### **Dropping a Course**

A student has until the second Friday of the semester to drop the course with no grade repercussion. After this deadline the student will fail the class regardless of the grade average, unless an administrative committee grants an appeal. This process is initiated by the completion of the appropriate paperwork with the school counselor.

### **Early Graduation**

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

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

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

Ohio's College Credit Plus (CCP) 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 7th

through 12th. This program is meant to promote rigorous academic pursuits and to give college-ready students a wide variety of options. Taking a CCP 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.



## DISTRICT ADMINISTRATIVE OFFICE

110 Tippet Court  
Sunbury, Ohio 43074  
740.965.3010  
www.bwls.net

### Registration Confirmation of Middle School Courses for High School Credit

Your student is registered to take a Big Walnut High School course during 7th or 8th grade at Big Walnut Middle School. To understand the impact that participation in the course will have on your student's high school transcript, read the information below. Please sign and return this form to the Middle School Office.

1. The credit earned in the high school course will be a permanent record on your student's transcript.
2. The course is **not** a weighted course and grades earned will follow the Big Walnut unweighted GPA formula.
3. If the course has a corresponding Ohio State Test (OST) End-of-course exam, your student must participate; courses with exams are:
  - a. Algebra I, Geometry, Biology, American history and American government, English I and English II
4. In the course of scheduling during freshman year, your student will have the opportunity to decide if grades earned in the Big Walnut High School course(s) taken in Middle School will show as a grade, or a P (for Pass). This decision has multiple impacts and should be carefully considered.
  - A "P" on a high school transcript will not count towards a student's GPA but will still count as earning the course credit.
  - If a student would like to become a Division I or II College athlete, and the course taken at Big Walnut Middle School is needed for NCAA requirements, a "P" will be seen as the equivalent to a "D" grade (1.0).
5. The score earned on the OST End-of-course exam will become part of their permanent transcript and will count toward the points requirement for graduation.
  - a. For each of the seven end-of-course state tests, a student earns one to five graduation points. Students have the potential to earn a total of 35 points. To meet the graduation requirement, a student must earn a minimum number of 18 points from all tests.

If you have questions or concerns, please contact the Big Walnut Middle School staff.

**I have read the above information on Big Walnut High School courses taken during Middle School.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

High School course(s) registered for: \_\_\_\_\_



## DISTRICT ADMINISTRATIVE OFFICE

110 Tippet Court  
Sunbury, Ohio 43074  
740.965.3010  
www.bwls.net

### Completion of Middle School Courses for High School Credit

Your student completed the following course(s) at Big Walnut Middle School for Big Walnut High School credit. You have the opportunity to decide if the grades earned in the Big Walnut High School course(s), taken in Middle School, will show as a grade or a P (for Pass).

This decision has multiple impacts and should be carefully considered.

- A "P" on a high school transcript will not count towards a student's GPA but will still count as earning the course credit.
- If a student would like to become a Division I or II College athlete, and the course(s) taken at Big Walnut Middle School is needed for NCAA requirements, a "P" will be seen as the equivalent to a "D" grade (1.0).

If you do **not** want your student to receive the grade for the course, please place an "X" in the box next to each course that would have applied to your student. If you mark 'P in lieu of a traditional grade', please be advised that the course will still show up on the student's high school transcript as a "P," if they passed, to meet the high school graduation requirements. If a student did not pass the course, an "F" will show up on the transcript. If you leave a section blank for a course your student took, the course grade and credit will show up on their high school transcript.

If you have any questions, please contact Big Walnut High School counseling office at 740-965-2243.

<b>Algebra I</b>	<input type="checkbox"/> My child will take the original grade earned. <input type="checkbox"/> My child will take a P (Pass) in lieu of a traditional grade.
<b>Geometry</b>	<input type="checkbox"/> My child will take the original grade earned. <input type="checkbox"/> My child will take a P (Pass) in lieu of a traditional grade.
<b>Spanish I</b>	<input type="checkbox"/> My child will take the original grade earned. <input type="checkbox"/> My child will take a P (Pass) in lieu of a traditional grade.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*High School Letter*

**Administrative Guidelines for Schedule Change**

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

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

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

**School Counseling Department**

The general purpose of the school counselor is to assist each student to participate in his/her own development toward becoming purposefully self-directed in a changing society, having full respect for the worth and dignity of self and others, and becoming the person whom he/she desires to become. Some of the services offered by the school counseling office include:

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

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

The school counseling department telephone number is 740-965-2243.

**Transcripts**

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

**Extra-Curricular Activities**

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

**Athletic Eligibility**

Please refer to the Athletic Handbook on the BWHS Athletic Website for information.

**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.

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

Parent/Teacher conferences are scheduled at the conclusion of the first grading period. Conference times will be arranged through your child's teacher. Conferences may be arranged at other times throughout the year by request of the parent, teacher, or building principal.

## 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 2022-2023 School Year:

Vaccines	Fall 2022 Immunization Requirements for School
<b>DTaP/DTP/DT</b>  Diphtheria, Tetanus, Pertussis	<b>Kindergarten</b> Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the fourth birthday, a fifth (5th) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the fourth birthday, a fifth dose is not required. *  <b>Grades 1-12</b> Four (4) or more doses of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children ages 7 and older, with proper spacing.  <b>Grades 7-12</b> One (1) dose of Tdap vaccine must be administered on or after the 10th birthday. **
<b>Polio</b>	<b>K-9</b> Three (3) or more doses of IPV. The FINAL dose must be administered on or after the fourth birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. ***  <b>Grades 10-12</b> Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4th) dose is required; if a combination of OPV and IPV was received, four (4) doses of either vaccine are required.
<b>MMR</b>  Measles, Mumps, Rubella	<b>K-12</b> Two (2) doses of MMR. Dose one (1) must be administered on or after the first birthday. The second (2nd) dose must be administered at least 28 days after dose one (1).
<b>HEP B</b>  Hepatitis B	<b>K-12</b> Three (3) or (4) 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 eight 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> Two (2) doses of varicella vaccine must be administered prior to entry. Dose one (1) must be administered on or after the first birthday. The second dose should be administered at least three months after dose one (1); 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.

**NOTES:**

- Vaccine should be administered according to the most recent version of the Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger or the Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <https://www.cdc.gov/vaccines/schedules/index.html>.
- Vaccine doses administered  $\leq 4$  days before the minimum interval or age are valid (grace period). Doses administered  $\geq 5$  days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information, please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director's Journal Entry (available at <http://www.odh.ohio.gov>, Immunization: Required Vaccines for Child Care & School). These documents list required and recommended immunizations and indicate exemptions to immunizations. Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

\* Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the fourth birthday, a sixth dose is recommended but not required.

\*\* Tdap can be given regardless of the interval since the last tetanus or diphtheria toxoid-containing vaccine. Children age 7 years or older with an incomplete history of DTaP should be given Tdap as the first dose in the catch-up series. If given at age 7-9 years, the routine Tdap dose at age 11-12 years should be given. If given at age 10 years, no additional dose is needed at age 11-12 years.

\*\*\* The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.

\*\*\*\* Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1st) dose of MCV4 was administered on or after the 16<sup>th</sup> birthday, a second (2nd) dose is not required. If a pupil is in 12th grade and is 15 years of age or younger, only one (1) dose is required. Currently, there are no school entry requirements for meningococcal B vaccine.

**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 ADMINISTRATION 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 (ie epinephrine) with them while in school or attending a school sponsored function. If the physician feels that 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), 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'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 the 6th day or all lesions are dry
COVID-19	Remain home for 5 days from symptom onset day and then return to school on Day 6. A mask is recommended to be worn for an additional 4 days.
Mumps	until 5 days after the onset of parotid swelling
Impetigo	24 hours on antibiotic and 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 24 hours after being adequately treated
Whooping Cough	24 hours after 5th dose of Zithromax is given

**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. Non food treats are a safer, healthier alternative. 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 must have a nutritional content label.
4. Food items being brought/sent in for other students cannot be processed in facilities that process nut products (as noted on any labels).
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 and staff.

## **Student Code of Conduct**

### **Administrative Policies (Board Policy 5500)**

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

Per Ohio law, this disciplinary code of conduct will be in effect:

- (1) On school grounds during, before, or after school hours
- (2) Off school grounds at a school activity
- (3) On school buses at any time
- (4) Off school grounds if it is connected with school activities or incidents occurring or being initiated at school, or on school property or is directed at school district personnel, regardless of location or the property of school district personnel.

### **Routine Disciplinary Problems**

The philosophy of the Big Walnut High School is that the classroom teacher should handle the discipline problems in 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 extracurricular 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.

### **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.

### **Possessing, Using, Under the Influence, or Distributing Alcohol, Drugs, Drug Paraphernalia or “Look-Alike” Counterfeit Drugs**

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

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

### **Possessing, Using, or Under the Influence of Alcohol/Drugs, Drug**

**Paraphernalia, or “Look-Alike” Counterfeit Drugs**

**1<sup>st</sup> Violation-** Ten (10) days out-of-school suspension may be reduced to five (5) days out-of-school suspension with alcohol/drug assessment including following recommendations, and at least eight (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 (See rule 24 Below)**

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:

- c. In-School Intervention
- d. Out- of School Suspension
- e. 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 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).

**HAZING POLICY (Board Policy 5516)** Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to or associated with Board-sponsored activities (e.g., extracurricular teams, clubs, or groups) or incidents that have occurred on school property. No administrator, employee, faculty member, teacher, coach, consultant, alumnus, or volunteer of the District shall encourage, permit, authorize, condone, or tolerate any hazing activities. The preceding prohibition includes recklessly permitting the hazing of any person associated with the District. Additionally, no student shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization or any act to continue or reinstate membership in or affiliation with any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse. No person shall recklessly participate in the hazing of another. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, employees, faculty members, teachers, coaches, consultants, alumni, or volunteers of the District shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Additionally, no administrator, employee, faculty member, teacher, coach, consultant, alumnus, or volunteer of the District who is acting in an official and professional capacity shall recklessly fail to immediately report the knowledge of hazing to a law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred. Students, administrators, employees, faculty members, teachers, and coaches who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law. Likewise, consultants, alumni, and volunteers associated with the District who fail to abide by this policy may be prohibited from continuing their involvement and/or participation in activities associated with the District and may be held personally liable for civil and criminal penalties in accordance with law.

Board employees, consultants, and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

**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):**

The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle. The term "weapon" includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether



loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous ordinances under State law.

Policy exceptions include:

- A. items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved (working firearms and any ammunition will never be approved as a part of a presentation);
- B. theatrical props used in appropriate settings.

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the principal. Failure to report such information may subject the student to disciplinary action.

The Superintendent is authorized to establish instructional programs on the weapons and the requirement that students immediately report knowledge of weapons and threats of violence by students and/or staff to the building principal. Failure to report such knowledge may subject the student to discipline.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

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

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

1. Clothing should not have excessive and/or inappropriate holes or tears.
2. Studded collars or necklaces are not permitted. Any studded clothing or accessories are prohibited.
3. Footwear must be worn at all times.
4. 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 sundresses, etc. will not be permitted. Students who wear tights or leggings under skirts or pants must still meet requirements for their attire.
  - 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. A student’s midriff/stomach must be covered.
  - d. Pants must be worn so that all undergarments are completely covered by outer garments. No low riders or “sagging pants”.
5. 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.
6. Hats, hoods, and bandanas (any clothing item that covers the head/forehead) will not be worn inside the building at any time, unless given specific permission by administration.
7. 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.
8. 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.

**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 may result in disciplinary action. In addition, any applications for cell phones or other devices that would allow that device to be used as a remote are strictly prohibited. The use of any remote by a student, in the school without permission from an administrator or teacher is prohibited.

**9. Failure to Serve Detention/Saturday School:**

Students must serve after-school detentions on the assigned date as indicated on the

detention notification form. Failure to serve detention on the assigned date will result in a Saturday School or ISI (In-School Intervention). Failure to serve ISI or Saturday School could result in out-of-school-suspension, as determined by the school administration.

**10. False Alarms:**

A student who is known to have initiated a false fire alarm, a bomb alarm, or false 911 calls, or any other similar false alarm that induces panic will be suspended and referred to the proper civil authorities.

**11. Fighting and / or Assault, Unauthorized Touching, Hitting or Throwing**

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. The act of physically touching or hitting, pushing, shoving, wrestling, etc. may also be considered fighting or assault. Violations may result in an out of school suspension.

**12. Gang Related Issues:**

Gang colors, signs, hand signals, and other perceived gang-related indications are not permitted at BWHS. Those students possessing gang colors or written sign/symbols on notebooks, binders, paper, etc., giving hand signals, wearing sagging pants or a rolled up pant leg, or other gang-type identifiers.

**13. Impairing Safety and/or Security:**

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

**14. Insubordination:**

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

**15. Non-School Time Violation:**

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

**16. Profane, Vulgar, Abusive Language or Gestures:**

Students shall not use obscene, vulgar or profane language, make inappropriate gestures/actions or possess vulgar materials.

**17. Public Display of Affection:**

No student shall engage in open and inappropriate displays of affection.

**18. Repeated Violations:**

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

**19. Sexually Offensive Conduct:**

Inappropriate display of sexual or sexually-related behavior, sexual misconduct, including possession or display of indecent material or pornography is not permitted. No student shall engage in any sexual harassment conduct, sexual contact or sexual misconduct while on school premises, under school authority (including buses), on school owned 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 [Technology Acceptable Use & Internet Safety Policy](#).

**22. Theft:**

Students shall not steal or attempt to steal public and/or private property either on 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 is prohibited at any time on Big Walnut property, and at any school related activity. Vape devices are covered under Rule 1. Alcohol, Drugs, Narcotics.

**25. Transportation Violation:**

Violations of Rule #25 include both student drivers and school-sponsored transportations. Violations on school grounds would include speeding, squealing tires, reckless operation, being at the car during the school day, and having a car on school grounds without a permit or parking in restricted areas. (Refer to parking permit section in this handbook.). Additionally, Bus transportation is a privilege. The bus is an extension of the school and all school rules apply. Students must ride the bus assigned to their neighborhood and wait at designated stops only. In order to 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 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/Out of Assigned Area):**

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.

**30. Restrooms:**

At no time should there be more than one person inside a restroom stall with or without the door closed.

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

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

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

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

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

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

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

**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 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 must 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 or superintendent designee may expel.
2. The superintendent or superintendent's designee 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:

- A. 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
- B. 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
- C. 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:

- A. rape, gross sexual imposition or felonious sexual penetration
- B. murder, manslaughter, felonious or aggravated assault
- C. 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 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.

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.

### **Driving Regulations (Board Policy 5515)**

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

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

5. The parking permit application must be signed by the driver's parents granting the driver permission to use the car to drive to and from school.
6. At no time during the school day will students be permitted to visit or loiter in their cars while in the parking lot.
7. All motor vehicles must be parked in designated student parking areas. Do not park in areas designated for staff, visitors, or the handicapped.
8. The driver is responsible to see that his/her driving is in keeping with all state and local laws and regulations.
9. Cars should be locked. The school is not liable for theft and vandalism.
10. The parking permit is to be displayed on the inside rear-view mirror face out.
11. Parking permits must not be transferred to another student.
12. The improper operation of an automobile on school grounds can result in the removal of the privilege to park on school grounds, or a referral to the police.
13. Cars are to be parked in an orderly manner, one car per space.
14. Students are not permitted to smoke in cars when on school grounds.
15. ~~Students may use the Big Walnut Intermediate School parking lot to enter the high school parking lot until 7:28am. After 7:28am, students must enter the high school via Old 3C Highway.~~  
Beginning January 2022, Students are expected to use the Miller Drive entrance and exit for the new high school. Students should not use Kintner Parkway to enter the High School.
16. Driving through or parking on grassy areas is prohibited.
17. Unregistered or illegally parked vehicles will be ticketed or towed at the owner's expense.
18. It is the right of the administration to revoke any student's driving privileges due to excessive absences without a legitimate excuse.
19. Any violation of the regulations governing the student parking lot will mean ticketing (\$10.00 per offense), disciplinary action, revocation of the parking permit, towing of the vehicle at the owner's expense, or any combination of consequences.
20. Students found in violation of the alcohol/drug policy in addition to the regular discipline, will have driving privileges suspended/revoked.
21. Students must not display profane, violent, suggestive, racially intimidating or offensive material in or on vehicles parked on property.

### Running Errands

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

### Closed Lunch

There is a closed lunch policy at Big Walnut High School. In general, students are not permitted to leave school grounds for lunch. ~~Any student at lunch time or at any other time must secure permission from the principal to leave the school grounds. This permission will not be granted without a note from the parent. Permission to go home for lunch will be granted upon the written request of the parents to the principal, provided the student lives close enough to walk home for lunch and to return within the allotted time. Students who have written permission to go home for~~

~~lunch must sign out. A student must go to his/her own home for lunch. A student may have this privilege revoked for misbehavior or other violations. This rule also applies to students 18 years and older.~~

### **Cafeteria Behavior**

Because some classes will be in session during the entire lunch period, quiet must be maintained in the halls during that time.

- Each student must return his own tray to the disposal area and put trash in waste containers.
- Each student should replace his/her chair and leave his/her place at the table as clean as possible.
- Students who do not cooperate will be assigned lunchroom duties such as picking up litter, washing table tops, etc.
- Moving ahead of others in the lunch line is unacceptable.
- Stealing food or drink from the food areas will result in disciplinary action.
- All cafeteria tables should have no more than 8 students and/or chairs to any lunch room table.

Please tell the cafeteria supervisor immediately when food or drinks are spilled.

At the discretion of the cafeteria duty teacher, high school juniors and seniors (only) may eat on the patio during their lunch periods. Students are not permitted in unauthorized areas. Failure to obey this rule may result in school discipline.

Students may use designated restrooms during lunches. Students will be permitted in the school store during lunch periods to purchase items. After visiting the store, students are to return to the cafeteria.

### **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. Admission stops at halfway through and no one else is permitted to enter after that time.
4. Once you leave the dance you will not be permitted to re-enter.
5. Public Displays of Affection (PDA) must be kept reasonable.
6. No dancing in such a manner which others may be injured or that would be considered inappropriate (including sexually explicit dancing).
7. Anyone under the influence of alcohol or drugs must be released to parents. If parents cannot be reached, the student must be released to the police.
8. Middle school students are not permitted to attend the high school dances.
9. Fog machines are not to be used.
10. Dress should be reasonable and appropriate.
11. 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.
12. Guest forms must be submitted one week (7 days) prior to the dance.
13. Maximum age for a guest is 20 years old by the date of the dance. Freshmen and

sophomores are only permitted with a guest at Prom.

14. Ticket purchasing (for homecoming and Prom) will end one week (7 days) prior to the dance. Tickets purchased after this time will include a late fee.

### **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)**

Student breakfast is \$2.50 and lunch is \$3.75. 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 must be cleaned every nine weeks. 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 Academic Boosters. 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.

**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.

**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:

- Child's name

- Name, address and telephone number of responsible adult

- Length of time the responsible person is in charge

- Parent's signature and date

- Any pertinent medical history or allergies not already included in required paperwork

**Visitors (Board Policy 9150)**

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. As part of our commitment to safety and security, we utilize Raptor as our trusted visitor management system. Raptor is a state-of-the-art technology designed to enhance our building's overall security measures. This system allows us to efficiently screen and track all visitors entering our premises, ensuring a secure environment for everyone. By implementing Raptor, we prioritize the well-being of our community members and maintain a vigilant approach to safety.

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)**

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.

## Daily Bell Schedule

7:33- Dismiss to Class  
 7:36- Warning Bell  
 7:40-8:28- Period ONE  
 8:32-9:20- Period TWO  
 9:24-10:16- Period THREE  
 4L-10:20-10:50      5/6C-10:54-11:43      7/8C-11:47-12:36  
 4/5C-10:20-11:09      6L- 11:13 - 11:43      7/8C-11:47-12:36  
 4/5C-10:20-11:09      6/7C-11:13-12:02      8L- 12:06-12:36  
 12:40 -1:28 - Period NINE  
 1:32-2:20- Period TEN

## Eagle Time Bell Schedule:

7:33- Dismiss to Class  
 7:36- Warning Bell  
 7:40-8:22- Period ONE  
 8:26-9:08- Period TWO  
 9:12-9:56- Period THREE  
*10:00- 10:42- EAGLE TIME*  
 4L-10:46-11:16      5/6C-11:20-12:02      7/8C-12:06-12:48  
 4/5C-10:46-11:28      6L- 11:32 - 12:02      7/8C-12:06-12:48  
 4/5C-10:46-11:28      6/7C-11:32-12:14      8L- 12:18-12:48  
 12:52 -1:34 - Period NINE  
 1:38-2:20- Period TEN

## Two Hour Delay:

9:33 - Dismiss to class  
 9:36 - Warning Bell  
 9:40-10:12 - Period One  
 10:16-10:48 - Period Two  
 10:52-11:26 - Period Three  
 11:30-12:00 - Period Four and 4/5  
 12:04-12:34 – Period 5/6, Six and 6/7  
 12:38-1:08 – Period 7/8 and Eight  
 1:12- 1:44 - Period Nine  
 1:48-2:20 - Period Ten



## DISTRICT ADMINISTRATIVE OFFICE

110 Tippet Court  
Sunbury, Ohio 43074  
740.965.3010  
www.bwls.net

### **Bullying and Other Forms of Aggressive Behavior Form**

**The Big Walnut School District is committed to providing a safe, positive, productive, and educational environment for all students.**

**Bullying** means treating anyone badly over a period of time- enough to cause the person to feel bad or hurt, either inside or outside (mentally or physically) or to affect their school work and/or make them not want to come to school. Bullying could be name calling, taunting, making threats, having hands or feet on someone or spreading rumors.

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ School \_\_\_\_\_ Grade: \_\_\_\_\_

#### **Incident Report**

Who did it: \_\_\_\_\_

Where did it happen: \_\_\_\_\_

Witnesses: \_\_\_\_\_

What happened(use additional sheets if needed):

---

---

---

---

---

---

---

---

---

---

How did you feel:

---

---

---

Recommendation for Solution-What would you like to see happen?(attach more paper as necessary)

---

---

---

### **Confidentiality**

I understand that the District shall maintain the confidentiality of my name, the name of the person(s) accused of the harassment, and any other names of potential witnesses, to the extent possible consistent with the District's legal obligations and the necessity of investigating the allegations. I also understand that if the alleged victim is a student and the alleged harassment has the appearance of potential sexual abuse, the District has an obligation to report the incident(s) to Children's Services and/or other appropriate governmental agencies. I understand that if I am under eighteen (18) years old, my parents may be contacted about this matter.

### **No Retaliation**

I understand that filing a complaint of harassment is a protected activity. If I feel as if I have been retaliated against in any way for making this complaint, I understand that the District will investigate the retaliation and, if founded, will take disciplinary action. I understand that I can be disciplined for making a false complaint.

***To the best of my knowledge, the information I have presented is true. I state that I have not intentionally made false accusations. Please turn this into a trusted adult. This information can then be passed on to the building principal.***

---

Signature of Person Reporting

---

Date

---

Signature of Person Receiving

---

Date