Dear Students and Parents/Guardians,

Welcome to the Benton-Carroll-Salem Local District. All the members of the staff and administration are pleased to have you as a student. We will do our best according to the mission of our school district (below) to help make your experience here as productive and successful as possible.

This student handbook is offered as a guide so that you may be better acquainted with the policies and procedures at B-C-S School District. Please take the time to review it carefully.

Myself, our staff, and our administrators are here to serve your needs and to continuously improve our school system. Please do not hesitate to contact us if you have any questions or concerns. For more information about our district, visit our website at www.bcbsd.com.

Sincerely,

Guy L. Parmigian
Superintendent
419-898-6210
gparmigian@bcbsd.com

MISSION OF THE SCHOOL DISTRICT

EQUAL EDUCATION OPPORTUNITY

It is the policy of the District to provide an equal opportunity for all students.

Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District’s Compliance Officer listed below:

Mr. James Boss
Director of Student Services
11661 W. St. Rt. 163
Oak Harbor, Ohio 43449
(419) 898-3280

The complaint will be investigated and a response, in writing, will be given to the concerned person within five days. The Compliance Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

BOE Revised 6/26/19
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 19</td>
<td>No School—Staff Work Day</td>
</tr>
<tr>
<td>August 20</td>
<td>No School—Waiver Day #1 for Staff Only</td>
</tr>
<tr>
<td><strong>August 21</strong></td>
<td><strong>First Day of School</strong> for Students in Grades 1 – 12 (K students notified by mail)</td>
</tr>
<tr>
<td>September 2</td>
<td>No School—Labor Day</td>
</tr>
<tr>
<td>October 14</td>
<td>No School – Waiver Day #2 for Staff Only</td>
</tr>
<tr>
<td>October 25</td>
<td>End of the 1st nine weeks grading period</td>
</tr>
<tr>
<td>November 7</td>
<td>K-12 Parent-Teacher Conferences (3:15-6:45 PM)</td>
</tr>
<tr>
<td>November 8</td>
<td>No School – K-12 Parent-Teacher Conferences (8:00-11:30 AM)</td>
</tr>
<tr>
<td>November 27-29</td>
<td>No School – Thanksgiving Break</td>
</tr>
<tr>
<td>Dec. 23 – Jan. 3</td>
<td>No School – Christmas Break</td>
</tr>
<tr>
<td>January 6</td>
<td>School Resumes</td>
</tr>
<tr>
<td>January 10</td>
<td>End of the 2nd nine weeks grading period</td>
</tr>
<tr>
<td>January 17</td>
<td>No School – Waiver Day #3 for Staff Only</td>
</tr>
<tr>
<td>January 20</td>
<td>No School – Martin Luther King Day</td>
</tr>
<tr>
<td>February 13</td>
<td>K-12 Parent-Teacher Conferences (3:15 – 6:45 PM)</td>
</tr>
<tr>
<td>February 14</td>
<td>No School—K-12 Parent-Teacher Conferences (8:00-11:30 AM)</td>
</tr>
<tr>
<td>February 17*</td>
<td>No School—President’s Day</td>
</tr>
<tr>
<td>March 20</td>
<td>End of the 3rd nine weeks grading period</td>
</tr>
<tr>
<td>March 23-27</td>
<td>No School—Spring Break</td>
</tr>
<tr>
<td>March 30</td>
<td>School Resumes</td>
</tr>
<tr>
<td>April 9</td>
<td>No School for Current Kindergarten Students</td>
</tr>
<tr>
<td>April 10-13</td>
<td>No School – Easter Break</td>
</tr>
<tr>
<td>April 14</td>
<td>School Resumes</td>
</tr>
<tr>
<td>May 15</td>
<td>Last Day of School for Seniors</td>
</tr>
<tr>
<td>May 17</td>
<td>Oak Harbor High School Graduation – 2:00 PM</td>
</tr>
<tr>
<td>May 25</td>
<td>No School—Memorial Day</td>
</tr>
<tr>
<td><strong>May 26 &amp; 28</strong></td>
<td>Teacher Work Time from 3—5 PM each day</td>
</tr>
<tr>
<td>May 29</td>
<td>Last Day of School for Students Grades K-11</td>
</tr>
</tbody>
</table>

School days missed due to calamity days beyond five will be made up in the following manner: Day six, seven, and eight will be made up by using online lessons. *If nine (9) or more days are missed, we will begin to make up days using the following as school days: 2/17/20, 6/3/20, and 6/4/20. Additional make-up days in June may be needed. The Board reserves the right to modify this calendar as needed when it is in the best interests of students and the community. (BOE Approved 2/26/19)
Section I. General Information

The B-C-S Student Handbook serves as a guide and may be amended or revised at the discretion of the Superintendent when deemed to be in the best interests of students and the school district.

1. SCHOOL DAY SCHEDULES

<table>
<thead>
<tr>
<th>Time</th>
<th>Building Opens:</th>
<th>Classes Begin:</th>
<th>Classes End:</th>
<th>Building Closed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 a.m.</td>
<td>7:00 a.m.</td>
<td>8:00 a.m.</td>
<td>2:40 p.m.</td>
<td>4:00 p.m.</td>
</tr>
</tbody>
</table>

OHHS TIME SCHEDULE

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Period</td>
<td>8:00-8:42 a.m.</td>
<td>1st Period 10:00-10:23 a.m.</td>
</tr>
<tr>
<td>2nd Period</td>
<td>8:46-9:27 a.m.</td>
<td>2nd Period 10:27-10:50 a.m.</td>
</tr>
<tr>
<td>3rd Period</td>
<td>9:31-10:12 a.m.</td>
<td>3rd Period 10:54-11:18 a.m.</td>
</tr>
<tr>
<td>4th Period</td>
<td>10:16-10:57 a.m.</td>
<td>5A 11:22-11:48 a.m.</td>
</tr>
<tr>
<td>5A</td>
<td>11:01-11:27 a.m.</td>
<td>5B 11:52-12:18 p.m.</td>
</tr>
<tr>
<td>5B</td>
<td>11:31-11:57 a.m.</td>
<td>5C 12:22-12:48 p.m.</td>
</tr>
<tr>
<td>5C</td>
<td>12:01-12:27 p.m.</td>
<td>4th Period 12:52-1:16 p.m.</td>
</tr>
<tr>
<td>6th Period</td>
<td>12:31-1:11 p.m.</td>
<td>6th Period 1:20-1:44 p.m.</td>
</tr>
<tr>
<td>7th Period</td>
<td>1:15-1:56 p.m.</td>
<td>7th Period 1:48-2:12 p.m.</td>
</tr>
<tr>
<td>8th Period</td>
<td>2:00-2:40 p.m.</td>
<td>8th Period 2:16-2:40 p.m.</td>
</tr>
<tr>
<td>Closing Tone</td>
<td>3:00 p.m.</td>
<td>Closing Tone 3:00 p.m.</td>
</tr>
</tbody>
</table>

2-HOUR DELAY SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Bell 7:55 a.m.</td>
<td>First Bell 9:55 a.m.</td>
</tr>
<tr>
<td>1st Period 10:00-10:23 a.m.</td>
<td></td>
</tr>
<tr>
<td>2nd Period 10:27-10:50 a.m.</td>
<td></td>
</tr>
<tr>
<td>3rd Period 10:54-11:18 a.m.</td>
<td></td>
</tr>
<tr>
<td>4th Period 12:52-1:16 p.m.</td>
<td></td>
</tr>
<tr>
<td>5B 11:52-12:18 p.m.</td>
<td></td>
</tr>
<tr>
<td>5C 12:22-12:48 p.m.</td>
<td></td>
</tr>
<tr>
<td>6th Period 1:20-1:44 p.m.</td>
<td></td>
</tr>
<tr>
<td>7th Period 1:48-2:12 p.m.</td>
<td></td>
</tr>
<tr>
<td>8th Period 2:16-2:40 p.m.</td>
<td></td>
</tr>
<tr>
<td>Closing Tone 3:00 p.m.</td>
<td></td>
</tr>
</tbody>
</table>
### Oak Harbor Middle School

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
<th>Grade</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students Enter Building</td>
<td>7:35 a.m.</td>
<td>6th</td>
<td>11:55-12:45 p.m.</td>
</tr>
<tr>
<td>Breakfast</td>
<td>7:35 a.m.</td>
<td>4th</td>
<td></td>
</tr>
<tr>
<td>Staff Arrive</td>
<td>7:40 a.m.</td>
<td>5th</td>
<td></td>
</tr>
<tr>
<td>First Bell Warning</td>
<td>7:50 a.m.</td>
<td>6th</td>
<td></td>
</tr>
<tr>
<td>Announcements</td>
<td>7:55 a.m.</td>
<td>7th</td>
<td></td>
</tr>
<tr>
<td>1st Period</td>
<td>8:00-8:40 a.m.</td>
<td>8th</td>
<td>12:48-1:28 p.m.</td>
</tr>
<tr>
<td>2nd Period</td>
<td>8:43-9:23 a.m.</td>
<td>9th</td>
<td>12:48-1:28 p.m.</td>
</tr>
<tr>
<td>3rd Period</td>
<td>9:26-10:17 a.m.</td>
<td>10th</td>
<td></td>
</tr>
<tr>
<td>Grade 6</td>
<td>9:26-10:06 a.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade 7</td>
<td>10:09-10:49 a.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th Period</td>
<td>10:20-10:57 a.m.</td>
<td>11th</td>
<td>11:58-12:38 p.m.</td>
</tr>
<tr>
<td>Grade 4</td>
<td>10:20-10:57 a.m.</td>
<td>11th</td>
<td>12:08-12:38 p.m.</td>
</tr>
<tr>
<td>Grade 5</td>
<td>10:09-10:39 a.m.</td>
<td>11th</td>
<td>12:08-12:38 p.m.</td>
</tr>
<tr>
<td>Grade 6 (Challenge)</td>
<td>10:09-10:49 a.m.</td>
<td>11th</td>
<td>12:08-12:38 p.m.</td>
</tr>
<tr>
<td>5th Period</td>
<td>11:00-11:50 a.m.</td>
<td>11th</td>
<td>11:58-12:38 p.m.</td>
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<tr>
<td>Grade 4</td>
<td>11:00-11:50 a.m.</td>
<td>11th</td>
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</tr>
<tr>
<td>Grade 5</td>
<td>10:42-11:22 a.m.</td>
<td>11th</td>
<td>11:58-12:38 p.m.</td>
</tr>
<tr>
<td>Grade 6 (Challenge)</td>
<td>10:52-11:22 a.m.</td>
<td>11th</td>
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<td>6th Period</td>
<td>11:55-12:45 p.m.</td>
<td>11th</td>
<td></td>
</tr>
</tbody>
</table>

### R.C. Waters Elementary School

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
<th>Grade</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students Enter</td>
<td>7:50 a.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classes Begin</td>
<td>8:05 a.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch/Recess</td>
<td>(K) 10:25-11:15</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(1) 11:25-12:15</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>(2) 10:55-11:45</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(3) 11:55-12:45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dismissal</td>
<td>2:48 p.m.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. **EMERGENCY CLOSING AND DELAYS**

The decision to delay or close school is one of the most important responsibilities of the Superintendent. Each situation is judged on a case by case basis with the safety of students being the most important consideration. When we have news of impending hazardous weather ranging from fog to snow, we spend a great deal of time monitoring forecasts, driving roads to check conditions, and talking with local officials.

As a general rule, the decision to call a two-hour delay of school is made and communicated by 6:00 AM. If we are on a two-hour delay, the decision to close school is made and communicated by 8:00 AM. The primary communication is through the Honeywell Instant Alert System. It is critical that you keep your phone number updated. If you need to update your phone number, please notify the Board Office at (419) 898-6210. The decision to close or delay school is also communicated to local TV and radio stations.

Our school district also shares a great deal of news and information using social media and a “Benton-Carroll-Salem LSD” App for smart phones. We encourage you to download our App, and to follow us on our social media platforms.
3. STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as it is not in conflict with any established school policies or rules. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents/Guardians have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents/Guardians are encouraged to build a two-way link with their student’s teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. The staff expects students to arrive at school prepared to learn. It is the student’s responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason this is not possible, the student should seek help from the Guidance Counselor or assigned administrator.

4. INDIVIDUALS WITH DISABILITIES

The American’s with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the District’s programs.

The Benton-Carroll-Salem School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the B-C-S Student Services Department at 898-3280.

5. EYE EXAM FOR STUDENTS WITH DISABILITIES

Each student with disabilities is strongly encouraged to undergo, at private expense, a comprehensive eye examination.

6. INTENT TO INFORM NOTICE

Benton-Carroll-Salem Schools participate in the Community Alternative Funding System (CAFS). CAFS is a federally funded reimbursement program. A third party billing agency is used to submit CAFS claims. The agency, Healthcare Process Consulting, located at Timber Ridge Corporate Circle, 8050 Corporate Circle #4, North Royalton, OH 44133 is in compliance with all federal privacy laws including the Health Insurance Portability Accountability Act (HIPAA) established in 1996.

The following is a list of personally identifiable information shared with Healthcare Process Consulting: Student’s name, date of birth, social security number, district of residence, school of attendance, and professional services documentation. Professional services include screenings and assessments to determine eligibility for and the provision of services such as speech, occupational therapy, physical therapy, nursing, counseling, work study, case management, and psychological evaluations.

It is the right of the parent/guardian to deny access to personally identifiable information or to revoke the use of it for purposes of CAFS billing. Services will be provided regardless of disclosure of personally identifiable information. Copies of Healthcare Process Consulting Student’s privacy policy are available upon request. All requests should be made in writing and mailed to: HEALTHCARE Process Consulting, Timber Ridge Corporate Circle, 8050 Corporate Circle #4, North Royalton, OH 44133.

7. FERPA & DIRECTORY INFORMATION

The school district follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. Parents/Guardians who do not want directory information for their child released to Penta Career Center, colleges, universities and military recruiters should contact the guidance office. Under Ohio Law, directory information includes the following:

• students name
• address
• telephone listing
• date and place of birth
• major field of study
• date of graduation
• participation in officially activities and sports
• weight and height of members of athletic teams
• dates of attendance
• awards received
8. AUTHORIZATION FOR USE OF STUDENT PHOTOGRAPHS WITH NAMES

Parents/Guardians will be provided with a form at the start of each school year by each building principal asking them to provide affirmative consent for the district to use their child’s picture/image in press releases, on the website, on social media, yearbooks, Class Dojo, and other related platforms, along with their names. Parents/guardians may elect to not provide consent.

9. WHAT TO DO IF…

1. You are hurt or ill: Go to the office and see the administrator, school nurse or secretary.

2. You have been absent: The day you return to school you must bring a valid written explanation from your parent or guardian and present it to the designated school staff member.

3. You are tardy to school: Report to the building office with your note signed by a parent/legal guardian explaining why you were late.

4. You need to leave school early for any reason: The school must receive notification from the parent/guardian if a student (even 18 year old student) is to leave the building for any reason. Notification can be in the form of a signed written note/fax from the parent/guardian and in some emergency cases a telephone conversation from parent/guardian to the principal/asst. principal will be accepted.

5. You have lost books or belongings: Report to the office to check the lost and found.

6. You are detained by a teacher: Get a pass from the teacher that detained you to give to your next teacher.

7. You have locker problems: Report it to the office.

8. You have a problem/concern: Please call for an appointment with a building administrator, guidance counselor, or teacher. We want to hear and listen to your concerns. If you are not sure who to call, telephone the Board Office at 419-898-6210.

9. Cafeteria Guidelines: Lunches brought in to students by parents are to be brought to the office. Lunches are to be for your child only. At no point is food allowed to be brought into the cafeteria for multiple students.

10. You are going on vacation: We encourage families to take vacations at times that do not conflict with school. If you do need to remove your child from school please see or have your child see the attendance secretary, fill out a Vacation Information Form, and return it to the main office for acknowledgment. Please note that the days that students are absent due to vacation are considered unexcused per Board Policy.

11. You need to take medication: All medication must be dispersed by the school nurse/designee. No student is allowed to carry and use or keep any medication in lockers. *(Students in grades 8-12 may carry/keep inhalers and/or Epi Pen only with a Self-Medication for Asthma Inhalers/Epi Pens Authorization Form on file.)

12. You are harassed or witness harassment or bullying: Report it to a teacher, a counselor, or a principal.

13. You need to transfer your child out of the district: If a student plans to transfer from the B-C-S Schools, the parent/guardian must notify the Principal. If we have not been contacted by the receiving school within fourteen days, the police and/or receiving school will be notified. School records shall be transferred within fourteen days to the new school district. Parents are encouraged to contact the building office for specific details.

14. Need to make a schedule change:
   ● Schedule changes for any course must be made within the first ten class days. Any schedule changes after the first ten class days will not be permitted.
10. BUS TRANSPORTATION

The B-C-S Board provides transportation to students pursuant to state law and Board policy. Bus stops shall be determined by the Director of Transportation with the approval of the B-C-S Board of Education.

All students eligible for bussing must fill out a Student Transportation Form.

Students must be picked up at the same location every day.
Students must be dropped off at the same location every day.

The pickup and drop off location may be different.

Students may be allowed an address other than their home address if it is a regularly scheduled route stop in the district, space is available and must remain the same for the whole school year.

Shared parenting schedules may be accommodated on a weekly schedule, the schedule must be submitted in writing.

Students may only ride assigned buses and must board and depart from the bus at assigned stops.

Short term, temporary, one day riders will not be permitted.

Open enrollment students are permitted to use B-C-S buses if they are using an approved bus stop in the B-C-S District. To guarantee space on the bus, student transportation request forms should be completed at the time open enrollment forms are submitted. (Bd. Approved 6/11/2019)

11. USE OF MEDICATIONS

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following.

1. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.

2. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician’s order.

3. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.

4. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.

5. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute “gross negligence or wanton or reckless misconduct.”

6. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

7. The following staff are designated as being authorized to administer medication and treatment to students:
   A. principal;
   B. teacher;
   C. school nurse;
   D. building secretary;
   E. aide and
   F. others as designated by student’s IEP and/or 504 plan.
12. INHALERS FOR ASTHMA

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

In order for a student to possess the inhaler, he/she must have written approval from the student’s physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

13. EPINEPHRINE AUTO INJECTORS

Students are permitted to carry and use an epinephrine auto injector (epi-pen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epi-pen extends to any activity, event or program sponsored by the student’s school or activity, event or program in which the school participates.

Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

All medication must be dispensed by the school nurse/designee. No student is allowed to carry, use, or keep any medication in lockers or on their person. Students may carry an inhaler and/or Epi Pen only with a Self-Medication for Asthma Inhalers/Epi Pens Authorization Form on file.

For prescription drugs, the Medication Request and Authorization Form must be completed and filed in the respective building office before the nurse/designee can administer any medication during school hours. This form must be completed by a physician, signed by the parent and submitted on an annual basis.

Students must bring over-the-counter medication to the office for administration. The parent/guardian must also complete Form 5330 F1a- Authorization for Non-Prescribed Medication and Treatment, and submit it to the school office for filing in the student’s records. Any unused medication unclaimed by a parent/guardian will be destroyed by school personnel when a prescription is no longer administered or at the end of the school year.

A log for each prescribed medication shall be maintained which will note the person giving the medication, the date, time of day, and dosage. No student is allowed to provide, sell or give any type of medication, prescribed or over-the-counter, to another student. Violations of this rule will be considered a violation of the Student Disciplinary Code.
According to Ohio Law, no pupil shall be admitted to school unless there is satisfactory evidence that she has received immunizations PRIOR TO ENTERING KINDERGARTEN (BEFORE THE FIRST DAY). Students who have not provided documentation to the school showing they have received all of the required vaccinations by the 15th school day of the year cannot attend school until they do so.

A. Ohio Immunization Summary for Child Care, Head Start, Pre-School and School Attendance

<table>
<thead>
<tr>
<th>VACCINES</th>
<th>FALL 2019 IMMUNIZATIONS FOR SCHOOL ATTENDANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DTaP/DT</strong></td>
<td><strong>Kindergarten</strong></td>
</tr>
<tr>
<td><strong>Tdap/Td</strong></td>
<td>Four (4) or more of DTaP or DT, or any combination. If all four doses were given before the 4th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and or after the 4th birthday, a fifth (5) dose is not required.*</td>
</tr>
<tr>
<td><strong>Diphtheria,</strong></td>
<td><strong>1-12</strong></td>
</tr>
<tr>
<td><strong>Tetanus,</strong></td>
<td>Four (4) or more of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up.</td>
</tr>
<tr>
<td><strong>Pertussis</strong></td>
<td><strong>Grades 7-10</strong></td>
</tr>
<tr>
<td></td>
<td>One (1) dose of Tdap vaccine must be administered prior to entry. **</td>
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</tbody>
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<th><strong>POLIO</strong></th>
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<tbody>
<tr>
<td><strong>K-5</strong></td>
<td>Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4th 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.***</td>
</tr>
<tr>
<td><strong>Grades 6-12</strong></td>
<td>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 (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.</td>
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<thead>
<tr>
<th></th>
<th><strong>MMR</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Measles,</strong></td>
<td><strong>K-12</strong></td>
</tr>
<tr>
<td><strong>Mumps,</strong></td>
<td>Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.</td>
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<thead>
<tr>
<th></th>
<th><strong>HEP B</strong></th>
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<tbody>
<tr>
<td><strong>Hepatitis B</strong></td>
<td><strong>K-12</strong></td>
</tr>
<tr>
<td></td>
<td>Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.</td>
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<tr>
<th></th>
<th><strong>Varicella</strong></th>
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<tbody>
<tr>
<td><strong>(Chickenpox)</strong></td>
<td><strong>K-7</strong></td>
</tr>
<tr>
<td></td>
<td>Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after the first dose, it is considered valid.</td>
</tr>
<tr>
<td><strong>Grade 8-11</strong></td>
<td>One (1) dose of varicella vaccine must be administered on or after the first birthday.</td>
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<tr>
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<th><strong>MCV4</strong></th>
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<tbody>
<tr>
<td><strong>Meningococcal</strong></td>
<td><strong>Grade 7-8</strong></td>
</tr>
<tr>
<td></td>
<td>One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.</td>
</tr>
<tr>
<td><strong>Grade 12</strong></td>
<td>Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.****</td>
</tr>
</tbody>
</table>
NOTES:

- Vaccine should be administered according to the most recent version of the Recommended Immunization Schedules for Persons Aged 0 Through 18 Years 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 http://www.cdc.gov/vaccines/recs/schedules/default.htm.

- Vaccine doses administered ≤ 4 days before the minimum interval or age are valid (grace period). Doses administered ≥ 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 www.odh.ohio.gov, Immunization: Required Vaccines for Childcare and 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 4th birthday, a sixth dose is recommended but not required.

** Pupils who received one dose of Tdap as part of the initial series are not required to receive another dose. Tdap can be given regardless of the interval since the last Tetanus or diphtheria-tetanus containing vaccine. DTaP given to patients age 7 or older can be counted as valid for the one-time Tdap dose

*** 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 16th birthday, a second (2nd) dose is not required. If a pupil is in 12th grade and is 15 years of age or younger, only 1 dose is required. Currently there are no school entry requirements for meningococcal B vaccine.

For additional information, please refer to the Ohio Administrative Code 5101:2-12-37 for Child Care, Head Start, Pre-School and the Ohio Revised Code 3313.67 and 3313.671 for School attendance and the ODH Director’s Journal Entry (available at www.odh.ohio.gov, Click on “I” and then “Immunization” and then “Required Vaccines for Childcare and School”). These documents list required and recommended immunizations and indicate exemptions to immunizations.

A. Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

B. Immunization records must include the month, day, and year the immunizations were completed as well as the booster dates, with any other immunizations the child may have had.

C. The physical examination must be filled out by a doctor with findings and recommendations.

D. Immunizations may be obtained from a doctor or from the Ottawa County Health Department at 1-800-788-8803.

E. The school office should be contacted if there are any questions.
15. CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school’s professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, chicken pox, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be only for the contagious period as specified in the School’s administrative guidelines.

16. CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

Non-casual contact communicable diseases include sexually transmitted diseases. AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

In the case of non-casual contact communicable diseases, the school has the obligation to protect the safety of the staff and students. In these cases, the person in question will have her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

As required by federal law, parents may be requested to have their child’s blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

17. FIRE, TORNADO & ALICE DRILLS

The school complies with all safety laws and will conduct drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the state. The alarm system for tornadoes is different from the alarm system for fires, and students are encouraged to become familiar with that difference. Teachers will review the posted procedures periodically.

The B-C-S Board of Education sanctions the use of the strategies, concepts, and philosophies of the ALICE program. ALICE is an acronym that stands for: Alert, Lockdown, Inform, Counter, and Evacuate. The purpose of the ALICE strategies is to increase the number of survivors in the case of an active shooter or similar crisis situation. ALICE is a non-linear program that provides individuals with options, time, and empowerment in the case of an active shooter or similar crisis. This ALICE concept will be drilled at several times times throughout the school year. If parents have any questions about ALICE, they should contact the building principal.

18. NUCLEAR DISASTER PROCEDURES

In the unlikely event that evacuation becomes necessary because of an incident at the Davis Besse Nuclear Power Station, students will be bused to the Fremont Ross High School in Fremont, Ohio. To facilitate the safe, orderly evacuation, parent/guardians are asked not to come to the school to pick-up their children. They may pick them up at the Fremont Ross High School facility. Children will not be released to anyone other than a parent or guardian.

Each year, on the emergency card, families consent or refuse the use of potassium pills should an emergency situation occur. Parental consent/refusal will be filed in the school office and followed.

19. GUN LAW

UNLESS OTHERWISE AUTHORIZED BY LAW, PURSUANT TO OHIO REVISED CODE SECTION 2923.122, NO PERSON SHALL KNOWINGLY POSSESS, HAVE UNDER THE PERSON’S CONTROL, CONVEY, OR ATTEMPT TO CONVEY A DEADLY WEAPON OR DANGEROUS ORDINANCE INTO A SCHOOL SAFETY ZONE.
20. ADVERTISING OUTSIDE ACTIVITIES

Benton-Carroll-Salem School District employees will not distribute to students any announcements, flyers, literature, bulletins of any sort from persons/organizations outside the school district without approval from the Superintendent. Outside activities/organizations are defined as groups not under direction of the B-C-S Board of Education. (Examples include: Cub Scouts, YMCAs, Travel Teams, etc.) With prior Superintendent approval, literature/flyers/announcements may be made available to students and parents in the lobby or common area of school buildings for informational purposes.

21. STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the building principal. Violation of this may lead to disciplinary action.

22. VISITORS

Rules for visitors are posted at the main entrance of all school buildings. Rules should include brief descriptions of the following regulations:

1. Visitors must report to the school office to receive authorization to visit and a visitor’s badge. The visitor’s badge must be worn at all times.
2. Unauthorized visitors are required to leave district premises. If the visitor refuses to leave, the administrator will contact the police.
3. Visitors should make arrangements to visit the school by calling the school office prior to the visit. If accommodations are necessary, the visitor must notify the school of the need for an accommodation prior to the visit.
4. Visitors may meet with teachers and other school staff only during non-instructional times. Appointments are encouraged for visits of more than 10 minutes.
5. The teacher and a building administrator principal must approve classroom observation by parents at least 24 hours in advance of the visit.
6. Visitations to students during instructional hours are discouraged. Removing a student from an instructional program requires permission from the building administrator.
7. Staff members may not conduct business with a visitor who has not received authorization to conduct business on school grounds.

23. CUSTODY PAPERS

If a child’s custody has been decided in court, it is imperative that a copy of the entire legal decree be on file. Changes in custody resulting from a court order must also be on file. If one parent has been awarded custody of the student in a divorce proceeding, the parent in custody as defined in statute shall provide the school with court documents stating any limitation in the rights of the non-custodial parent. In absence of such notice, the school will presume that the student may be released into the care of either parent. No student shall be released from school to anyone whose signature authorizing such custody is not on file in the building. Parents are responsible to bring in the complete certified custody/court papers and a copy will be made for the school files.
24. **FOOD SERVICE INFORMATION**

Students will use their same assigned PIN from year-to-year to access their account in the cafeteria, and balances will carry forward from year-to-year as well. If a student graduates or leaves the district, a refund may be requested, or funds may be transferred to a sibling’s meal account. If a student graduates or leaves the district with a negative meal balance, the balance must be accounted for before a transcript request can be processed.

**Prepayment of Meal Costs**

Students will use their same assigned PIN from year-to-year to access their account in the cafeteria, and balances will carry forward from year-to-year as well. If a student graduates or leaves the district, a refund may be requested, or funds may be transferred to a sibling’s meal account. If a student graduates or leaves the district with a negative meal balance, the balance must be accounted for before a transcript request can be processed.

**B-C-S FREE/REDUCED MEALS**

The Federal Income Eligibility Guidelines will be used for determining eligibility for free and reduced meals. Children from families whose annual income is at or below the Federal Guidelines are eligible for free or reduced price meals because the school participates in the National School Lunch Program.

To apply for free/reduced-price benefits, households should fill out the online application at [www.Payschoolscentral.com](http://www.Payschoolscentral.com) or call the Food Service Office at 419-898-6216. Incomplete applications cannot be processed. Households which currently receive Special Nutrition Assistance Program Benefits (SNAP, formally known as food stamps) or Ohio Works First (OWF) funds for a child must provide the child’s name, the SNAP or OWF case number and signature of an adult household member on the application. Households which do not receive SNAP or OWF funds must provide the names of all household members, the last four digits of the Social Security Number of the adult signing the application or state “none” if the adult does not have a Social Security Number, the amount and source of all income received by each household member, and the signature of an adult household member. If any of this information is missing, the school cannot process the application. Medicaid benefits do not qualify a student for free or reduced meals.

The information provided on the application is confidential and will be used only for the purpose of determining eligibility and may be verified at any time during the school year by school or other program official. To discourage the possibility of misrepresentation, the application forms contain a statement above the space for signature certifying that all information furnished is true and correct. Applications are made in connection with the receipt of federal funds. School officials may check the information on the application at any time during the school year. Deliberate misrepresentation of information may subject the applicant to prosecution under applicable state and federal laws.

Households will be notified by letter of the approval or denial of benefits.

Foster children are categorically eligible for free meal benefits regardless of the household’s income. If a family has foster children living with them and wishes to apply for such meals for them contact the Food Service Department for more information.

Under the provision of the policy, the Food Service Supervisor will review applications and determine eligibility. If a parent or guardian disagrees with the decision on the application or the result of verification, the decision may be discussed with the determining official on an informal basis. If a formal appeal is desired, the household has the right to a fair hearing. A fair hearing can be requested either orally or in writing from Dr. Guy Parmigian, Superintendent, 11685 W. State Route 163, Oak Harbor, Ohio 43449 or by email at gp parmigian@bc ssd.com.

Households may apply for benefits anytime during the school year. If a household is not currently eligible and if the household size increases or income decreases, contact the school to file a new application. Such changes may make the children of the family eligible for free or reduced-price benefits if the family income falls at or below the levels shown above.

In accordance with Federal civil rights laws and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech
disabilities may contact USDA through the Federal Relay Service at 1-(800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint_filing_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 1-(866) 621-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave, SW Washington, DC 20250-9410; (2) fax: 1- (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

**MEAL CHARGE/UNPAID MEAL DEBT POLICY**

Students who do not have funds may charge meals to their accounts for up to a three-day period. After the third day, the student will be unable to charge any further. Students are verbally reminded daily at the time of meal service when balances are low, and each time they make a purchase when their account is negative. If a student has reached the charge limit on their meal account and is unable to purchase a meal, they will be offered an alternative meal including a sandwich and milk. While we will make every attempt possible to avoid the situation, we must also promote both parent and student responsibility by adhering to policy. A phone call will be made to the parent or guardian if a student is unable to charge any further.

While every attempt will be made to ensure that students do not reach the spending limit on their meal accounts, we may not be able to call each household individually regarding low meal balances. Please call the Food Service Department at 419-898-6210 if you have any concerns regarding meal balances. Email notifications may be easily arranged through the website www.Payschoolscentral.com and notification preferences may be changed through the site at any time. Payments may also be made through this site for a small fee, or by cash, check or credit card in the school office. Credit cards can only be used through the high school office. Please do not hesitate to contact the school if there is concern regarding your student’s meal account. We would be happy to assist and understand that hardships can arise unexpectedly.

**Graduating students and students who are leaving the district will be required to pay negative meal balances in full before a transcript request may be processed.**

Thanks in advance for your help with this policy. If you have any questions, please feel free to contact the food service department (419) 898-6210.

**25. STUDENT INSURANCE**

Each year the Board of Education selects an insurance company to sell student accident insurance. This coverage may be purchased by the student’s parent or guardian at minimal cost for protection throughout the school year. Applications and checks should be sent directly to the insurance carrier.

Students and parent/guardian should be aware that the Board of Education’s insurance policy does not cover student accidents or injuries that occur on school property or at school sponsored events. Costs incurred as a result of such injuries or accidents are the responsibility of the parent and/or their personal insurance carrier.

**26. CHANGE OF ADDRESS**

Your correct name (legal name and correct spelling) as well as your correct address and phone number must be on file in the building office. Any changes in these items must be reported immediately to the office so that your records may be kept up-to-date.

**27. USE OF THE SCHOOL EQUIPMENT/FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use. School grounds/buildings shall not be used for skateboarding or roller-blading at any time! Students may only use facilities under proper supervision.
28. Theft of Personal Belongings

The Benton-Carroll-Salem Local Schools will not be responsible/liable for any lost or stolen personal items while a student is at school, or attending any district approved activities, i.e., athletic contest, internship, performance or field trip.

SECTION II - ACADEMICS

1. AT OHHS & OHMS – GRADES & GRADING PRACTICES

Grades will be given on a nine-week basis (quarterly) and final exams will be given at the high school level and the weighted result of these exams will be a part of the semester grade calculation.

Benton-Carroll-Salem Schools have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the student’s progress toward and understanding of desired educational goals and objectives. In general, students are assigned grades based upon test results, quizzes, homework, written work, oral responses, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how their grade will be determined, they should ask the teacher.

The School uses the following grading scale:

- 97% to 100% = A+
- 93% to 96% = A
- 90% to 92% = A-
- 89% to 87% = B+
- 83% to 86% = B
- 80% to 82% = B-
- 77% to 79% = C+
- 73% to 76% = C
- 70% to 72% = C-
- 67% to 69% = D+
- 63% to 66% = D
- 60% to 62% = D-
- 0% to 59% = F

F = Failure
W/F = Withdrawn Failing
I = Incomplete

Grades may be withheld per state law and Board Policy.

2. R.C. WATERS ELEMENTARY SCHOOL GRADING

The district reports kindergarten and first grade progress on academic standards four times per year.

At the 2nd and 3rd grade level O, S, N, U grades will also be given in reading, communication, and math:

- O = Outstanding (93-100)
- S = Satisfactory (+, -) (S+ 87-92) (S 77-86) (S 70-76)
- N = Needs Improvement (Having difficulty in meeting grade level expectations) (60-69)
- U = Unsatisfactory (Failing to meet grade level expectations) (59 or below)
- I = Incomplete

Physical Education, Vocal Music, and Art will be graded:

E = Exceeding Standards – The student exceeds grade-level learning targets.
M = Meeting Standards – The student meets grade-level learning targets.
P = Progressing – The student is progressing towards meeting grade-level learning targets.
C = Area of Concern – The student does not demonstrate grade-level learning targets with additional classroom support.

3. GRADING PERIODS

Grade Reporting will be done consistent with Board Policy.
4. HOMEWORK

The assignment of homework can be expected at all grade levels. Student grades may reflect the completion of outside assignments. Homework will not be used for disciplinary reasons but only to enhance the student’s learning.

5. PROMOTION, RETENTION AND PLACEMENT

The B-C-S Board of Education recognizes that the personal, social, physical, and educational growth of children will vary. Students should be placed in the educational setting most appropriate to their needs and achievements at the various stages of growth.

A student will be promoted to the succeeding grade level when he/she has:
1. completed the course requirements at the presently assigned grade;
2. in the opinion of her teachers, achieved the instructional objectives set for the present grade.
3. demonstrated sufficient proficiency, even after remediation, to permit her to move ahead to the educational program at the next level.
4. demonstrated the degree of social, emotional and physical maturation necessary for a successful learning experience in the next grade.

6. WITHDRAWING FROM A HIGH SCHOOL CLASS

Anyone withdrawing from a course after the first midterm will receive a “withdrawn/failing” grade (W/F) on the grade card. This means an “F” grade will be figured into the grade point average for that course. The W/F will remain on the grade card and transcript.

7. ACADEMIC FORGIVENESS FOR HIGH SCHOOL CLASSES

Students at Oak Harbor High School are encouraged to take challenging courses. If a student would choose to retake a course to better their grade, the student will receive the grade earned the second time that the same course is taken to replace the course and grade earned the first time. Students should consult the guidance counselors to determine if they are able to utilize academic forgiveness. Students are only allowed to use academic forgiveness one time, for one course in grades 8-12.

8. COLLEGE CREDIT PLUS PROGRAM

Any student in grades 7, 8, 9, 10, 11, or 12 may enroll in a CCP Program, with the permission of their parents, providing they meet the requirements established by law, by the District and the institution of higher learning. Any interested student should contact the Guidance Department to obtain the necessary information. Student athletes enrolled in College Credit Plus courses must continue to meet Athletic Eligibility requirements. For questions concerning eligibility, please see a Guidance Counselor.

9. CLASS RANK AND G.P.A.

At the high school, all subjects except Yearbook shall be included in determining class rank and grade point average. The rank in class is computed by assigning the #1 position to the highest grade point average. All students receiving the same GPA shall receive the same class rank.

Students transferring into the high school shall have no established class rank for the purpose of awards or honors until they have completed two semesters. The G.P.A. will be calculated for these students for the purpose of college admission and scholarships.

The Cumulative GPA of Oak Harbor High School will be a 4 point scale with add on points for weighted classes.

Weighted High School Courses will be:

- Pre-Calculus
- Calculus
- Honors English I, II
- AP Language
- AP Chemistry
- AP Physics
- AP Literature
- AP Computer Science
The Cumulative GPA is calculated by assigning a point value to each final mark in a course with any A being worth 4 points, any B being worth 3 points, any C being worth 2 points, any D being worth 1 point, and an F being worth zero points. Each point value will be multiplied by the number of credits attempted. The total points will be divided by the total number of credits attempted to arrive at the Cumulative GPA. Weighted points will be added on to a student’s Cumulative GPA after it has been calculated on the 4.0 system. The add-on points will be .025 for a full year class and .0125 for a semester class. No add-on points will be awarded for a grade lower than a C.

**Weighted HS Courses:** Pre-Calculus, Calculus, Honors English I, II, AP Language, AP Chemistry and Physics.

College course work taken as part of the College Credit Plus Program weight grades as follows: All advanced standing programs must be weighted the same within subject area. Honors classes may not be weighted higher than any advanced standing program.

### 10. PROMOTION, PLACEMENT, AND RETENTION

The Board of Education recognizes that the personal, social, physical and educational growth of children will vary. Students should be placed in the educational setting most appropriate to their needs and achievements at the various stages of growth. **Per board policy, final placement of students will be the responsibility of the Superintendent.**

**FOR GRADES 8 - 12**

At the high school, the following credits will be used as a guide to determine class placement for 9-12 students:

- 0 = Freshman
- 5 ¼ = Sophomore
- 10 = Junior
- 15 = Senior

**8th grade students will be promoted** to 9th grade when they have completed course requirements at the 8th grade level, in the opinion of his/her teachers, achieved the instructional objectives set for the 8th grade, demonstrated sufficient proficiency to permit him/her to move ahead to the 9th grade, or demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the 9th grade.

**An 8th grade student will not be promoted** to 9th grade when he/she has not completed course requirements at the 8th grade level, in the opinion of his/her teachers, not achieved the instructional objectives set for the present grade, not demonstrated sufficient proficiency to permit him/her to move ahead to the 9th grade, or not demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the 9th grade.

**A 8th grade student shall be placed** in 9th grade when he/she has returned from home instruction to the regular school classroom and/or in the opinion of the building Principal upon consulting the current 8th grade classroom teacher(s) and guidance counselor(s) would be better served academically, socially, emotionally and physically by being placed in the 9th grade.

**For Grades K - 7**

A student will be promoted to the succeeding grade level when he/she has:

1. completed the course requirements at the presently assigned grade;
2. in the opinion of her teachers, achieved the instructional objectives set for the present grade;
3. demonstrated sufficient proficiency, even after remediation, to permit her to move ahead to the educational program at the next level;
4. demonstrated the degree of social, emotional and physical maturation necessary for a successful learning experience in the next grade;

A student may be retained when he/she has:

1. not completed the course requirements at the presently assigned grade;
2. in the opinion of the teacher(s) and building principal, has not achieved the instructional objectives set for the present grade;
3. not demonstrated sufficient proficiency, even after remediation, to permit her to move ahead to the educational program at the next level;
4. not demonstrated the degree of social, emotional and physical maturation necessary for a successful learning experience in the next grade;
5. been absent more than 120 hours of the regular scheduled school year and/or has failed at least two courses of study; has failed the third grade reading achievement test
A student may be placed/assigned at a grade level when he/she:

1. has returned from home instruction to the regular school classroom;
2. in the opinion of the building principal and current elementary classroom teacher(s) would be better served academically, socially, emotionally and physically by being placed in the next grade even though achievement of instructional objectives has not been met.

3. **11. ATHLETIC ELIGIBILITY**

Benton-Carroll-Salem School District complies with all Ohio High School Athletic Association bylaws.

1. Eligibility will be based on the previous grading period. In our case each nine weeks will determine eligibility for the upcoming nine weeks. Athletes must maintain a 1.5 G.P.A. and not be failing more than one subject in a grading period prior to the grading period in which he/she wishes to participate.

2. Once eligible, a student athlete’s grades are checked weekly and a student/athlete cannot be failing any two classes and be eligible for that week. This includes CCP/Credit Flex classes.

3. Transfer students and foreign exchange students must check with the Athletic Director concerning eligibility.

4. You must be enrolled in at least 6 class periods per semester that total a minimum of 5 credits toward graduation;

5. You must have a physical on file on the OHSAA Form

*How Does College Credit Plus Impact Athletic Eligibility? If you are a student athlete, you must remain eligible in accordance with the Ohio High School Athletic Association (OHSAA) bylaws. To be athletically eligible, students must be passing five, one credit courses or the equivalent per grading period with the high school and college courses combined. Most College Credit Plus courses taken during a semester will equal one Carnegie unit, allowing students to earn more than the required five for athletic eligibility. Please check with your counselor to ensure that the course work you are taking is compliant with the OHSAA.*

12. **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism.

- **Merit Roll:** A student may qualify for the Merit Roll by attaining a G.P.A. of 3.000 to 3.499 for the grading period and no grade lower than a “C” in all courses attempted.
- **Honor Roll:** A student may qualify for the Honor Roll by attaining a G.P.A. of 3.500 to 3.999 for the grading period and no grade lower than a “C” in all courses attempted.
- **College Credit Plus/Honor Roll, Honor and Honor Roll requirements:** If a student is only enrolled in College Credit Plus coursework, he/she will have to meet the above Honor Roll criteria for first semester to be eligible for recognition at the Honors Banquet.
  - **High Academic Honor Roll:** A student must have all “As” on their card for all courses attempted or a 4.00 G.P.A. or higher.
  - **Honors Banquet Eligibility:** To be eligible for the High School Honor’s Banquet in May, a student must make the Honor Roll or higher at least twice during the first, second or third grading periods.
*Please note that College Credit Courses are only reported at semester and may alter list for eligibility when reported at semester.*

- **Ottawa County Top Ten Banquet, Graduation Top Ten, and Graduation Top Ten Percent recognition:** For the purpose of determining the top ten students in the senior class and the top ten percent of the seniors in the senior class, the school will use the student’s cumulative GPA, as calculated at the end of the first semester their senior year. If there is a tie with students for the top ten or the top ten percent, the student’s highest composite ACT score will be used to break the tie.
SECTION III- ATTENDANCE

1. ATTENDANCE POLICY

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Students must be in school before 11:01 a.m. in order to participate in athletics, extracurricular, or co-curricular activities. To participate in activities on a non-school day, a student must be in school by 11:01 a.m. on the last day school was in session.

Reasons for which students may be excused include, but are not limited to:

1. personal illness of the student with a doctor’s excuse
2. death in the family with documentation
3. quarantine for contagious disease per doctor’s excuse
4. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity or
5. as determined by the Superintendent or designee

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

The primary responsibility for the supervision of a child rests with his/her parent(s) or legal guardian. When a student is absent from school, it is the responsibility of the parent or legal guardian to notify school officials of the absence and the reason for the absence. This notification will be followed up with a written note, to be turned into the main office within three days of the absence.

Parents should call the school every day the student is absent by 8:30am.

Vacation absence, by definition, is a planned trip with immediate family. Students shall be responsible for obtaining all class assignments and work before they leave for vacation. The Board does not believe that students should be excused from school for non-emergency trips out of the District. Students who are taken out of school for trips or vacations are not given permission to do so by the school. The responsibility for such absence resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent. All work must be turned in on the day of return for credit. Any tests and quizzes missed during the absence must be made-up within two days of the student’s return to school or receive a failing grade for the missed work. Labs and similar activities may be made-up, if possible, at the discretion of the teacher.

Student Drivers are subject to a hearing to deny a student’s driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 30 consecutive hours or a total of at least 72 hours during a school year.
COLLEGE DAY VISITATION/MILITARY VISITATION REQUEST

1. A College Day Request/Military Day Request form must be obtained by the student. This form must be signed by all of the student's teachers indicating that arrangements have been made for make-up work.
2. This form must be approved by the office and returned to the office signed by college/military personnel upon return to school after visit to be eligible for an excused absence.
3. Students are permitted 3 excused absences for college visits per year.

ATTENDANCE AND GRADES

Students are expected to be in school on a regular basis and, when absent, to complete all missed assignments. Students who accumulate unexcused absences place their academic standing in serious jeopardy. Grades can be affected in the following manner:

After a total of 120 hours absence (legitimate excuses and unexcused), the parent/guardian will be notified that their child may be retained at the end of the current school year unless other compensatory options have been initiated by the parent/guardian.

GENERAL INFORMATION REGARDING ATTENDANCE

1. Absence Note: When a student returns to school following an absence he/she is required to bring a note from his/her parent or legal guardian. This note must be submitted to the office within three (3) days after the absence and it must contain the following information: student’s name, date of absence, specific reason for absence, and signature of parent or guardian.
2. Doctor’s Excuse: Any medical appointment during school hours must be accompanied with a doctor’s excuse to be considered an excused absence.
3. Eighteen-Year-Old Students: Students who are eighteen (18) years old are subject to the same rules and regulations as all other students.
4. Excused Absence: Students receiving an excused absence will be provided the opportunity to make up all missed work with credit. It is the student’s responsibility to contact the teacher to obtain missed assignments. The minimum amount of time allowed for make-up work, will be: Number of consecutive days absent plus one school day.
5. Suspension: Students suspended out-of-school will have the opportunity to complete missing work.
   *Any hours that a student is suspended out of school will accumulate as excessive absence hours.
6. Tardy to Class: Students arriving late to class, study hall or the cafeteria will be considered tardy, unexcused.
7. Tardy Slip: Students arriving in the building after the start of school are required to report to the office, sign in, and receive a tardy slip. The slip should be given to the classroom teacher upon arrival in class. Students who arrive late to first period without a tardy slip should be sent directly to the office in order for them to obtain one.
8. Truancy: Truancy is declared when a student is absent from school for a day or any portion thereof without school authorization and parent consent. All students are required to sign out when leaving the building at a time other than their normal dismissal time.
9. Unexcused Absence: An absence from school will be considered unexcused when the school has not been properly notified, no doctor’s excuse is received and/or the reason provided does not conform to the excused absence policy. Note: Cutting classes and leaving school grounds (without proper authorization) will be considered an unexcused absence subjecting a student to both the truancy provisions and discipline under the student code of conduct.
10. Exams: At the high school level a student must have a Doctor’s excuse to make-up a missed semester or final exam. Exceptions to this may be made by the building administrator for a death or funeral in the family, or other good and just cause.
2. TRUANCY

Benton-Carroll-Salem School District endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence.

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child’s parent in writing of the legal consequences of being a “habitual” truant.

A “habitual truant” is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 or more hours in a school year.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the Superintendent or the Board, must send notice requiring the child’s parent to attend a parental education program.

The Board directs the administration to develop intervention strategies that may include all of the following actions if applicable:

1. providing an attendance intervention plan for any student who is excessively or habitually absent from school;
2. requesting or requiring a parent of an excessively or habitually truant student to attend attendance intervention team meetings;
4. requesting or requiring a parent having control of a habitual truant to attend parental involvement program;
6. taking appropriate legal action.

The attendance officer provides notice to the parent of a student who is excessively absent with or without excuse for 38 or more hours in one school month or 65 or more hours in a school year (excessive absences) within seven days after the date of the absence triggering the notice. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

Absence Intervention Plan

When a student’s absences approach the threshold for a habitual truant or excessively absent, an administrator or Superintendent may assign the student to an absence intervention team. The absence intervention team may develop a plan based on the needs of the individual student. The team may include a representative from the student’s school or District, school counselor, teacher, and also may include a school psychologist, social worker or representative of an agency designed to assist students and their families in reducing absences. The Superintendent or administrator will make at least three meaningful, good faith attempts to secure participation of the student’s parent. If the student’s parent is unresponsive the District may investigate whether the failure to respond triggers mandatory reporting to the appropriate children’s services agency and instructs the absence team to develop the intervention plan without the parent.

The plan includes, at minimum, a statement the District will file a complaint in juvenile court if the student refuses to participate or fails to make satisfactory progress. The District makes reasonable efforts to provide the student’s parent with written notice of the plan within seven days of development.

The absence intervention plan for a student may include contacting the juvenile court.
If the student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the District may either assign a school official to work with the student’s parent to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year, or reconvene the absence intervention process on the first day of instruction of the next school year.

Filing a Complaint with Juvenile Court

The attendance officer may file a complaint against the student in juvenile court:

1. the student’s absences have surpassed the threshold for a habitual truant;
2. the District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and
3. the student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

If a student continues to be habitually truant in the last 21 days of school, the District may extend the implementation of the plan or delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

3. PROCEDURES FOR LEAVING AND RETURNING TO SCHOOL

Before leaving school due to illness, doctor’s appointment, or etc. a student must report to the office and sign-out. A written excuse from a parent or guardian must be presented to the office on the day a student returns to school. The note must state the specific illness (example: cold, flu, sore throat). A doctor’s note should be presented within 5 days of return.

COLLEGE VISITS

Students eligible for College Credit Plus are permitted 3 excused absences (days) for college visits per school year. All students must be accompanied by a parent/guardian or an approved adult chaperone unless prior arrangements are made with a building administrator, the college notifies the school that this is a “student only” activity and the parents approve the method of transportation in writing. Students must see a counselor about scheduling an appointment and all necessary paperwork. Failure to follow this policy will result in an unexcused absence.

MAKE UP WORK

The responsibility for obtaining assignments, receiving help and turning in work missed due to absence including suspension is the student’s. Homework should be picked up only if three or more days are missed. Unless there are extenuating circumstances approved in advance by the Principal, the student has two weeks to make-up an (I) incomplete nine weeks grade. If after two weeks the assignment/project is not completed, the grade becomes a failing grade. The responsibility for obtaining assignments, receiving help and turning in work missed due to absence is the student’s, not the teacher’s. If a student misses one day for an absence, they will have one day to make-up the work, two days absence, two days to make-up and etc. If an assignment or test is not made up during the time limit, it will become a failing grade unless there are extenuating circumstances approved in advance by the principal.

Please be advised that according to Board Policy if the student has been suspended out of school, he or she has the opportunity to make-up missed work while on suspension, however it is that student’s responsibility to contact the teacher (via email or phone call to the school) to obtain any missed assignments.
SECTION IV - CODE OF CONDUCT

The Board of Education has specific expectations required for all students. Those expectations are:

• abide by national, state, and local laws as well as the rules of the school;
• respect the civil rights of others;
• act courteously to adults and fellow students;
• be prompt to school and attentive in class;
• work cooperatively with others when involved in accomplishing a common goal regardless of the other’s ability, gender, race, age, or ethnic background;
• complete assigned tasks on time and as directed;
• help maintain a school environment that is safe, friendly, and productive;
• act at all times in a manner that reflects pride in self, family, and in the school.

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff’s responsibility to provide a safe and orderly environment. History has shown that certain student actions are not compatible with the word “safe” and “orderly”. Discipline is within the sound discretion of the school’s staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

The Board will not tolerate any form of violent, disruptive or inappropriate behavior, nor excessive truancy.

Students will not be denied their rights to freedom of expression. However, the disruption of any school activity will not be allowed, and the expression may not infringe on the rights of others.

The penalty for violating the Code of Conduct may result in a verbal or written warning, reprimand, referral to a guidance counselor, detentions, emergency removal, Saturday School, In-School Intervention (ISI), community service, suspension out of school and/or expulsion, denial of participation of extra-curricular activities, and/or referral to juvenile court.

DISCIPLINE

It is important to remember that school rules apply going to and from school, at school, on school property, at school sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal’s responsibility to keep the school orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. Two types of discipline are possible: Informal and Formal.

SCOPE OF JURISDICATION

Senate Bill #1 of 1999 added the following to the ORC Section 3313.66:
This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This, includes, but is not limited to, buses and property under the control of school authorities, and while at interscholastic competition, extracurricular events or other school activities or programs.

In addition, this Code includes:
1) Misconduct by a student that occurs off school district property but is connected to activities that have occurred on school district property; and
2) Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee of an official or employee.

DUE PROCESS RIGHTS

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. If a disciplinary action does not result in removal from school, it is not subject to appeal. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the building principal.
Discipline of Students with Disabilities

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.), the Americans with Disabilities Act (A.D.A.), Section 504 of the Rehabilitation Act of 1973, along with related laws.

Search and Seizure

Search of a student and his/her possessions, including vehicles, may be conducted any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. *All searches may be conducted with or without a student’s consent.*

Students are provided lockers, desks and other equipment in which to store materials. *It should be clearly understood that all lockers are the property of the school and may be searched at any time.* A reasonable suspicion of the need for a search is all that is necessary. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

The Board has authorized the use of specially trained dogs with law enforcement agencies or with organizations certified in canine detection to detect the presence of any drug or devices such as bombs or other explosives on school property. Administrators are also authorized to arrange for the use of a breath test instrument to determine if a student has consumed alcohol. The Board may also authorize the use of drug testing companies to determine substance abuse of student athletes and/or student drivers in grades 7-12.

Students should also be aware that the Board of Education retains the right to place video and/or audio taping equipment in certain strategic locations, both inside and outside the building, throughout the school district. The content of these tapes will be used pursuant to Board policy and state law.

INFORMAL DISCIPLINE

Informal discipline takes place within the school. It includes:

- verbal direction or reprimand
- parental/guardian conference
- change of seating or location
- loss of privileges
- before or after-school detention

Each student shall arrive at the assigned location with sufficient educational materials to be busy during this study period. A student missing any portion of his/her assigned time or disobeying the following rules will be assigned additional punishment. Penalties are listed under Code of Conduct.

The following rules shall apply to both in-school intervention and detentions.

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No radios, cell phones or devices, cards, magazines, or other recreational articles shall be allowed in the room.
- No food or beverages shall be consumed, other than lunch time for in-school intervention.

FORMAL DISCIPLINE

1. Detentions

A student may be detained before or after school after giving the student and his/her parent/guardian one day’s notice. The student, or his/her parent/guardian are responsible for transportation. (if transportation creates a conflict, please call the school at 898-6216). Failure to serve an assigned detention will result in further disciplinary action being taken. All handbook rules apply.

2. Emergency Removal

A student may be removed or excluded from a class or school if he/she poses a continuing danger to persons or property or represents an ongoing threat of disrupting the educational process. Such removal can be up to seventy-two hours.
3. **In-School Intervention**
Restriction of a student to an area of the building designated as the intervention area for a minimum of one day. (Students will be allowed to complete all work for credit)

4. **Saturday School**
Saturday School may be assigned as a discipline consequence. Saturday School may be assigned by the principal or assistant principal for an infraction of school policies will be served at the rate of three (3) hours per day (8:00 a.m.-11:00 a.m.).

5. **Alternative Learning Placement** with North Point Educational Service Center at the Graytown Building.

6. **Suspension from School**
When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side unless it is impossible or unreasonable. (The student intentionally makes himself or herself unavailable.) After that informal hearing, the Principal /Assistant Principal/other administrator will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents/guardian will be notified, in writing within one day, of the reason for and the length of the suspension. The suspension may be appealed, within ten days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing to the Superintendent, or his/her designee. The decision of the Superintendent will be final.

While under suspension, you are expected to remain at home and are not allowed to be on school property at any time or to attend, observe or participate in any curricular, extracurricular, or other school activities.

During the appeal process, the question of whether the student will be allowed to remain in school shall rest with the superintendent, on the advice of the Principal. If safety is a factor, the student shall be immediately removed under the Emergency Removal Procedure.

Should a student or a student's parent(s) choose to appeal the principal's suspension, he/she must do so within 10 calendar days of the notice of suspension. The appeal shall be in writing and made to the Superintendent. If dissatisfied with the Superintendent's decision, an appeal may be made to the Board. At the request of the student or of the student's parent(s) or attorney, the hearing may be held in executive session. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

The appeal shall be conducted in a private meeting with the student and his/her representative. When a student is suspended out-of-school, Board Policy will be followed.

7. **Expulsion from School**
Expulsion is the removal of a student from school and all school activities for a period not to exceed eighty school days or the number of school days remaining in the semester. If the days remaining in the semester are less than the number of days left in school, the Superintendent may extend the expulsion into the next school year.

Students involved in co-curricular and extra-curricular activities can lose their eligibility for violation of the school rules. This is especially true for infractions involving drugs, alcohol, and tobacco use, or harassment.

When a student is being considered for expulsion, the student will receive a letter of notification addressed to the parents/guardian. Students being considered for expulsion may or may not be removed immediately. A formal hearing is scheduled with the Superintendent during which the student may be represented by his/her parents, and/or legal counsel.

Within ten days after the Superintendent notifies the parents of the expulsion, the expulsion can be appealed, in writing, to the Board of Education. The appeal will also be formal in nature with sworn testimony before the Board of Education. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled. Expulsion for certain violations may result in revocation of a student's driver's license.

8. **Permanent Exclusion**
In accordance with the law, the Board of Education may seek to permanently exclude a student, sixteen years of age or older, who has been convicted of or adjudicated delinquent for the following offenses:

A. carrying a concealed weapon or claiming to possess a deadly weapon or dangerous ordinance 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 the Board of Education or at an activity under the auspices of this Board;

C. Complicity to commit any of the above offenses, regardless where the complicity occurred.
BEHAVIOR STATEMENT AND DISCIPLINE PROCEDURES

Unless expressly stated, violations under this section may result in any disciplines listed in The Code of Conduct. Discipline will be administered in a progressive manner, pending severity of incident(s). Multiple suspensions regardless of offense may result in expulsion from school.

1. Dress and Grooming
All students are expected to dress in a manner not to interfere with the teaching/learning process. It is the philosophy of the school administration that we want to trust our students to dress appropriately for school. We expect that our students understand and continue to learn the differences between dressing for school vs. dressing for social events or athletic contests. Learning to dress and be groomed appropriately is an important life and employability skill. If there are any concerns with dress that interfere with the teaching/learning process, they will be addressed with the student and parent/guardian in a private and respectful manner.

The following guidelines must be followed.
1. Bottom Garments: All Skin must be covered, from the midsection down to fingertip length; no spandex.
2. Top Garments: Halter tops, garments with spaghetti straps or strapless garments, see through, low cut tops, tops with plunging neck lines or altered tops and outfits that exposed the midriff/torso are prohibited. Tank top blouses or tops must be 3” in width on the shoulder.
3. No sunglasses, hats, or hoods worn in the building (unless designed by the building principal).
4. No clothing that advertises any alcohol, tobacco, drug products, violence, sexual innuendos or otherwise suggestive, gang-related, or is in bad taste at the discretion of the building principal.
5. Overcoats and heavy jackets along with large book bags and totes must remain in lockers.
6. Please note that certain school activities may require removal of facial piercings.
7. The Superintendent reserves the right to amend or add to these guidelines to ensure a safe and orderly learning environment.

Disregard of these guidelines may result in disciplinary action.

2. Absence, tardiness or truancy to class or school
Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Tardiness and truancy may result in disciplinary action being taken.

3. Insubordination
A student shall not refuse to obey reasonable directions or commands given by school personnel or act disrespectful toward school personnel. Repeated violations of minor rules, directions, or discipline procedures shall constitute insubordination.

4. Gambling
Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students betting on activities in which they are involved may also be banned from that activity.

5. Theft/Possession of Stolen Property
When a student is caught stealing or possessing stolen property at school or at a school function he/she will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value that is not needed for learning. The school is not responsible for personal property.

6. Disobedience
School staff is acting “in loco parentis,” which means they are allowed, by law, to direct a student as a parent would. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply.

7. Damaging/Care of property
Vandalism and disregard for school property will not be tolerated. A student shall not cause or attempt to cause damage to school or private property including buildings, grounds, buses, equipment, computer files, and materials at any school sponsored function or off school grounds.
8. Forgery
Forgery of hall passes and excuses as well as false I.D.’s are forms of lying and are not acceptable.

9. Profanity/Gross Misconduct
A student shall not use any form of profanity toward any person while under school authority. This would include, but not be limited to, obscene gestures, signs, letters, pictures, objects, or etc. This shall include obscene or inappropriate words, pictures, or objects on clothing.

10. Verbal/Written Assault
Any statement, written or verbal that threatens, or describes an act towards any individual will not be tolerated. This shall include, but not be limited to, threats of violence or bodily harm.

11. Student disorder/demonstration
Students will not be denied their rights to freedom of expression. However, the disruption of any school activity will not be allowed, and the expression may not infringe on the rights of others.

12. Aiding or abetting violation of school rules or misrepresentation of facts to a school official
If a student assists another student in violating any school rule, they will be disciplined. If a student knowingly lies to a school official, he/she may be subject to discipline. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

13. Displays of Affections
Students demonstrating affection, which can be considered sexual in nature, between each other is personal and not meant for public display within the educational setting.

14. Extortion
Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion will not be tolerated.

15. Violation of individual school/classroom rules
Each learning environment has different rules for student. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Students are expected to obey the classroom rules of each teacher.

16. Violation of Computer/Internet Usage
Each violation will be addressed on an individual basis and will involve disciplinary measures that may range from a verbal warning to suspension from school. Loss of the internet and computer access during school hours may also range from 1 day to the entire school year.

17. Hazing
Hazing by any school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

18. Plagiarism/Cheating
Plagiarism and cheating subject the student to academic penalties as well as disciplinary action.

A. First offense during the school year for cheating will be a grade of F (0%) for that assignment, test, quiz or paper.

B. Second offense during the school year will be a grade of F (50 %) in the class for the grading period.

C. Third offense will result in withdrawal from that class for the remainder of the year with a grade of F and no credit (partial or whole) being awarded

19. Physical Assault/Violent Conduct
- Fighting
- Assault
- Physical Hazing
- Horse Play
A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonable cause physical injury to another person at school or at a school sponsored function. This shall include, but not be limited to, fighting. Injuries to a staff member, student, or other person associated with the district may result in charges being filed and expulsion.
20. Possession of a weapon
Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student’s possession without his/her knowledge. If the weapon was brought on District property by a student other than the one who was originally in possession of the weapon, that student and the student found to have had possession shall be subject to the same disciplinary action.

Criminal charges may be filed for this violation.

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

A knife is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal, martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious injury.

21. Knowledge of dangerous weapons or threats of violence
Because the Board believes that students, staff members and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal or designee. Failure to do so may subject the student to discipline.

22. Use of an object as a weapon or threat of a weapon
Any object that is used to threaten, harm or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, etc. Intentional injury to another can be a felony and/or cause for civil action. Any statement that threatens an act of violence is also a violation of the student discipline code. This would also include any statement made by a student indicating the possession of a weapon or the intent to gain possession of a weapon. These violations may subject a student(s) to suspension, expulsion and possible permanent exclusion. If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:
   a. would be a criminal offense if committed by an adult; and
   b. results in serious physical harm to person(s) as defined in Revised Code Section 2901.01 (A)(5), or to property as defined in Revised Code Section 2901.01 (A)(6)
   c. the Superintendent may expel the student for a period of up to one (1) year.

23. Harassment
The school believes that every individual deserves to come to school without the fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech, email or action or posting to social media that creates a hostile, intimidating, threatening or offensive learning environment.

24. Bullying
In compliance with HB. 276, the B-C-S School District has adopted an anti-bullying policy. This policy prohibits harassment, intimidation or bullying of any student on school property or school sponsored activity.
Bullying is when someone, or a group of people, upset or create a risk to another person’s health and safety, either psychologically or physically, or their property, reputation or social acceptance on more than one occasion.

There are three broad categories of bullying.  
* Direct physical bullying e.g. hitting, tripping, and pushing or damaging their property.
* Direct verbal bullying e.g. name-calling, insults, homophobic or racist remarks, and verbal abuse.
* Indirect bullying - This form of bullying is harder to recognize and often carried out behind the bullied student’s back. It is designed to harm someone’s social reputation and/or cause humiliation. Indirect bullying includes:
  * lying and spreading rumors
  * playing nasty jokes to embarrass and humiliate mimicking
  * encouraging others to socially exclude someone
  * damaging someone’s social reputation and social acceptance
  * cyber-bullying, which involves the use of email, text messages or chat rooms to humiliate and distress.
The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly and forwarded to the Principal or designee.

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

- If the alleged harasser is the student’s Principal, the affected student should, as soon as possible after the incident, contact the Superintendent.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges. Some forms of sexual harassment of a student by another student may be considered a form of child abuse or sexual abuse, which will require that the student-abuser be reported to proper authorities.

House Bill 19 defines violence within a dating relationship as a form of harassment, intimidation, or bullying. This is defined by intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both (1) causes mental or physical harm to the other student, and (2) is sufficiently severe, persistent, or pervasive that it creates and intimidating, threatening, or abusive educational environment for the other student. These types of incidences that occur on school property or school-sponsored events are prohibited.

25. Gender/Ethnic/Religious/Disability Harassment

A. Verbal:
1. Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person’s gender, national origin, religious beliefs, race, color, citizenship status, sexual orientation, economic status, age, disability, or military status toward a fellow student, staff member, or other person associated with the District.
2. Conducting a “campaign of silence” toward a fellow staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

B. Nonverbal:
Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

C. Physical:
Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District. Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should immediately take the following steps.

1. If the alleged harasser is a student, the affected student should, as soon as possible after the incident, contact his/her Principal/Asst. Principal.
2. If the alleged harasser is a member of the staff, the matter should be reported directly to the Principal or Assistant Principal who shall then contact the Superintendent. If deemed necessary, the Superintendent shall arrange for an investigation by an agency that is experienced in such matters.
3. If the alleged harasser is the student’s Principal, the affected student should, as soon as possible after the incident, contact the Superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly and forwarded to the Principal/Asst. Principal. The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.
If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student maybe considered a form of child abuse or sexual abuse, which will require that the student-abuser be reported to proper authorities.

26. Sexual Harassment
   A. Verbal: The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.
   B. Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures or sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.
   C. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

27. Possession/Use of drugs or alcohol
The District has “Drug Free” zones that extend 1000 feet beyond all school boundaries where distribution or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike or counterfeit drugs is prohibited. This prohibition also applies to any type of drug-related paraphernalia.

The sale, distribution, possession or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This includes non-alcoholic beers and wines, steroids, and the like. This prohibition also applies to any type of drug-related paraphernalia. Many drug abuse offenses are also felonies.

The Principal may arrange for a breath test to be conducted on a student whenever he/she has reasonable suspicion to believe that a student has consumed an alcoholic beverage. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. If the result indicates a violation of school rules as described above; the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, he/she will be advised that such denial will leave the observed evidence or alcohol use as unrefuted, thus leading to disciplinary action. The student will then be given a second opportunity to take the test. Many drug abuse offenses are also felonies.

Penalties for violation of the alcohol or drug policy shall be:
The above violations may subject a student(s) to suspension, expulsion and possible permanent exclusion. If the offense involves the transmission or trafficking of drugs or alcohol, the penalty shall include a recommendation for expulsion. In all cases, proper police authorities shall be contacted.

B. All penalties herein imposed shall be in addition to any penalties, which may be imposed by the courts of competent jurisdiction.

C. On a first offense, that does not involve the transmission or trafficking of a controlled substance, up to 3 days of suspension may be waived if the student agrees to attend an alcohol or drug assessment and fulfill all recommendations made by a substance abuse agency. This shall be at the student’s/parents’ own expense.

28. Use of Tobacco
Smoking and other tobacco use is dangerous to a student’s health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco including e-cigarette or the vapor from e-cigarettes during school time or at any bus stops.

A student shall not carry, use or conceal any tobacco product or any look-a-like tobacco including e-cigarettes or the vapor from e-cigarette product either on or near school property at any time.

29. Explosives
Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Any violation will result in notification of the police and may result in suspension or expulsion.
30. Bomb Threats
If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below.

31. Trespassing
Although schools are public facilities, the law does allow the school to restrict access on school property. When a student has been removed, suspended, expelled, or permanently excluded, the student is not allowed on school property without authorization of the Principal/Assistant Principal.

32. False alarms and false reports
A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law. Any violation will result in notification of the police and may result in suspension or expulsion.

33. Possession of Teacher Material/Keys
Possession of any teacher’s material without approval or permission is unacceptable. Violation of this rule may result in immediate withdrawal from that class for the remainder of the year and no credit (partial or whole) being awarded.

34. Criminal Acts
Any criminal acts committed at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated. Certain criminal acts may result in permanent expulsion.

35. Setting a fire
Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion. Possession of a cigarette lighter, matches, or other devices primarily designed to start a fire is prohibited on school property.

36. Driving Privileges
Driving at Oak Harbor High School is a privilege and not a right. Students must obey all school rules and parking guidelines. Examples of rules are: drive within the speed limit, do not leave until buses have left the parking lot, other directives as stated by school administration. Excessive discipline may result in loss of driving privilege.

37. Disruption of the educational process
Any actions, manner of dress, and inappropriate conduct that interfere with or disrupt school activities or the educational process are unacceptable. This would also include comments/pictures relating to violent acts, weapons, and violent activities not related to the educational process. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

38. Bus Conduct
The B-C-S Board shall provide transportation to students in grades K-12 who live one (1) mile or more from their school of attendance. The Director of Transportation with the approval of the B-C-S Board of Education shall determine bus stops. The school bus driver shall be responsible for the discipline of the students while they are being transported. When a student’s conduct becomes a problem that affects the safety of other students, the bus driver shall report the student to the building principal for more serious disciplinary measures as outlined in the student disciplinary section of this handbook.

1. School bus transportation is a privilege and not a right. The bus driver is the sole authority on the bus while students are being transported.
2. Parent/Guardians are also to be informed that they are responsible for:
   a. The safety of their child while going to or from the bus stops, and while waiting for the bus.
   b. Damage by their child to school buses, personal property, or public property.
3. Students are expected to conduct themselves in a proper manner at bus stops. The district will not enter into disputes involving parents and/or students concerning matters that take place prior to the student boarding the school bus or after the student has disembarked from the bus on his/her way home.
4. Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Director of Transportation or his designee.
5. Students shall cross all streets at least ten (10) feet in front of the school bus and after the driver has signaled the student that it is all right to do so.
6. For the safe operation of the school bus, noise on buses shall be kept to a minimum with students speaking in reasonable conversational voices. Students must be quiet at and until the bus clears railroad crossings and other danger zones as designated by the bus driver.
7. The following cargo is forbidden to be transported on a school bus: pets, alcoholic beverages, drugs, ammunition, explosives, firearms, question on the transportation of a particular item, the principal should be consulted.
8. Aisles and exits on the bus must be kept clear. Pupils may carry on the bus only objects that can be kept on their lap, such as book bags and band instruments.
9. Eating, drinking, chewing gum, and littering are not permitted on the bus.
10. Nothing is to be thrown from the bus nor is anything to be extended outside of a bus window.
11. Pupils are to sit in assigned seats and may be assigned three to a seat. No one is to be standing when the bus is moving.
12. Use of profane language, gestures, or inappropriate comments will not be tolerated.
13. All other school rules that may be applied to transportation shall apply.

39. School-Sponsored Clubs and Activities
The Benton-Carroll-Salem Schools provide students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The school has many authorized student groups. It is the district's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Students must maintain a 1.5 G.P.A. and have no more than one F in a grading period to be eligible for extra-curricular activities. While students are requested to choose their commitments carefully to avoid conflicts, it is inevitable that conflicts will arise. Under no circumstances shall a student be intimidated or coerced by threatened penalties or future consequences, as these conflicts are resolved. Obviously, the solution may involve compromise by all parties involved.

40. Non School-Sponsored Clubs and Activities
Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

All groups must comply with school rules and must provide equal opportunity to participate. Youth gangs are not permitted. Gangs are characterized by secret or exclusive membership and unlawful or anti-social behavior that threatens the welfare of other. If a student is suspected of being a member of a gang, his/her parent/guardian will be contacted, proper authorities will be notified, parent/guardian will be held liable for any damages or vandalism and disciplinary measures including suspension and expulsion may be applied.

Non-district-sponsored organizations may not use the name of the school or school mascot.

41. CONDUCT OF STUDENTS REPRESENTING THE SCHOOL
The B-C-S Board of Education recognizes the value of extra-curricular or co-curricular activities in the education process and the values that young people develop when they have an opportunity to participate in an organized activity outside of the traditional classroom. The Board of Education regards the participation in any extra-curricular activity as a privilege, not a right. Students involved in board approved activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. The Board further expects each student who chooses to participate in extra-curricular activities to demonstrate a high level of sportsmanship, ethics and integrity in all phases of the educational process and in all segments of their involvement in the community.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Prior discipline code violations will exclude a student from attending dances and other student activities. Students must maintain a 1.5 G.P.A. and have not more than one “F” in a grading period to be eligible for non-interscholastic extra-curricular activities. Eligibility is based upon the previous grading period.

Therefore, as provided for in Ohio Revised Code Section 3313.664, the Board of Education authorizes the building Principal to deny participation to a student from one or all extra-curricular or co-curricular (i.e. dances) activities for the following:
1. Violations of the Student Code of Conduct;
2. Violations of established athletic training rules or rules of the school organization of which the student is a member;
3. Failure to meet academic standards as established by the Board of Education;
4. For conduct that demonstrates lack of character, integrity, ethics and/or conduct that may bring discredit to the school or its programs (i.e. criminal charges for any felony or serious misdemeanor);
5. For behavior which indicates that a student’s further participation in any activity that may represent a threat to the safety and/or well-being of other students and or staff.
6. Behavior, which indicates that a student’s further participation in any activity that may represent a threat to the safety and/or well-being of other students and or staff.

Denial of participation may be invoked for student conduct that occurs at school and/or school related activity and/or for conduct outside the school day and/or off school property.

The length of the denial from extra-curricular activities may be from one school day to a complete school year. The exact length of the denial shall be determined by the building Principal. This determination shall be based upon such factors as the severity of the misconduct, the frequency of a student's involvement in other situations involving misconduct, concern for the safety of other students and/or staff members, concern for the reputation of the school and/or the extra-curricular program(s) that the student is associated with, and/or other factors that may be deemed relevant by the Principal.

A student that is denied participation from extra-curricular activities for items #4 may request a review of his/her denial by the Superintendent of the school. This request must be submitted in writing within five school days of the student receiving notice from the building Principal that he/she has been denied from an extra-curricular activity. Denial, as used in this policy, relates only to extra-curricular activities and does not relate to the removal of a student from the school district's educational program.

**APPENDIX A: OHHS**
Graduation Policy
Student Exam Exemption Policy
NHS Selection Process
Cell Phone Policy
School Dances

**APPENDIX B: OHMS**
Cafeteria Lunch Policy
Cell Phone
Playground Rules

**APPENDIX C: R.C. WATERS**
Elementary Rules
Cell Phone Policy
Playground Rules
APPENDIX A

GRADUATION EXERCISES

Any student having successfully completed all requirements for graduation is eligible to participate in the graduation exercises conducted by the Oak Harbor High School. Students participating in the ceremony must meet all graduation requirements.

1. Students must have successfully completed all requirements contained in the Ohio Revised Code and set by the Ohio Department of Education and the Benton-Carroll-Salem Local Board of Education.
2. Students graduating early shall request participation in the graduation ceremony. Early graduates can only participate in the graduation exercises in the year of graduation.
3. All Financial obligations to the District must be paid.
4. All disciplinary obligations must be satisfactorily completed.
5. Participation in graduation rehearsal is required for participation in the graduation ceremonies.
6. Students participating in the ceremony must wear the prescribed cap and gown.
7. Prior to graduation, misconduct that results in suspension or expulsion may result in denial of participation in graduation ceremonies.

Students whose decorum is disruptive or brings undue attention to themselves may not be allowed to participate in the commencement exercises. They will be required to fulfill the disciplinary requirements given by the Superintendent/designee. Once the disciplinary requirements have been satisfied, the students shall receive their diplomas.

OHHS STUDENT EXAM EXEMPTION POLICY

As an incentive to keep grades and attendance up and discipline down, students at Oak Harbor High School can earn exam waivers each semester. Each student can earn one ACADEMIC Incentive (per semester) to be used in a class of his or her choice; this incentive is dependent upon the student’s grade in the class. Each student can also earn one BEHAVIOR/ATTENDANCE Incentive (per semester) to be used in a class of his or her choice; this incentive is not dependent upon a student’s grade in the class. Students in 11th grade have the option to earn one ACT incentive, this incentive is offered for final exams only, specific details are explained below.

*Incentives cannot be used in College Credit Plus (CCP) courses

***A student CANNOT be exempt from both the 1st Semester Exam and the 2nd Semester Exam in the same course***

Students enrolled in courses that require a state mandated End-Of-Course Exam will be exempt from taking a final exam in that course if 100% effort is given on the End-Of-Course Exam. The courses that qualify are the following:

1. English I/Honors English I
2. English II/Honors English
3. Algebra 1
5. Biology/Adv. Biology
6. American History
7. American Government
8. AP Eng. Lang, AP Eng. Lit., AP Chem (must take AP exam in order to be exempt from Final Exam
9. All AG courses
10. All Marketing courses
11. All Family and Consumer Science courses
12. 8th Grade Math
13. 8th Grade Language Arts/8th Grade Honors Lang. Arts.
14. 8th Grade Science

*Disruptions during exam review time or discipline given between December 8 and the 1st semester exams and/or May 4 and the second semester exams could result in exemptions being reversed.

***A student taking an End-Of-Course exam does NOT have a choice to be exempt from a First Semester Exam in that class. They will be exempt from the said Final Exam, as long as the student showed evidence of 100% effort during the EOC exam testing.

ACADEMIC, DISCIPLINE/ATTENDANCE AND ACT INCENTIVES
SEMESTER EXAMS
ACADEMIC INCENTIVE
a. Student can earn one academic incentive to be used in a class of his/her choice as long as he/she is earning a first semester grade of an “A-” (or above) in that class when grades are checked on date to be announced.
b. Student must present this incentive (it will be in the form of a pass) to the classroom teacher by a specified date (to be announced) for approval.

DISCIPLINE/ATTENDANCE INCENTIVE
a. Student will not be tardy to school more than 2 times between specified dates (to be announced)
b. Student will miss 3 days or less between specified dates (to be announced) for any reason;
   *College visits, field trips and funerals do not count as absences provided proper paperwork is on file in the school office; 3 or less medically excused absences will also not count against the student. Any student with more than 3 medically excused absences may appeal for consideration to earn this exam exemption.
c. Student will receive 2 or less detentions between specified dates (to be announced)
d. Student will not receive an out-of-school suspension or ISI between specified dates (to be announced)
e. Student must present this incentive (it will be in the form of a pass) to the classroom teacher by a specific date (to be announced) for approval.

FINAL EXAMS
ACADEMIC INCENTIVE
a. Student can earn one academic incentive to be used in a class of his/her choice as long as he/she is earning a second semester grade of an “A” (or above) in that class when grades are checked on a date to be announced.
b. Student must present this incentive (it will be in the form of a pass) to the classroom teacher by a specific date (to be announced) for approval.

DISCIPLINE/ATTENDANCE INCENTIVE
a. Student will not be tardy to school more than 2 times during dates to be announced.
b. Student will miss 3 days or less during specified dates (for any reason);
   *College visits, field trips and funerals do not count as absences provided proper paperwork is on file in the school office; 3 or less medically excused absences will also not count against the student. Any student with more than 3 medically excused absences may appeal for consideration to earn this exam exemption.
c. Student will receive 2 or less detentions between specified dates.
d. Student will not receive an out-of-school suspension or ISI between dates to be announced.
e. Student must present this incentive (it will be in the form of a pass) to the classroom teacher by a specific date (to be announced) for approval.

ACT INCENTIVE (For Juniors Only)
a. An 11th grade student can earn one ACT incentive to be used in a class of his/her choice as long as he/she completed the assigned ACT prep by their Math/English teacher prior to the ACT.
b. Student must also be present on the day of the ACT test administration, and give 100% effort;
c. Student must present this incentive (it will be in the form of a pass) to the classroom teacher by a specific date (to be announced) for approval.

OAK HARBOR HIGH SCHOOL NATIONAL HONOR SOCIETY SELECTION PROCESS
1. Juniors and seniors with a cumulative grade point average of 3.5 or higher become eligible for membership consideration. The guidance department verifies the grade point averages (GPA) after six semesters for seniors and four semesters for juniors.

2. Those students who meet the GPA requirement are given a Student Information Packet to complete. All materials must be returned by the posted deadline and the student must sign their name confirming the submission of the packet or the student will no longer be considered a candidate.

3. Eligible students complete the Student Information Packet in which they list their involvement in community service activities as well as leadership positions within school and community organizations. Students, parents, and advisors must sign the application verifying that the information submitted is complete and accurate.

4. Eligible student’s names will be sent to the high school staff to evaluate them on the categories of character and leadership.
5. When all Student Information Packets and evaluation forms are returned, points are tallied for each candidate using the following scale:

A. Points are awarded for each community service hour that the student has been involved in since the beginning of the freshman year. A list of examples of community services will be provided to each applicant.

B. The student’s grade point average and rigor of curriculum may be taken into consideration.

C. The leadership and character category ratings on the teacher evaluation forms are individually tallied and added to the total score.

Community Service Guidelines

**Community service is defined as follows:** any actions undertaken by a student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. (May not receive a grade or monetary compensation).

The following is a list of various community service activities. Approved activities for application to the Oak Harbor Chapter of the National Honor Society are included in, *but not limited to this list*. This list primarily contains guidelines by which to offer suggestions to potential NHS applicants. *This list is advisory in nature and does not constitute an endorsement by the Board or Administration*

- Easter Seals Volunteer
- Youth Coach Volunteer
- Sunday School Volunteer
- Elderly Helper
- Goodwill Volunteer
- Hospital Volunteer
- Postponing Sexual Involvement Volunteer
- School of Hope Volunteer
- Sporting Event Volunteer Worker
- Student Youth Council
- Liberty Center Volunteer
- 4-H Volunteer
- Soup Kitchen Volunteer
- Church Mission Trips
- Rocket Pride Volunteer
- 911 Community Remembrance Volunteer
- Relay for Life
- Child Abuse Prevention Volunteer
- Yard/House Work for Elderly/Shut-ins
- Christmas Programs for Needy
- VFW Thanksgiving Dinner Volunteer
- Cheerleading Clinic Volunteer
- Community Disaster Volunteer Training
- Campfire Volunteer
- Youth Assets Team
- March of Dimes Volunteer
- Litter Pick-Up Program Volunteer
- Box City Volunteer
- Junior Fair Board Volunteer
- Peer Mediator

- Peer Tutoring (at any level)
- Nursing Home Volunteer
- Youth Ministries
- Texas Migrant Council Volunteer
- Church Server
- Recreation Department Volunteer
- Teacher Aide
- Rainbow Girls
- Boy Scouts
- Church Orchestra/Choir
- Vacation Bible School Volunteer
- Humane Society Volunteer
- Summer Camp Volunteer
- Building Community Together (BCT) Volunteer
- Safety Village Volunteer
- Pancake Festival Volunteer
- CCD Teacher Aide Volunteer
- Life Support Youth Group
- Share and Care Volunteer
- YMCA Volunteer
- Camellack Volunteer
- STAND
- Hell House Volunteer
- Red Cross Volunteer
- United Way Volunteer
- Mock Accident Volunteer
- Elk’s Club Christmas Volunteer
- Disaster Relief Volunteer
- Black Swamp Projects Volunteer
- Habitat for Humanity Volunteer

***Additional Note: The local newspaper as well as local television news programming also offers suggestions on volunteer opportunities throughout the year which could serve well as community service projects.

6. All points are tallied to determine a point total for each candidate. The candidate with the highest point total is ranked first; the second highest point total is ranked second and so forth until all eligible candidates have been ranked. The junior and senior classes are ranked separately.

7. The ranked point totals are then given to a five-member Faculty Council for consideration. The faculty council determines how many candidates will be selected for membership each year.
8. All information used in the selection process (including point totals) will remain strictly confidential and will not be released to the students, other faculty members or parents. When the Faculty Council certifies its selection, the National Honor Society advisor(s) will destroy all paperwork used in the selection process. It is, however, possible for the advisor to explain how the decision was made and to provide direction to students not selected to help them reach their goals in the future. The goal of the Oak Harbor Chapter of the National Honor Society is to help students reach their future goals, whether or not the student is selected for membership.

The faculty council is selected by the building principal. The faculty council’s role in the selection is to evaluate the applicants based on community service projects performed during the high school years as reported by the applicant, character as judged on confidential rating forms by Oak Harbor faculty and staff, and leadership roles as both reported by the applicant and judged on the faculty rating forms. An applicant worthy of selection is expected to excel in each of the four categories of academics, leadership, service and character. The Advisor will be part of the selection meeting with the Faculty Council but is not part of the selection process. They are there to ensure the process runs according to established NHS guidelines and answer any procedural questions.

Selected students who are offered and accept membership are required to obtain 40 hours of documented community service for each year they are active in NHS, in order to receive NHS recognition of gold cords at commencement.

CELL PHONE POLICY

Possession of Cell Phones/electronic devices –

The administration reserves the right to revise or rescind this policy at any point during the school year, if deemed necessary, upon notification to the students and parents.

Non School issued electronic devices policy. (Cell phones, smart watches, etc). The administration realizes that technological advancements have led to an increased number of students who have their own personal electronic devices (ED) with WiFi access. It is recommended that students leave personal electronic devices in their secure locker during the school day. OHHS will not be responsible for lost or stolen personal electronic devices that students choose to carry with them during the day. In order to preserve academic integrity and the safety of the learning community, it will be necessary to place some limitations on the use of personalized electronic devices at school. The school district’s Acceptable Use and Internet Safety Policy applies to all WIFI devices. Violation of this policy may result in disciplinary action being taken, as well as the personal ED being confiscated.

1. Personal EDs may be used for educational purposes during the school day in green zones. Green zones are defined as study halls, hallways and the cafeteria.
   a. Students may use personal electronic devices (EDs) in green zones before and after school, during their lunch break, in between classes and at school functions as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. Students not keeping up with their academic load may be banned from cell phone use in SH until grades improve.
2. Red Zones are defined as all instructional classrooms, bathrooms, locker rooms, hallways during instructional time and the office.
   a. If a student chooses to bring a personal electronic device into a red zone, they must declare their device. Each teacher will define this based on their classroom set up. Students may only use EDs during class time for educational use and only with teacher approval. Devices should never be visible/used in locker rooms or restrooms. Devices are to remain inaudible at all times during the instructional day; ringers must be silenced.
   b. Students will not be permitted to have headphones/air- buds visible in red zones unless directed by a teacher. In green zones only one ear bud should be used.
   c. If a student leaves class during instructional time, the ED will remain in the classroom.
3. Students are not permitted to make or receive phone calls during the instructional day (7:30 am – 2:30 pm) from the ED. All phone calls must be made in the main office.
4. Students may not use EDs on school property or at school-sponsored activities to access the District’s network, unless a guest account is available.
5. Students are prohibited from using EDs to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity without express prior notice and explicit consent for the capture, recording or transmission of such words and images.
6. Students are prohibited from using an ED in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.
7. Any student in office for a discipline issue is prohibited from using an electronic device. You must surrender the device at the request of office personnel.
8. Violations of any Board policy, administrative procedures or school rules involving students’ personally owned devices, may result in the loss of use of the device in school and/or disciplinary action. When a personal ED is confiscated, the student and/or parent may retrieve the phone from the appropriate principal at the end of the day.
Consequences for Violation of the above policy:

First violation:
A Level I detention and cell phone confiscated for the remainder of the day.

Second Violation:
Students assigned to a Level II detention and cell phone is confiscated for the remainder of the day.

Third Violation:
Level III detention is assigned, personal ED is confiscated and the student must declare their personal ED to the front office for 5 consecutive days in a row at the start of each school day.

Fourth Violation:
Level III detention is assigned, personal ED is confiscated and held until a parent is able to pick up the device. The student must again declare their personal ED to the front office for 5 consecutive days in a row at the start of each school day.

Any further violations may result in escalating disciplinary consequences along with the permanent denial of personal ED device use at school.

Detention Level Definitions:

**Level I (30 min detention)** is an after school detention from 2:45 - 3:15 that will be served in room 111. Students are responsible for their own transportation home.

**Level II (60 min detention)** is an after school detention from 2:45 - 3:45 p.m. that will be served in room 111. Students are responsible for their own transportation home.

**Level III (2 hr detention)** is an after school detention from 2:45 - 4:45 p.m. that will be served on Wednesday’s in room 111. Students are responsible for their own transportation. Students will lose senior privileges and a semester exam exemptions at this point in discipline.

Failure to serve detentions may result in escalating discipline. Students may NOT do lunch detentions in lieu of missing Level I - III detentions.
SCHOOL DANCES

Dances must be sponsored by OHHS organizations or class. Sponsoring organizations must provide the following:

A. Faculty Advisor must be present
B. Students will not be permitted to enter beyond 30 minutes of the start time for the dance, unless delayed by a school activity and permission has been granted by the Principal or Asst. Principal.
C. Attendance is limited to OHHS students (defined as students in grades 9 thru 12) and their dates. Dates who are not students of OHHS will not be admitted without prior administrative approval. All dates must submit “Dance Permission Form” prior to the end of the school day before the scheduled dance.
D. 8th grade students will not be permitted to attend high school dances (homecoming, winter dance, and prom). 8th grade students will be included in spirit week celebrations as well as pep rallies or other school assemblies as deemed appropriate. 8th grade students will be provided their own dance opportunities.

An OHHS student may bring a guest per the following guidelines:
- A guest must be a high school age student.
- A guest must be no older than 20 years of age. A guest who is not in high school must provide a Photo ID with date of birth before entering the dance.
- If a student/guest leaves the dance, the student/date will not be readmitted, and the student/guest must leave the property.
- Parent/Guardian will be contacted for approval of their child leaving if it is beyond 30 minutes of scheduled end time of the dance.
- Student/guest will be escorted to and from vehicle if/when something is needed during scheduled time of the dance.
- The OHHS Discipline Code of Conduct and all other OHHS regulations apply.
- Students are expected to dress appropriately for school-related functions. anyone dressed inappropriately, as deemed by school administration, will not be allowed to attend the dance or will be asked to leave.
APPENDIX B

MIDDLE SCHOOL CAFETERIA LUNCH POLICY

Procedures:

1. Students are to enter the cafeteria and proceed through the food lines quickly and courteously.
2. Eat quietly, observing basic table manners.
3. Packers may get their drink and sit anywhere.
4. Place papers and uneaten food in proper area.

Rules:

1. All food must be eaten in the cafeteria.
2. Food, candy, or drinks are not permitted outside the cafeteria.
3. No books, book bag, glass containers are allowed in the cafeteria.
4. Students who do not demonstrate good citizenship at lunchtime (i.e., not demonstrating proper respect for persons or property) will lose regular lunchtime privileges.
5. Students will not change seats or leave the cafeteria without permission from the monitor.
6. Cafeteria rules and regulations are subject to revision by administrators and/or monitors.

MIDDLE SCHOOL CELL PHONE POLICY

Cell phones are permitted to be brought to school, but remain in students’ lockers and turned off between the hours of 7:45 a.m. and 3:00 p.m. Students are not permitted to check cell phones during change of classes or any other time. Students will be reminded continuously. If a student fears a cell phone will be stolen from their locker, the student may:

a. Bring the cell phone to the office for the day.
b. Put a lock on his/her locker.
c. Leave the cell phone at home.

Students are not permitted to take cell phones on field trips or while attending Camp Michindoh.

Failure to follow these rules will result in the following consequences:

1. The first offense may result in confiscation of the cell phone, and an immediate Saturday School. The cell phone will be returned to the student at the end of the school day.
2. The second offense may result in confiscation of the phone, in which a parent/guardian will be required to come to school to pick up the phone, and a one day In-School Suspension.

MIDDLE SCHOOL PLAYGROUND RULES

All students will participate in recess each day, and be prepared for outdoor play wearing proper shoes and clothing.

1. Share all playground equipment and fields.
2. Use only the playground equipment provided.
3. Use football field for playing catch.
4. Basketball courts are used for basketball only.
5. Only one person on a swing at a time.
6. There will be NO: Fighting, body contact, including on clothing, and taking hats except for games such as touch football, soccer & TAG.
7. Line up immediately when the bell rings.
8. Listen to the playground monitor at all times.
9. Enter the building quickly and quietly.
APPENDIX C

R.C. WATERS CAFETERIA POLICY:

1. There is a table that has been designated as a NO PEANUT table. Students who are allergic to peanuts may sit at this table. Students who bring anything with peanuts or peanut oil are not allowed to sit at that table.

2. Packers fill in tables for your grade/class. Leave no empty seats.

3. Buyers Line (includes packers buying milk)
   a. Raise hand if teacher assistance is needed.
   b. Keep hands to self.
   c. Read the menu board for selections & get eating utensils (buyers only).
   d. Be respectful of and polite to the cafeteria staff.
   e. Fill the tables leaving no empty seats.

4. Cafeteria Procedures:
   a. Students remain seated. Raise hand if need something.
   b. Money cannot be loaned to other children.
   c. Use good manners.
   d. Talk only with children at your table at a normal conversation tone. Each lunch period will have five minute quiet time to allow children to have time to eat.

5. Dismissal – All grade level students are to remain seated until dismissed by the person on duty. Once dismissed, students are to clean up their eating area (table and floor), follow the flow of traffic to return their trays or dispose of their trash, go quietly to their designated coat racks located in the hallway and then go directly outside the southeast doors.

   Lunch/Recess:
   a. Kindergarten 10:25-11:15
   b. Grade 1 11:25-12:15
   c. Grade 2 10:55-11:45
   d. Grade 3 11:55-12:45

R.C. WATERS CELL PHONE POLICY:

Except in an emergency, students will not be called to the office to receive a telephone call. To make a telephone call, students must obtain the permission of a staff member. Students are not permitted to use cellular phones while at school or on the bus. If a student carries a cell phone at the parent’s request, the cell phone must be turned off and kept in the student’s book bag. Students are not permitted to take pictures or send text messages with their cell phones while at school or on the bus.
R.C. WATERS PLAYGROUND RULES:

Playgrounds are not supervised beyond school hours. Individuals play at their own risk.

Grades K-3 play area includes the blacktop, grass area and baseball diamond. Students are not to cross the fence, go into the field, woods or land lab. They should not go behind the backstop or play by the kindergarten windows or on the yellow lines of the blacktop. Kindergarten students are not allowed to play on the west and middle playground equipment. They can play on the east playground equipment.

Expectations:

1. Have good behavior on the playground at all times.
2. Except in cases of emergency, students must have a parental note (having been absent the day before or having a doctor’s note) to be allowed not to participate in recess.
3. Once outside, a pass must be obtained from a staff member to re-enter the building.
4. Share all playground equipment and sports fields at the discretion of the staff member on duty.
5. Be prepared for outdoor play each day (proper clothing).
6. Only balls for playground, soccer, basketball and football may be brought from home (the school is not responsible for these if they become damaged or lost)
7. There will be no:
   a. Fighting
   b. Body contact except for games such as touch football, soccer & tag – no pulling on clothes or taking hats.
   c. Throwing snowballs, ice, loose snow, mulch or sticks.
   d. Sliding on the ice.
   e. Digging or playing in the mulch or running or playing tag in the mulch area.
   f. Jumping from or running on equipment.
   g. Eating.
8. Basketball courts are only for playing basketball.
9. Play catch only in grassy areas.
10. During blacktop & mulch only days, basketballs or playground balls for 4-square are only allowed outside. (no football or soccer balls)
11. Line up immediately when the bell rings and get quiet.
12. Enter quietly, no running in the halls or bouncing of balls.

EQUIPMENT: Use equipment in a safe manner.

1. Swings – only one person on a swing at a time, swinging straight.
2. Bars – high bar Is for chin-ups only, no sitting, standing, leg swings or spinning.
3. Slides – one person on the slide at a time, feet first, sitting down, going down.
4. Swinging rings/monkey bars
   a. no walking underneath or on crossbars
   b. use rings, not crossbars
5. Bridge
   a. cross in both directions with care and common sense
   b. no climbing on or jumping off
6. Tilt table game is to be used as a game, not a seesaw, four players only.
7. Jump ropes are for jumping only on the blacktop.
8. Horses (Kindergarten only) – sit down facing forward one person at a time.

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