

**BELLBROOK HIGH SCHOOL**  
**Student Handbook 2019-20**



Bellbrook High School  
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Bellbrook, OH 45305

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Greene County ESC..... 888-947-3363  
Greene County Career Center..... 937-426-6636  
District Website ..... [www.sugarcreek.k12.oh.us](http://www.sugarcreek.k12.oh.us)

This agenda belongs to:

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

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

# TABLE OF CONTENTS

<b>Welcome</b> .....	2
<b>Mission/Expectations/School Profile</b> .....	3
<b>Bellbrook-Sugarcreek School District Calendar</b> .....	4
<b>Bell Schedules</b> .....	5

## Attendance Policies

Absence Categories .....	6
Absence Procedures .....	7
65 Hour Absence Policy .....	7
Tardiness .....	7
Make up Work .....	7
College Visitation Policy .....	8
Vacation Policy .....	8
Extended Absence/Home Instruction .....	10

## Grading/Promotion Policies

Grading Scale .....	10-11
Class Weighting Policy .....	12
Credit Requirements for Graduation .....	12
Honor Roll .....	13
Exam Policy .....	14-15
College Credit Plus .....	15
PE Waiver .....	16

## General Information

Bus/Transportation Policy .....	17
Cafeteria/Lunch Procedures .....	17
Complaints/Grievances .....	18
Dance Expectations .....	18
Enrollment/Withdrawal Information .....	18
Eligibility .....	19
Co/Extra Curricular Code of Conduct .....	19-24
Fees .....	24
Fire/Disaster Drills .....	24
Greene County Career Center .....	25
Health Services .....	25
Medications at School .....	27
Intervention (RTI) .....	28
Lockers .....	28
National Honor Society .....	28
Student Driving Parking .....	29-30
Student Records .....	31
Visitors .....	31

## Code of Student Conduct

Searches .....	32
Penalties .....	32-35
Cell Phones/Dress Code, Contraband, etc .....	35-36
Drugs/Alcohol/Tobacco .....	37

<b>Computer/Internet User Code of Conduct</b> .....	38-40
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Dear Student:

On behalf of the BHS faculty, we are excited to welcome you to Bellbrook High School for the 2019-2020 academic year. You are part of an exceptionally talented student body that is recognized for its academic, artistic and athletic abilities, energy and creativity. Bellbrook High School strives to keep its students “soaring to new heights” by maintaining high expectations for personal and academic achievement. Preparing our students for graduation and for a life of success is the ultimate reward for the staff and community.

This handbook has been prepared as a reference guide for students and parents to become acquainted with school policies. Please take time to read and become familiar with the information provided. We expect students and staff to treat others as they would wish to be treated, contribute to the school by participating in our many activities, and for to accept responsibility for their actions.

Please feel free to contact the school if you have any questions or concerns throughout the year. Let’s make this school year a great one!

Mr. Hann

Mrs. Lasota

Mr. Whalen

**PLEASE NOTE-** School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others.

# BELLBROOK HIGH SCHOOL

**Bellbrook High School** is located in Sugarcreek Township, Ohio at 3737 Upper Bellbrook Road. BHS is the four-year comprehensive public high school of the Bellbrook-Sugarcreek Local School District. The district has suburban and rural areas, which encompasses the city of Bellbrook and Sugarcreek Township, lying within southwestern Greene County and southeast of Dayton, Ohio.

## Accreditation and Affiliation

Bellbrook High School is chartered by the Ohio Department of Education and accredited by the North Central Association of Colleges and Secondary Schools. Bellbrook High School is a nationally recognized STEM school. Bellbrook High School is affiliated with the Greene County Career Center, which offers technical/vocational programs and the Greene County Education Service Center.

## Mission

The mission of the Bellbrook Sugarcreek Schools is to empower our learning community to ensure bold, diverse and innovative educational opportunities that maximize student growth, inspire learning and develop productive citizens.

## **BHS “ABCs” FOR SUCCESS**

Always do your best at what you do!

Attend school each day and be on time!

Be respectful to yourself and to others!

Care for and value the differences in others while treating others as you wish to be treated!

All Bellbrook High School students are expected to display the following qualities in their actions:

- Personal integrity and honesty
- Respect for self and others
- A commitment to making positive contributions to the classroom
- The ability to take responsibility for his/her action or inaction
- The ability to work independently or as a member of a group
- Pride in completing assignments on time and at a high level of quality
- Perseverance-able to complete work that is difficult or uninteresting
- The ability to accept constructive feedback

## **FIGHT SONG**

Come on and cheer for Bellbrook High.  
We're going to win this game tonight.  
We're going to score every time. Team!  
Show them how we fight. Alright!  
We're going to be the champs this year.  
So come on give a great big cheer.  
We are the Eagles brave and loyal to you!  
So Fight! Fight! Fight!

# BELLBROOK – SUGARCREEK SCHOOLS

## 2019-2020 School Calendar

Board Approved February 14, 2019

Mon	Aug 12	First Day for Teachers
Tues	Aug 13	Teacher In-service
Wed	Aug 14	First Day for Students
Mon	Sept 2	No School – Labor Day
Wed	Sept 4	2-hr delayed start for Teacher PD
Fri	Sept 20	No School – Teacher In-service
Wed	Oct 2	2-hr delayed start for Teacher PD
<b>Fri</b>	<b>Oct 11</b>	<b>End of 1st quarter</b>
Fri	Nov 1	No School-Teacher PD
Mon	Nov 25	No School – Trade Day
Tues	Nov 26	No School –Trade Day
Wed	Nov 27	
	thru	No School- Thanksgiving Break
Fri	Nov 29	
<b>Fri</b>	<b>Dec 20</b>	<b>End of 2nd quarter</b>
Mon	Dec 23	Winter break begins
Mon	Jan 6	School Resumes
Mon	Jan 20	No School- Martin Luther King Day
Wed	Jan 29	2-hr delayed start for Teacher PD
Fri	Feb 14	No School- Teacher PD
Mon	Feb 17	No School- Presidents Day
Wed	Mar 4	2-hr delayed start for Teacher PD
<b>Fri</b>	<b>Mar 16</b>	<b>End of 3rd quarter</b>
Fri	Mar 20	No School- Teacher PD
Mon	Mar 30	
	thru	No School- Spring Break
Fri	Apr 3	
Mon	Apr 6	School Resumes
Fri	Apr 10	No School- Teacher PD
<b>Thur</b>	<b>May 21</b>	<b>One-hour early dismissal K-12, Last Day for Students</b>
Fri	May 22	Last Day for Teachers

## BHS BELL SCHEDULES

### Regular Schedule

<b>PER</b>	<b>BEGIN</b>	<b>END</b>
<b>1</b>	<b>8:00</b>	<b>8:50</b>
<b>2</b>	<b>8:54</b>	<b>9:40</b>
<b>Mentor</b>	<b>9:44</b>	<b>10:14</b>
<b>3</b>	<b>10:18</b>	<b>11:04</b>
<b>4A</b>	<b>11:08</b>	<b>11:54</b>
<b>Lunch A</b>	<b>11:04</b>	<b>11:34</b>
<b>4B</b>	<b>11:38</b>	<b>12:24</b>
<b>Lunch B</b>	<b>11:54</b>	<b>12:24</b>
<b>5</b>	<b>12:28</b>	<b>1:15</b>
<b>6</b>	<b>1:19</b>	<b>2:06</b>
<b>7</b>	<b>2:10</b>	<b>3:00</b>

### 2-HR Delay Schedule

<b>PER.</b>	<b>BEGIN</b>	<b>END</b>
<b>1</b>	<b>10:00</b>	<b>10:35</b>
<b>2</b>	<b>10:39</b>	<b>11:14</b>
<b>3</b>	<b>11:18</b>	<b>11:53</b>
<b>4A</b>	<b>11:57</b>	<b>12:33</b>
<b>LUNCH A</b>	<b>11:53</b>	<b>12:23</b>
<b>4B</b>	<b>12:27</b>	<b>1:03</b>
<b>LUNCH B</b>	<b>12:33</b>	<b>1:03</b>
<b>5</b>	<b>1:07</b>	<b>1:42</b>
<b>6</b>	<b>1:46</b>	<b>2:21</b>
<b>7</b>	<b>2:25</b>	<b>3:00</b>

## ATTENDANCE POLICIES

Regular daily class attendance and punctuality are necessary in order for the learning process to be effective. Studies show that students who miss school frequently experience great difficulty in achieving the maximum benefits of instruction. We are aware that there are occasions when a student cannot be present and thus may miss an essential learning experience. All children between ages six (6) and eighteen (18) are of compulsory school age and must attend school. **It is the responsibility of the parent/guardian to cause the child to attend school.** (ORC 3321.03)

### ABSENCE CATEGORIES

**Excused** Student is absent from school with his/her parents' knowledge and the reason is deemed valid under the law. Students, parents and guardians should understand that absences may only be excused based on the definitions established by the State of Ohio. Phoning the school or sending a note does not automatically excuse an absence. The following are VALID reasons for absence from school:

1. Personal illness: The assistant office may require a physician's note. On excessive absences, a letter may be sent to the parent. Parent contact will then be requested. A doctor's statement may be needed for any future absence. Continued absences may result in a referral to juvenile court or further consequences including expulsion.
2. Doctor or dental appointments: Such absences are for the actual time necessary to complete the appointment and are not to be considered a reason to be absent for a whole day.
3. Illness in the family: Instances will be discussed and determined by attendance office.
4. Death of a relative: Absence is limited to three days unless reasonable cause can be shown for an extension.
5. Observance of religious holidays: A student may be excused for the purpose of observing a religious holiday, provided it is required by his/her religion. If observance of such holiday requires only attendance at a religious service, the student should attend such service before or after school if possible.
6. Vacation: Please see Vacation Policy.
7. Subpoena to court: Documentation from court is necessary for the absence to be excused. The absence is excused for only the time required to be in court.
8. Emergency or set of circumstances which in the judgment of the administration constitutes a good and sufficient cause of absence.

**Unexcused** Student is absent from school with his/her parents' knowledge, but for a reason deemed to be unacceptable under the law.

**Truant** Student is absent from school and/or any part of class without parents' and/or school official's knowledge or permission. The student will receive

a “0” in all missed classes. Disciplinary action may be taken. Continual school truancy may be filed with juvenile court.

### **ABSENCE FROM SCHOOL PROCEDURES**

1. Parents or guardians **MUST** phone the school (848-3737) before 9:00 a.m. to report student absences. After 9:00 a.m. a phone call will be sent to the home. In the event that phone contact is not made, a signed note from a parent or guardian explaining the reason for the absence **MUST** be submitted on your return to school. Students who return to school without a phone call or note will be considered truant unless an excuse is provided from a parent/guardian within 24 hours of their return to school.
2. On the first day back the student should go immediately to the attendance window and request a re-admittance slip. **You cannot return to class without it.**
3. The re-admittance slip must be taken to every class and the absence noted as excused or unexcused by each teacher.

### **ATTENDANCE PRIOR TO A SCHOOL FUNCTION**

Students, unless excused by administration in advance, must be in attendance a minimum of four class periods in order to attend dances or any other scheduled school event. Lunch does not count as a class period. See Extra/Co-Curricular Code of Conduct for attendance requirements for participation in athletic contests, musical contests and performances.

### **65-HOUR ABSENCE POLICY**

Up to 65 hours of absence (including tardies) from school per school year for the reasons identified as “Excused Absences” may be documented by a parent note. Medical notes shall be required for every absence after the 65 hours of absence regardless whether those 65 hours are excused, unexcused, or a combination of both. **The physician’s written excuse or court documentation must be received within three days of the absence.** Physician’s excuses may only excuse absences or tardies to school for the **specific date(s)** the student was under direct medical care

### **TARDY POLICY**

For every 3rd and succeeding tardy in a quarter to school and/or class a student will be assigned to serve 1 after-school detention. Tardy accumulation will start over each quarter. A detention will be issued for each tardy received after the 3rd tardy in the same class. Detentions for tardiness will NOT be included in the accumulation of detentions. Time missed due to tardies will accumulate towards the 65 hour threshold.

### **MAKE UP WORK**

Students are responsible for making up class work missed due to any absence. As a general rule, a student will receive one day per each day of excused absence to make up missed work. Additional days may be granted upon administrative approval. **Students will not receive credit for work missed due to the following reasons:**

1. Out of school suspension.
2. Truancy (including “Senior Skip Day”)
3. Skipping class
4. Misuse of hall passes.
5. Any unexcused absence



## COLLEGE VISITS

Student visits to colleges for the purpose of determining post high school academic paths are counted as an excused absence as long as the following conditions are met:

1. A parent note is presented to the Attendance Secretary in advance of the absence.
2. A letter of verification on university or college letterhead clearly identifying the name of the college official and the date or dates of visitation must be presented to the attendance secretary upon returning to school. Days missed due to college visits will count towards six day rule.

***\*Please note: Absences for college visits will count towards the 9 and 18 day limit set by the Ohio General Assembly and for consideration for exam exemptions. Students who are close to these limits should be careful that absences due to college visits do not push them over their limit***

## FAMILY VACATION REQUEST PROCEDURES

1. Students can pick up the Vacation Request Form in the main office.
2. The student must present the Vacation Request form to their grade level administrator for approval a **minimum of one week prior to the student's first day of absence.**
3. The grade level administrator will review the students past attendance records, grades, and current attendance record and academic standing. Vacation days will count towards 6 day rule.
4. Requests where the minimum deadline has been missed, where the student has had a past or current record of excessive absences, or where the student's G.P.A. is less than a 2.0 may be denied.
5. **Vacation requests shall not be granted to students who have accumulated of 65 hours or more of absence.**
6. **All Absences due to vacation will accumulate towards 65 hour threshold.**

## EXTENDED ABSENCE/HOME TUTORING

This service is provided for all students who will be out of school for an extended period of time due to illness verified by a doctor. The student's guidance counselor facilitates home tutoring.

## EARLY DISMISSAL PROCEDURES

Each time a child leaves school, he/she is missing vital teaching and learning time. All early dismissals will accumulate towards 65 hour threshold. If it is necessary for a child to leave school early:

1. A verifiable note from the parent/guardian must be delivered to the main office on the day the student is to be dismissed early.
2. The student will be issued an early dismissal pass for the time that is on the parent note.
3. Students must present the note to his/her teachers at the approved time of dismissal. Parent/guardian must sign out their son/daughter in the main office.

## **TRUANCY DEFINED**

***Habitual Truancy*** is defined as follows and includes “Excessive Absences”:

30 or more consecutive hours without a legitimate excuse

42 or more hours in one school month (30 day period) without a legitimate excuse

72 or more hours in one school year without a legitimate excuse

***Excessive Absences:***

38 or more hours in one school month (30 day period) with ***or*** without legitimate excuse

65 or more hours in one school year with ***or*** without legitimate excuse

## **PROCEDURES FOR HABITUAL TRUANCY**

1. Within seven (7) days of the triggering absence, the school will do the following:
  - a. Make 3 meaningful attempts to secure the student’s parent/guardian’s participation on the absence intervention team (mail Parent Invitation and complete “Attempts to Contact Parent” page);
  - b. Select members of the absence intervention team.
2. Within ten (10) days of the triggering absence, the student will be assigned to the absence intervention team;
3. Within fourteen (14) days after the assignment of the team, the district will develop the student’s absence intervention plan;
4. If the student does not make progress on the plan within 61 days **OR** continues to be absent without legitimate excuse while the absence intervention plan is in effect, the district will file a complaint in Juvenile Court.

Membership of the Attendance Intervention Team (AIT) shall be as follows:

1. A representative from the school or district.
2. An additional representative from the school/district who has a relationship with the student.
3. The student’s parent/guardian.
4. The student.

## **PROCEDURES FOR EXCESSIVE ABSENCES**

1. Notify parent of Attendance Mediation Meeting (letter);
2. Refer student to Truancy Interventionist;
3. Conduct Attendance Mediation Meeting and put Attendance Contract in place;
4. Student may be referred to community resources (including Juvenile Court if student fails to comply with Attendance Contract).

## **SENIOR LATE ENTRY/EARLY RELEASE**

Senior students who are in good standing at Bellbrook High School may be granted a Late Entry or Early Release privilege. The Late Entry and Early Release option is a privilege for senior students only. Students must remain in good standing in the following areas: academic, attendance, and behavior to maintain this privilege. Students may not have any F’s, must be on track to graduate, must have a minimum grade point average

of 1.75 in the previous nine weeks grading period and maintain good attendance to school.

### Late Entry

Late Entry is for seniors who have a study hall 1<sup>st</sup> period. Students with this privilege will begin their school day at the start of 2<sup>nd</sup> period. Students with late entry cannot enter the building prior to 10 minutes before their first class.

### Early Release

Early Release is for seniors who have a study hall 7<sup>th</sup> period. Students with this privilege will end their day at the end of 6<sup>th</sup> period. Early release students must leave within 10 minutes of their last class. Failure to do so may result in loss of Late Entry/Early Release privileges. Seniors who are granted Early Release must leave school property immediately after signing out and may not return to school property prior to 2:55 pm.

A student will not be granted both Late Entry and Early Release. Seniors are not entitled to this option. ***Schedule changes will not be made to facilitate Late Entry or Early Release.*** Bellbrook-Sugarcreek Schools will not provide transportation for students granted Late Entry/Early Release. Students with Late Entry/Early Release are required to sign in and/or sign out at the main office each day.

The administration maintains the right to revoke this privilege temporarily or permanently at any time for failure to meet any of the criteria listed above or for any violation of the rules, regulations, and Code of Conduct for Bellbrook High School. Students whose privileges are revoked will be placed in a study hall.

### **CHANGES OF ADDRESS/ENROLLMENT INFORMATION**

All changes of enrollment information must be reported to the Main Office immediately. This includes, but is not limited to: name, address, phone, health status, emergency contacts, guardianship, and custody or other court orders. Failure to do so may result in withdrawal procedures.

### **EXTENDED ABSENCE/HOME TUTORING**

This service is provided for all students who will be out of school for an extended period of time due to illness verified by a doctor. The student's guidance counselor facilitates home tutoring.

## **GRADING AND PROMOTION POLICIES**

### **GRADING SYSTEM**

Grade Cards are distributed quarterly. Course credit is assigned upon completion of the course. Credit for semester classes will be assigned at semester end. Credit for classes that span both semesters will be assigned at the end of the year. Credit may not be awarded for any course that is not completed.

### ***BHS GRADING SCALE***

A+	97.5-100	C-	69.5-72.4
A	92.5-97.4	D+	67.5-69.4
A-	89.5-92.4	D	62.5-67.4
B+	87.5-89.4	D-	59.5-62.4
B	82.5-87.4	F	Below 59.4
B-	79.5-82.4	I	Incomplete
C+	77.5-79.4	P	Pass
C	72.5-77.4	WD	Withdraw

### **GRADING INFORMATION:**

1. Semester points: use point value of letter grade for each 9 weeks, add 1st and 2nd nine weeks points, double, then add exam and divide by five.
2. Year points: use point value of letter grade for each 9 weeks, add 1st, 2nd, 3rd, 4th nine weeks points, double, add both exams and divide by ten.
3. Credit may not be given unless:
  - a. in semester courses, student attains passing grade in 2 of 3 grades (1st and 2nd nine weeks and semester exam) regardless of total points earned.
  - b. in year courses, student attains passing grades in 2 of 3 second semester grades (3rd and 4th nine weeks and final exam) regardless of points earned.
  - c. in all courses, all requirements of the course are completed regardless of points earned (requirements: such items as homework, term papers, reports, tests, exams, etc.)

### **GPA: (beg. w. classes taken during 2012-13)**

Bellbrook High School GPA's, semester and final grades are computed on a 4-point scale using the following chart:

<b>Letter Grade</b>	<b>Percentage</b>	<b>Point Range</b>	<b>Point Value</b>
A+	97.5-100	4.00	4.000
A	92.5-97.4	3.85-4.00	4.00
A-	89.5-92.4	3.51 – 3.84	3.670
B+	87.5-89.4	3.18 – 3.50	3.330
B	82.5-87.4	2.85 – 3.17	3.000
B-	79.5-82.4	2.51 – 2.84	2.670
C+	77.5-79.4	2.18 – 2.50	2.330
C	72.5-77.4	1.85 – 2.17	2.000
C-	69.5-72.4	1.51 – 1.84	1.670
D+	67.5-69.4	1.18 – 1.50	1.330
D	62.5-67.4	0.85 – 1.17	1.000
D-	59.5-62.4	0.40 – 0.84	0.670
F	Below 59.4	0.00 – 0.39	0.000

## CLASS WEIGHTING SYSTEM:

Weighted values are given to certain classes with designated grades as stated below. These weighted values will accumulate from **grade 9 through 12**. Post-secondary classes are weighted at Level III. **WEIGHTED GPA IS INCLUDED ON FINAL TRANSCRIPT.**

### LEVEL I (4.0)

All other subjects NOT listed in Level 2 or Level 3

### LEVEL 2 (4.5)

English 9 Honors	College English 12*
English 10 Honors	Calculus
French 3,4	Physics
Spanish 3*, 4*	JROTC 4
Schol Alg 1	EDD*
Schol Geometry	Medical Interventions
Schol Alg 2	
Schol Pre- Calculus	

\*if not taken as college credit plus.

### LEVEL 3 (5.0)

AP Literature	IED**
AP Language	DE**
College English 12**	CEA**
AP French	AP Biology
AP Spanish	AP Chemistry
Chinese I, II, III	AP Physics
Pre-Calculus**	AP Environmental Science
AP Music Theory	AP US History
AP Computer Science	AP Government
Spanish 3**, 4**	AP US History

\*\* If taken as college credit plus.

### WEIGHTED SCALE:

GRADE	4.0 SCALE	4.5 SCALE	5.0 SCALE
A	4.00	4.50	5.00
A-	3.67	4.17	4.67
B+	3.33	3.83	4.33
B	3.00	3.50	4.00
B-	2.67	3.17	3.67
C+	2.33	2.83	3.33

C	2.00	2.50	3.00
C-	1.67	1.67	1.67
D+	1.33	1.33	1.33
D	1.00	1.00	1.00
D-	0.67	0.67	0.67
F	0.00	0.00	0.00

## **GRADUATION REQUIREMENTS**

In order to graduate from Bellbrook High School, the student must fulfill **ALL** credit and course requirements and meet the requirements of *Ohio's End of Course Exams* (Class of '18 and beyond).

**Bellbrook High School students must earn a minimum of 24 credits and meet the following requirements.**

<b>English</b>	<b>4 credits</b>	<b>(8 semesters)</b>
<b>Math</b>	<b>4 credits</b>	<b>(8 semesters)</b>
<b>*Social Studies</b>	<b>3 credits</b>	<b>(6 semesters)</b>
<b>Science</b>	<b>3 credits</b>	<b>(6 semesters)</b>
<b>Health (1 course)</b>	<b>.5 credit</b>	<b>(1 semester)</b>
<b>PE (2 courses)</b>	<b>.5 credit</b>	<b>(2 semesters)</b>
<b>Fine Arts</b>	<b>1 credit</b>	<b>(2 semesters)</b>
<b>Personal Finance</b>	<b>.5 credit</b>	<b>(1 semester)</b>
<b>Electives</b>	<b>7.5 credits</b>	<b>(15 semesters)</b>

Credit is only earned at the successful completion of a semester course or year-long course. Partial credit will not be granted for year-long courses.

*\*Six hours of a pre-approved Community Service component is required for American Government*

- ❖ No more than one summer school credit may be earned per year. No more than one correspondence course may be earned for high school credit. Any request to exceed these guidelines will require administrative approval.

## **Graduation with Honors**

The following procedures will be used to determine Valedictorian/Salutatorian status:

All students will remain on a 4.0 grading system. However, students will receive quality points of .05 for every Advanced Placement and/or College Credit Plus class in which they receive an A or a B. The quality points will be used **ONLY** to determine the strength of the student's schedule and will be used to determine who is Valedictorian and Salutatorian.

Students at Bellbrook High School will receive an academic classification of Magna Cum Laude (3.75-4.0), Summa Cum Laude (3.5-3.74), or Cum Laude (3.25-3.49).

## **HONOR ROLL REQUIREMENTS**

A three-tiered Honor Roll is published each grading period based upon the following:

1. All A's
2. Honors (A's and B's, 3.5+ GPA with no C's)
3. Honorable Mention (3.0+ GPA)

## **HONORS DIPLOMA and AWARD OF MERIT**

The student who completes the college preparatory curriculum in high school shall meet at least seven of the following eight criteria to meet the guidelines for the *Diploma of Honors*:

1. Earn four (4) credits (eight (8) semesters) of English
2. Earn four (4) credits (eight (8) semesters) of mathematics including at least Algebra 1, Algebra 2, Geometry and another higher level course or a four year sequence of courses which contains equivalent content
3. Earn at least four (4) credits (eight semesters) of science: must include physics and chemistry
4. Earn four (4) credits (eight semesters) of social studies
5. Earn either three (3) credits (six semesters) of one foreign language or two (2) credits (four semesters) of two foreign languages
6. Earn one credit (2 semesters) of fine arts
7. Maintain an overall high school grade point average of at least 3.5 on a 4.0 scale up to the last grading period of the senior year.
8. Obtain a composite score of 27 on the ACT or an equivalent composite score on the SAT (1210).

ALL ten of the following criteria must be met in order for students to qualify for the Ohio Department of Education *Award of Merit*:

1. Earn 4 credits (8 semesters) of English
2. Earn 3 credits (6 semesters) of Math (must include Algebra I and Geometry)
3. Earn 3 credits (6 semesters) of Science (2 from Biology, Chemistry and/or Physics)
4. Earn 3 credits (6 semesters) of Soc Stud (must include Am. History and ½ semester of Civics)
5. Earn 3 credits (6 semesters) of Foreign Language (3 of one language or 2 of 2 different languages)
6. Complete 4 semesters from one or more of the following or 4 additional from above: Business, Computer Science, Visual/Performing Arts.
7. 91% or better attendance – Above Average
8. 3.25 GPA for 9-12 grades or 3.5 for 11-12 grades, or top 25% of the class.
9. Participate in extracurricular and community activities
10. Outstanding citizenship/character

*\*GCCC students must also meet vocational requirements.*

## **FINAL AND SEMESTER EXAMS**

Exams will be administered at the conclusion of each semester. Exams will be worth 20% of the grade for the semester. A schedule will be provided for students prior to the

administering of the tests. Students may earn exam exemptions through excellent attendance and academic achievements.

Students may earn one (1) exam exemption if they:

1. Earn an “A” or “A+” each quarter of the semester (1<sup>st</sup> or 2<sup>nd</sup>). No “A-“ any of the quarters in a semester.
2. Have 98% attendance or better for the semester.
3. Have three (3) or fewer tardies during the semester.
4. Students may not exempt the same exam both semesters.
5. Catastrophic student injury or illness may be taken into consideration when determining eligibility for an exemption card. Regular medical procedures will count toward the semester totals of absences or tardy incidents listed above.

**2<sup>nd</sup> Semester Seniors** who earn an “B+” or higher third quarter and earn an “B+” or higher fourth quarter, and have 4 or less days absent 2<sup>nd</sup> semester and have three (3) or fewer tardies the second semester, will be eligible for exempting their final exam. Seniors who take the AP exam in a class fall under the same attendance guidelines. Seniors may not exempt the same exam both semesters. This rule is subject to change.

### **COLLEGE CREDIT PLUS**

College Credit Plus is designed to help students earn college and high school credits at the same time by taking college courses from community colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to students in grades 7-12 who meet college admission requirements. As required by law, Bellbrook Sugarcreek Schools will bear all tuition costs for classes taken through public universities. Students choosing to enroll in a participating private college or university may incur limited costs. Courses must be taken during the BHS academic year. No more than seven high school credits may be accepted in one academic year. Eligible students may need a qualifying college entrance exam score that places them in courses ABOVE a remediation level to participate. Any remedial college course is the financial responsibility of the student. Any CCP course that is dropped or failed becomes the financial responsibility of the student.

### **CREDIT FLEXIBILITY**

Credit Flexibility applies to any alternative coursework, custom learning activity, assessment and/or performance that demonstrate proficiency qualified to be awarded equivalent credit toward graduation as applied for and approved in advance by the district per board policy. Any interested student must submit a Credit Flexibility Plan Proposal for consideration by the Credit Flexibility Committee. Contact the guidance office for information regarding this option.

### **SUMMER SCHOOL**

A limited number of summer school courses are offered at BHS. Students may attend other school districts' summer school for **remediation credit only** with the prior written approval of an administrator. Summer school tuition and transportation are the responsibility of the students/parents. A student's summer school is subject to administrative review.



## PHYSICAL EDUCATION WAIVER OPTION

This PE waiver is available to students (grades 9-12) participating in Bellbrook High School Interscholastic Sports, Cheerleading, the Marching Band/Flag Corp, and JROTC daily participation paralleling an official sport season must be successfully completed and approved by each respective coach/director. ***The waiver is NOT retroactive. A student cannot receive credit for PE based on activities he or she participated in prior to August 2013***

Qualifying Bellbrook High School Activities:

Baseball	Football	Marching Band & Color Guard	Tennis
Basketball	Golf	Soccer	Track and Field
Cheerleading/Comp Cheer	JROTC	Softball	Volleyball
Cross Country	Lacrosse	Swimming/Dive	Wrestling

To qualify for the Physical Education Waiver, a student must complete two full-seasons in one or more qualifying activities. Once successfully completed, the two Physical Education classes (1/4 credit each) required to meet BHS graduation requirement will be waived. Additionally,

1. No extra/co-curricular activity (participation) prior to August 2013 can be counted toward the PE waiver.
2. A student cannot mix one PE class with one activity to meet the BHS graduation requirement. A student must successfully complete two activities or successfully complete two PE classes to meet the graduation requirements.
3. No credit is earned toward graduation requirements for participation in the activities. Students opting for the PE waiver will be required to fulfill the minimum 24 credits for graduation by successfully completing another class offering.
4. The PE waiver does NOT include Health. All students are required to successfully complete Health class to meet the graduation requirements.

For a season to be considered complete, a student must physically participate (practice, participate in competition) in a minimum of 70% of the season. A student who is injured but has met the 70% threshold must attend practices, meetings, and games throughout the remainder of the season in order to qualify for a waiver. A student who quits or is dismissed from the team is ineligible to earn the physical education waiver for the season in question. This includes dismissal for academic ineligibility as well as violating team, athletic department, or school rules. (All physical education waivers are subject to administrative review.)

## PROGRESS BOOK

As a parent of a Bellbrook High School student, you have the opportunity to monitor your son/daughters progress in their coursework and class assignments, and their attendance, through our Virtual Intervention Program (VIP) utilizing the Parents/Students access to Progress Book. Progress Book is our district grade recording software. To access Progress Book you will need to have an active Internet connection. Then do the following:

- Log onto [www.sugarcreek.k12.oh.us](http://www.sugarcreek.k12.oh.us)

- Click Parents/students in the Progress Book Box
- Click on the Sugarcreek Local School District icon
- Enter your username and password (Username and passwords will be sent home at the beginning of the school year)
- Click the Login button

\*Grades will be updated approximately every 2 weeks.

## **GENERAL INFORMATION**

### **BUS/TRANSPORTATION POLICY**

Students are required to ride the bus to which they are assigned. Permission to ride another bus may be obtained from an administrator with a note from a parent/guardian. Continued misbehavior or a single act of misbehavior may result in removal from the bus. Students/parents will then have to provide their own transportation to and from school. Questions regarding transportation may be directed to the Transportation Coordinator (848-4029) See website for additional regulations. Students should be at the bus stop, in their place of safety 5 minutes before the bus arrives.

### **Bus Safety Rules**

The responsibilities for students riding a Sugarcreek Local bus are to:

1. Comply with the requests of the school bus driver at all times.
2. Follow all safety rules.
3. Take seat promptly and do not leave your seat while the bus is loading or moving.
4. Talk quietly when on the bus and display acceptable behavior.
5. Keep hands, feet, head and body inside the bus at all times.
6. Do not throw anything out of the bus window.
7. A policy of strict silence must be observed at all railroad crossings.
8. Help keep the bus seats and floor clean and do not eat or drink on school bus.
9. Do not use or possess tobacco, alcohol, or drugs on the school bus.
10. Exit promptly when unloading. Move safe distance away from the bus.
11. When crossing the street in front of the bus, move out 10 feet in front of the bus, maintain eye contact with the driver, cross on signal by the driver.
12. Sit facing the front.
13. All school rules are in effect on the bus.

### **CAFETERIA/LUNCH PROCEDURES**

BHS is a closed campus. Students are expected to eat at school in the areas designated. Students are not permitted to call in orders for food to be delivered, or to receive food from visitors to campus including parents. There shall be no carry-in lunches from restaurants (including delivery services and apps, etc.)

### **Lunch Procedure**

1. Students will remain on campus during the lunch period
2. Students will abide by the code of conduct and the requests of the lunchroom monitors and staff.
3. Students will not have food delivered by parents or other visitors.
4. Students will not order food to be delivered from restaurants.
5. Students will keep all food items in the appropriate eating areas
6. Students will remain in their assigned areas during lunch.
7. Students will not remove items from food counters without paying for them.

8. Student will not cut into the lunch line with or without permission.
9. Students will clean eating area.

### **COMPLAINTS/GRIEVANCE**

Any student wishing to make a complaint regarding any person or occurrence at BHS should report to the office to schedule an appointment with his/her appropriate administrator. As needed, the administrator may require the student(s) to complete a written statement stating the cause for concern.

### **DANCE EXPECTATIONS**

The following policies and expectations have been developed jointly by student leadership and BHS Administration in order to promote a healthy, safe, and enjoyable experience for all students. The policies and guidelines listed below will be in place for all dances at, or sponsored by, Bellbrook High School.

**No inappropriate groping, grinding or touching.**

**Students must remain face to face.**

**No bending over or straddling legs. (Students must remain upright.)**

**Couples must maintain one arm's length distance from other couples.**

**No overt/prolonged public displays of affection**

Any student or guest of a BHS student violating these guidelines may be asked to leave the dance and may be banned from future dances. There will be no refunds. The BHS code of conduct is in effect at all school dances.

### **ELEVATOR or LIFTS**

The elevator or lifts are "off limits" to the student body. These are for the physically handicapped or injured students, or for moving equipment. The Main Office must approve use of the elevator.

### **ENROLLMENT/WITHDRAWAL PROCEDURES**

To enroll a student and prior to attending BHS, parent/guardians must provide the following:

1. Proof of Residency
2. Completion of the enrollment application and required forms
3. An official birth certificate
4. The most current court documents establishing custody
5. Social security card
6. Signature to request official copy of all records from previous school

Students withdrawing from BHS must:

1. Have a signed parent/guardian statement.
2. The reason for withdrawal must be stated on the Withdrawal Form
3. The student's teachers, grade level administrator, main office secretary, and guidance counselor must sign the form.
4. All student fees must be paid prior to any records being released.

## **EQUAL OPPORTUNITY**

Educational programs and activities of BHS and employment opportunities with the Sugarcreek Local School District are available to all qualified persons without regard to race, color, religion, national origin, sex, marital status, age, or handicap in full compliance with all applicable federal and state statutes and regulations, including: Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Rehabilitation Act of 1973 Section 504, the Age Discrimination in Employment Act, and Ohio Revised Code Chapter 4112.

## **EXTRA AND CO-CURRICULAR ACTIVITIES ACADEMIC ELIGIBILITY POLICY**

This policy covers all non-graded extra-curricular activities:

1. Students must meet all OHSAA designated scholastic requirements.
2. Students may not have more than one F letter grade in the previous nine weeks.
3. Students must have a minimum grade point average of 2.0 in the previous nine weeks grading period to compete as a non-probationary participant.
4. All Athletics, Marching Band, Concert Band, Flag corps, school plays/musicals, student government activities, and any other activity which may involve competitive events with other schools' students fall under this policy.

Students with a grade point average below the minimum requirement of 2.0, but above a 1.5, may be placed on probation coordinated by the athletic department and student activities director. The study tables may be scheduled as evening school sessions, or intervention sessions with teachers. The duration of the study table will be for the entire quarter of participation. Students will not be eligible for probationary participation in any quarter if they were on probationary status or ineligible in the previous quarter.

## **EXTRA and CO-CURRICULAR CODE OF CONDUCT**

Co-curricular and extracurricular activities are a valuable part of the total program at Bellbrook High School and Bellbrook Middle School. It is a privilege to participate in student co/extra-curricular activities and is not a right according to the law. Since it is a privilege and participation is voluntary for these activities, the student makes a choice to be a positive role model for other students as well as an appropriate representative of the school system. Thus, the student will have higher expectations placed upon him/her than those of the remaining student body. This representation of the school district carries with it the additional responsibility of maintaining the highest personal and ethical conduct. Co/extra-curricular participants include but are not limited to, athletics, cheerleading, band, winter guard, national honor society, drama, and clubs.

Students who participate in co-curricular and extracurricular programs at Bellbrook High School and Bellbrook Middle School will receive a copy of the entire policy when their season or activity begins. Students who fail to sign for and abide by policy that requires them to refrain from using alcohol, drugs, or tobacco will not be permitted to participate. This policy governs student use of these illegal substances on and off of school grounds 365 days a year.

Parents/Guardians are encouraged to review the Co-Curricular and Extra-Curricular Code of Conduct with their son/daughter to prevent a violation. Violation of the Code of Conduct will result in the student losing their eligibility to participate.

The following Code of Conduct governs all students participating in co/extra-curricular activities during the entire year (365 days) and is in effect at any time, whether or not the activity is currently taking place or is in season, and any place, on or off school property. Violation of the following code of conduct will result in the student being ineligible for any co/extra-curricular activity as set forth below under the heading “Consequences of Infractions to the Code”.

## 1. THE CODE OF CONDUCT

- A. Use or possession of alcoholic beverages, tobacco products, or illegal drugs is expressly forbidden. Anyone who aids or abets another in committing an infraction concerning alcoholic beverages, tobacco products, or illegal drugs, will be treated as though he/she had violated the first sentence of this paragraph.
- B. A student should conduct himself/herself both in and out of school in a manner that reflects good citizenship. Any behavior that results in dishonor to the student, his or her event or team, or school will not be tolerated. Acts of unacceptable conduct include, but are not limited to, theft, vandalism, disrespect, and violation of laws (excluding traffic violations).
- C. A student under a disciplinary out-of-school suspension, expulsion or exclusion, will not be eligible to participate and/or attend (in any manner) any co/extra-curricular activities during the suspension, expulsion, or exclusion.
- D. The administration reserves the right to levy disciplinary action on any measures of misconduct not mentioned specifically in the above rules

## 2. GENERAL CODE GUIDELINES

- A. All students, grades 6-12 involved in co/extra-curricular activities, will be considered “participants” and bound by the Code of Conduct. No student shall be allowed to participate in any school activity (ex. game, match, contest) with a group/team until the Code of Conduct has been signed by the parent/guardian and the student and returned to the coach/advisor. Code of Conduct violations are accumulated at the middle school level (grades 6-8) and again during high school (grades 9-12). Middle school accumulation ends and high school accumulation begins with promotion from the eighth grade. Consequences earned during middle school (8<sup>th</sup> grade) will be carried over to the beginning of high school (9<sup>th</sup> grade) until all requirements have been fulfilled.
- B. A student who is not in school FOR THE ENTIRE STUDENT DAY will not be permitted to participate in any group (team) activity. Participation in any weekend, school break, and/or holiday break activity requires a full school day’s attendance on the previous Friday and/or last day of school. This is in effect until the next in-session school day. Any exceptions to this rule require the permission of the building principal or the student activities director.
- C. With prior approval by the building principal or the student activities director, as may be appropriate, additional standards and rules may be established in writing by the activity advisor or coach and become effective when given to each participant. The standards or rules shall be a part of the Code of Conduct for that activity.

D. All students involved in co/extra-curricular activities must meet all grade requirements as mandated by the Bellbrook-Sugarcreek Local Board of Education and by the OHSA, if applicable, to the activity. Failure to meet grade requirements shall not be an infraction of the Code of Conduct but shall result in suspension of participating in the activity until grade requirements are met and OHSA rules, if applicable, have been followed.

### 3. INFRACTION AND REINSTATEMENT PROCEDURE

An allegation of an infraction of this Code of Conduct may be referred to the Student Activities Director or Building Administrator by any of the following:

A. Any principal or other school district employee (i.e. teacher, teacher, aide, secretary, coach, custodian, bus driver, maintenance personnel, security personnel) adult chaperone, any student, or other advisor regarding an infraction during the school day, on school grounds, or during school related activities; or

B. Any principal, faculty member or advisor/coach or any law enforcement officer or agency at any time. Local law enforcement agencies may share information with school officials, when applicable, in an effort to promote a lifestyle among students that is tobacco, alcohol, and other drug free. Criminal conviction is not a requirement for enforcement of the Code of Conduct.

If it is determined that an infraction has occurred, the participant, the participant's parents/guardians, and the participant's coaches/advisors will be notified. The Co/extra-curricular Code of Conduct is in addition to any other policy, rule, or regulation of Bellbrook-Sugarcreek Schools. Violations of the Student Code of Conduct that result in suspension from school may also affect extra/co curricular participation.

To be eligible for reinstatement after an infraction the student must have complied with the reinstatement requirements noted under the appropriate offense. A written request for probationary reinstatement should be directed to the student activities director or building administrator. The reinstatement decisions will be made by the building administration and the decision will be final.

Any reinstatement is probationary and can be rescinded at any time. The reinstatement will be revoked if the student does not make timely progress toward completing any remaining requirements for probationary reinstatement or for any action considered derogatory to the school system, its students, employees and/or programs. Revocation shall be at the sole discretion of the building administrator and the decision will be final.

### SELF REFERRAL PROCESS

Students, peers, parents, or other adults sometimes come to the realization that the use of alcohol, tobacco, and other drugs is affecting them and/or a student and may seek help for assistance. Student participants may self-refer/refer one time if they have no prior violations of the code, do not have police documentation of an incident, and no school investigation has been initiated. Students will be considered referred for assistance if the participant approaches a coach, athletic director, administrator, or counselor and

voluntarily seeks assistance. Parent(s) may refer their own son/daughter. Parent referrals will be treated as self-referrals.

Participants that fall under the referral/Self-referral category will not serve a penalty (1<sup>st</sup> offense only), however they must complete all other requirements for reinstatement for a 1<sup>st</sup> time offense. Failure to comply will result in the denial of privilege to participate. Any future code violations will be treated as a second violation of the code of conduct. Self referral cannot be used to avoid consequences for an already documented violation. Violations of the Student Code of Conduct that result in suspension from school may also affect extra/co curricular participation.

## CONSEQUENCES OF INFRACTIONS TO THE CODE

### First Offense:

- Suspension from participating in all co-curricular and extracurricular activities for 25% of regular season contests/events from date notified by the Student Activities Director or Building Administrator. In all events, the Student Activities Director or Building Administrator shall have the final authority to decide to what sport, activity, or organization the consequences shall apply.
- The participant will not participate in the next contest/event after determining an infraction has occurred and will be removed from any leadership role (ie. officer, captain) for the remainder of the year or sport season.
- In order to be reinstated after the suspension, the student and the parent/guardian must have complied with the following:
  1. The student must complete a tobacco, drug, and/or alcohol assessment if the infraction involved tobacco, drugs, and/or alcohol. The assessment is at student/family expense. The student must follow any suggestions/recommendations made by the assessor.
  2. The student must have completed one half of the ten (10) hours of community service (assigned by the building principal or his/her designee) prior to returning to competition. Community Service must be completed in its entirety within 30 days of the date notified by the Student Activities Director or Building Administrator.
  3. The student must agree to complete an educational class/counseling related to correcting behavior that caused the suspension. This must consist of 3 one hour sessions with a school approved counselor. Failure to complete such classes or counseling within ninety (90) days shall itself be considered a violation of this Code of Conduct.

Any number of suspended games, contests and/or events not fulfilled by the current season will be carried over into the next co/extra-curricular activity in which the student participates and successfully completes as defined by OHSAA official start and end dates. The student may not participate, travel, or be with team/group in any games, contests, or events. Students will be permitted to practice at the coach's discretion. A coach/advisor may impose additional consequences on their participants who violate the Code of Conduct. Athletes will comply with OHSAA regulations on suspension. Failure to successfully complete the reinstatement requirements in their entirety will result in the student losing his/her eligibility to participate until those requirements are met.

### Second Offense:

Suspension from participating in all co-curricular and extracurricular activities for 50% of regular season contests/events from date notified by the Student Activities Director or Building Administrator. The Student Activities Director or Building Administrator shall have the final authority to decide to what sport, activity, or organization the consequences shall apply.

The participant will not participate in the next contest/event after determining an infraction has occurred and will be removed from any leadership role (ie. officer, captain) for the remainder of the year or sport season.

In order to be reinstated after the suspension, the student and the parent/guardian must have complied with the following:

1. The student must have completed a tobacco, drug, and/or alcohol assessment if the infraction involved tobacco, drugs, and/or alcohol. Assessment is at student/family expense. The student must follow any suggestions/recommendation made by the assessor.
2. The student must complete one half of 20 hours of community service (assigned by the building principal or his/her designee) prior to returning to competition. Community Service must be completed in its entirety within 30 days of the date notified by the Student Activities Director or Building Administrator.
3. The student must attend weekly counseling sessions conducted by a Certified Chemical Dependency Counselor for a minimum of four (4) weeks. Student must provide written documentation of attendance. Failure to attend sessions will result in the loss of the student's eligibility.
4. Parents and student(s) must attend a minimum of one family counseling session conducted by a Certified Chemical Dependency Counselor.
5. The suspended student will not travel, or be with a team/group in any games, contests, or events (athletes will also follow the OHSA regulations on suspensions).
6. The student must provide monthly medically administered drug screens to the Student Activities Director/Building Administrator each month for 2 months. Any positive results will be considered an additional Code violation. All costs incurred will be the responsibility of the parent/student.

### Third Offense:

If a student participant is found to be in violation of the Code of Conduct for a third time, the student will be denied the privilege of participation for one calendar year

In order to be reinstated after the suspension, the student and the parent/guardian must have complied with the following:

1. The student must have completed a tobacco, drug, and/or alcohol assessment if the infraction involved tobacco, drugs, and/or alcohol. Assessment is at student/family expense. The student must follow any suggestions/recommendation made by the assessor.
2. The student must complete 40 hours of school service (assigned by the building principal or his/her designee).



3. The student must attend weekly counseling sessions conducted by a Certified Chemical Dependency Counselor for a minimum of eight (8) weeks. The student and parents must attend a minimum of two (2) family counseling sessions with a Certified Chemical Dependency Counselor. The student and/or parent must provide written documentation of attendance. Failure to attend sessions will result in the loss of the student's eligibility. All costs incurred will be the responsibility of the parent/student.
4. The suspended student will not travel, or be with a team/group in any games, contests, or events (athletes will also follow the OHSAA regulations on suspensions).
5. The student must provide monthly medically administered drug screens to the Student Activities Director/Building Administrator each month for three months. Any positive results will be considered an additional Code violation. All costs incurred will be the responsibility of the parent/student.

#### Fourth and Subsequent Offenses:

Additional violations of the Code of Conduct will result in the student being denied the privilege of participation for the remainder of their Bellbrook High School years. While students do not have the ability to be reinstated, Bellbrook –Sugarcreek Schools are willing to provide information in order to help students and families secure appropriate services for substance use and/or abuse.

#### Multiple Violations:

In the case of multiple violations, consequences will be imposed consecutively, not concurrently, i.e., the student cannot begin a second penalty until the first penalty has been completed.

#### **FEES**

The Sugarcreek Board of Education approves fees in courses. The fees are based upon the quoted cost of materials and instructional supplies. Should it be necessary to increase or decrease any course fees, announcements will be made to students. Any student with outstanding financial obligations will have their Report Card and records withheld. Credit cards are accepted for the payment of fees. Checks should be made payable to **Bellbrook Sugarcreek Local Schools**. Financial obligations may include, but are not limited to: replacement of assigned books or materials; school fees; library fines; athletic participation, equipment, or uniforms; band/choir fees, equipment, uniforms, and supplies; assigned sales campaign materials; theater scripts or costume rental; and loaned materials.

#### **FIRE AND DISASTER DRILLS**

Fire and disaster drills are conducted in accordance with state law. An evacuation plan is posted in each room. Students should become familiar with the plan and drill procedures. Students are expected to be orderly, move in a safe/timely manner, and cooperate with all instructions being given.

#### **FOREIGN EXCHANGE STUDENTS**

In accordance with U.S. Immigration & Naturalization laws, all foreign exchange students with F-1 visas must pay tuition to attend public school in the United States. A limited number of foreign exchange students, based on enrollment, may be accepted at BHS per school year. Preference will be given to applicants: 1) with English reading,

writing and speaking proficiency and 2) whose host family have students currently enrolled at BHS. No student will be accepted nor enrolled without a complete transcript and proper enrollment documents. Applicants must be of appropriate high school age and not have graduated prior to attending BHS. Only students who meet BHS graduation requirements are eligible to receive a BHS Diploma.

### **GREENE COUNTY CAREER CENTER**

GCCC is the vocational/technical school for students in Greene County. It is located on West Enon Road, Xenia, OH. Students attending GCCC from Bellbrook are BHS students and must meet BHS graduation requirements. Programs are available primarily to Juniors and Seniors; however, a few programs do permit Sophomores to enroll. For more information, check with BHS counselors.

### **HALL PASSES**

Students are not permitted to be in the halls at class time during the school day without a pass.

### **HEALTH SERVICES**

Bellbrook High School is committed to meeting the daily health care needs of all our students. Fortunately, each building now has a Certified School Nurse to implement this care plan. School nurses manage the school health clinics in each building and offer a range of services from first aid, vision and hearing screenings, maintaining health and immunization records, administering medications, providing health education, and advocating for students with temporary or long-term health care needs. In addition, health-related forms and additional information is available online on the BHS web page under programs where you will find the school nurse link, News from the Nurse. The nurse is also available to answer any questions or concerns that you might have in regards to your students physical and mental well-being.

**Chronic Health Issues:** At the start of each school year, please provide the school nurse with updated information and orders for care from a licensed healthcare provider for any chronic illness or disease diagnosis pertaining to your student. This includes asthma, diabetes, seizure disorder and food allergies. We must receive new signed orders from a licensed healthcare provider (physician, physician's assistant or nurse practitioner) each school year for any medical procedure that we need to perform for your student.

**Contagious and communicable Diseases:** Please contact the school nurse, if your student has been diagnosed with a contagious disease. All information will be confidential, but will assist the school nurse in monitoring communicable diseases in the school. These guidelines are recommended by the American Academy of Pediatrics.

Emphasis on perfect attendance may encourage students to be in school when potentially contagious to others. Please take into consideration the following conditions that may require a student to be excluded from school:

1. A fever of 100.4 or higher is indicative of an infection. Students also need to be fever-free x 24 hours without fever reducing medications before returning to school.
2. Vomiting, diarrhea may also be signs of a communicable disease, especially with multiple episodes and a fever.

3. Upper Respiratory symptom with coughing, green/yellow nasal discharge, body aches, may indicate the flu or an infection, especially if accompanied with a fever.
4. Sudden severe sore throat with a fever, swollen lymph nodes and tonsils with white or yellow spots in the throat may be a sign of a Strep infection.
5. Red and irritated eyes with a yellowish discharge and/or clear discharge may indicate a contagious form of conjunctivitis or ‘pink eye’ which is highly contagious.
6. An undiagnosed rash may be a symptom of an infectious disease such as impetigo or Chicken Pox or Measles.
7. Head lice until initial treatment is completed and all live lice are removed from hair and/or by the discretion of the school nurse.

**Emergency Medical Authorization Forms:** Parents are required by State Law to submit a new Emergency Medical Authorization form each year. This form would accompany your child to the emergency room in order to authorize medical treatment. If we are not able to contact you, this form would also provide the school nurse, first responders and ER staff, critical medical information on your student. Please note that this information is confidential and is only shared on a need to know basis. You can now complete this form online through the OneView Portal. Students who do not have this form on file may be excluded from field trips and extra/ co-curricular activities.

**Immunizations required for school attendance:** PLEASE NOTE: Ohio law requires immunizations to be on file in the school office by the first day of school. (A detailed explanation of Immunization Requirements can be found under “News from the Nurse” on the BHS webpage.) Students enrolled in preschool through grade 12 are required to have written proof on file that they have been immunized against Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Hepatitis B, Varicella and Meningitis with doses dependent on grade level. Contact the school nurse with any questions or concerns.

### **Injury and Illness Procedures**

1. The clinic is always open during the school day for students who are feeling ill or have an injury that requires attention.
2. If it is not an emergency, students need to get a pass from their teacher.
3. If a student phones or texts a parent/guardian reporting he/she is not feeling well, the parent/guardian should encourage their child to go to the clinic to be evaluated, as the clinic staff needs to directly communicate with the parent/guardian.
4. If the student appears too ill/injured to remain in school, the clinic staff will contact parents/guardians to make the arrangements for their child to go home.
5. If an injury or illness appears life threatening, staff will summon the emergency squad. Every effort will be made to notify parents/guardians of this necessity.
6. If a student is ill or injured and must be dismissed early, the student will only be released to those listed on the parent provided contact list. The school nurse may also contact a parent/guardian or designated contact to determine whether the student can drive home or needs to be picked up by an adult.
7. Students can sign themselves into school without a parent/guardian, **but can only sign out of school with parent permission.** Students must sign out in the attendance office and receive a dismissal pass before leaving school.

8. Students returning to school on crutches or in a wheelchair should be seen in the clinic before going to class to obtain help in the halls and with their books.

**Medications:** The school district strongly recommends that parents and physicians schedule medication so that students do not have to take medication during the school day. However, if this is not possible, the school nurse will administer medication in accordance with the following guidelines.

1. All Prescription medications and Over-the-Counter (OTC) medications administered more than three times during the school year require both the parent and prescribing Physician or other licensed prescriber's signature. You can find medical forms online under Health Service on the school's web page or request a form from the school office.
2. All medication must be in the original container as provided by the pharmacist. The label is to include the name of the student, physician, current date, dosage instructions, possible side-effects and name of medication. You can request a second bottle from the pharmacist specifically for the school. If it is a nonprescription medication such as Midol or Claritin, it must be in the original container.
3. New forms must be submitted each school year and for each new medication or change in dose.
4. Students will receive and take medication in the presence of the school nurse. A written record will be maintained of all medication administered.
5. Students may NOT keep medication with them or in their lockers or on their person unless prescribed by a physician such as an Epi-pen, inhaler or supplied as needed for managements of diabetes and when noted on the medication form.
6. The Board of Education also recognizes that at times students may benefit from parent-recommended over-the-counter (OTC) medications for symptomatic treatment of minor illness, allergy or pain. Under this policy, administration of OTC medication may be allowed with parental consent only and completion of the appropriate form. **This over-the-counter form (OTC) is located on the OneView Portal or can be obtained online or from the school nurse.**
7. Non-prescription (OTC) medications such as Acetaminophen, Ibuprofen, Tums, Bacitracin, Benadryl, Anti-itch gel, Cough Drops are stocked in the clinic. If you would like for your child to receive one of these medications on a VERY LIMITED basis (no more than three times during the school year), please complete the OTC form. Please note that if you think your child will need one of these OTC medications more than three times during the school year, you will need to have the physician complete the form listed above with prescription medications.
8. Students are not permitted to carry medication to, from, or during school; thus, parents need to deliver all medications to the school.

### **INCLEMENT WEATHER**

Emergency closings or delays are reported to Dayton area radio and television stations as soon as possible (listed as Bellbrook/Sugarcreek Schools) as well as posted on the district website ([www.sugarcreek.k12.oh.us](http://www.sugarcreek.k12.oh.us)). In the event of a delay, students are not to arrive at school before the delayed starting time. Generally, no one is available to answer the school phone during closings or delays.

## **INTERVENTION TEAM (RTI)**

The intervention process is designed to help students who are experiencing academic difficulty at BHS. Students may refer themselves, may be referred by parents, or they may be referred by one or more of their teachers. The intervention plan works in a cooperative way to facilitate a partnership among parent, student, and teacher. Parents can start this process by contacting their child's guidance counselor.

## **LOCKERS**

Lockers are school property. They are provided for the safety and security of student property. Any attempt to circumvent the security of the locker (i.e. "rigging") may be subject to disciplinary measures (see student code of conduct). Lockers, and all contents, may be opened and inspected by school personnel at any time therefore students should assume no expectation of privacy with regard to lockers. BHS does not assume any liability for items in lockers.

## **MENTOR PERIOD**

Students should be permitted to leave mentor period if they have a signed pass. This pass should be obtained by the student from the classroom teacher *prior* to arriving to mentor period. If the student does not have a pass, he/she is not to leave the room unless the mentor period teacher has granted permission to go to the restroom, etc. This should be avoided whenever possible.

## **NATIONAL HONOR SOCIETY**

Membership in the National Honor Society is limited to those students judged by a Faculty Board to be outstanding in scholarship, leadership, character and service. In order to be selected for consideration for the BelHi Chapter, the following criteria must be met:

- Junior or Senior status
- Must have attended BHS for one full semester prior to application.
- Minimum GPA of 3.50 (no rounding)
- Exemplary character and leadership (Code Violations related to alcohol, tobacco, and/or drugs, cheating, theft, vandalism, and harassment/bullying are some examples of not having exemplary character)
- Performed a minimum of 3 service projects during high school.

## **NCAA CLEARINGHOUSE**

Many college athletic programs are regulated by the National Collegiate Athletic Association (NCAA). The NCAA establishes rules on eligibility, recruiting, and financial aid. The three membership divisions of the NCAA are: Division I, II, & III; based upon the size and scope of the athletic programs.

Students planning to enroll in college and play athletics must make application to and be certified by the NCAA Initial Eligibility Clearinghouse. The Clearinghouse ensures consistent application of the NCAA requirements and eligibility which includes: high school graduation, college admission test scores, academic core course work, and grade point average based upon the core courses. Clearinghouse information may be obtained from the guidance counselors.

## **SALES PROJECTS**

Only sales campaigns or moneymaking activities authorized by the high school administration may be conducted. Students are financially liable for any items assigned/given to them for sales projects.

## **SCHOOL RESOURCE OFFICER**

A Sugarcreek Twp. Police Officer is on the premises of BHS daily. The officer gives classroom lectures, is a resource for legal issues, and provides additional security.

## **SECURITY MONITORS**

In an effort to insure the safety and security of our campus we will use all available methods including cameras and video equipment. The purpose of this equipment is to assist the school in providing a safe and secure environment for its students, staff and general public. The school reserves the right to use recorded images in the investigation, and prosecution of violations of the BHS Code of Conduct and/or the Ohio Criminal Code.

## **SENIOR SKIP DAY**

**There is no sanctioned Senior Skip Day.**

## **SIGNS, POSTERS, and DECORATIONS**

No signs, posters, or decorations may be posted without the permission of a BHS administrator.

## **STUDENT DRIVING/PARKING**

Driving to school is a privilege, which can be denied if the driver does not assume proper responsibility. Students must submit a parking application form and parking fee to receive a permit to park on school grounds. Students who do not comply with driving/parking regulations may be disciplined, forfeit their parking fee/pass and have their car towed, at their expense, from the school grounds. Once you park your car in the parking lot, leave your car. You are not to be in your car at any time except when coming to or leaving from school. Cars parked on school grounds may be searched. It is highly recommended that vehicles remain locked at all times.

## **PARKING PERMIT ELIGIBILITY (PILOT Program)**

To be considered for a parking permit, a student must:

1. Be a Senior/Junior or "off campus" CCP student
2. Have a valid driver's license and insurance.
3. Fill out parking permit application in its entirety and pay permit fee.

## **PARKING PERMITS**

Parking Permit Application forms will be available on line and in the HS office. Applications must be signed by the student and parent. Students will only be issued one (1) permit for the school year. If the parking permit is lost or stolen, students will be required to purchase another permit (\$5). The permit can be used only by the student to whom it is issued.

Parking permits must be displayed prominently and must be visible through the front windshield of the vehicle. Permits may be revoked if not properly displayed. Parking

permits are \$50 per year for all locations. Payment must be received before a permit will be issued. There is no other student parking available or allowed on school property.

## **PARKING/DRIVING REGULATIONS**

Driving to Bellbrook High School is a privilege which can be denied if proper responsibility is not assumed by the driver.

1. **Students are not permitted to drive behind the school building at any time.**  
Violations of this rule WILL result in the loss of parking permit and additional discipline.
2. Student parking is by permit only. Parking spaces will be assigned. Students are expected to park within designated lines of parking spaces. Do not occupy more than one space.
3. Vehicles must be parked and locked upon arrival to school.
4. Students are not permitted to loiter in cars, or parking lot, before, during, or after school.
5. Students are not permitted to return to their cars during the day unless they have a pass from an administrator. **BHS is a closed campus. Students are not permitted to leave school for lunch at any time.**
6. Students should not leave anything valuable in their cars. The school is not responsible for the theft of or damage to personal property in the parking lot.
7. Students are expected to drive safely and courteously and follow all state and local driving regulations. Cars should not exceed 10 mph in parking lot. Students must wear seatbelts when operating a vehicle or riding as a passenger. The student issued the permit is responsible for the safety and conduct of his/her passengers. Unsafe operation of a vehicle WILL result in the loss of parking permit.
8. Students may not have in any vehicle parked on school property any alcohol, drugs, tobacco products, weapons, knives, or other items which students are prohibited from having on school property.
9. Vehicles are subject to search by school officials at any time.

## **REVOCAION OF PARKING PERMIT**

Students who do not comply with driving/parking regulations will be subject to disciplinary action, including, but not limited to, revocation of their parking permit, and may have their vehicle immobilized (booted) or towed at owner's expense. Permits may be revoked if the car is used to violate school rules (i.e. leaving school property during the school day). No warnings will be issued. Driving to school is a privilege. There is no appeal if your permit is suspended or revoked.

## **STUDENT RECORDS**

In accordance with Section 99.6 of the Family Educational Rights and Privacy Act (FERPA) of 1974, P.L. 93-380, S. 438.88 State 57-79, the Bellbrook-Sugarcreek Board of Education adopted the following policy:

In order to provide students with appropriate instruction and educational services, it is necessary for the Bellbrook Sugarcreek Local School District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or legal guardian or the student in accordance with law, and yet be guarded as confidential information. The school district designates the following personally identifiable information contained in a student's education record as "directory information," and will disclose that information without prior written consent:

- Student names
- Names of students' parents
- Awards/honors
- Height/weight/grade
- Student address
- Photographs
- Date of Birth
- Extracurricular participation

Administrative regulations set forth the information noted above as the annual notification to parents/guardians and eligible students of the district's definition of "directory information." Pursuant to federal law

information is released to all branches of the United States Armed Services. Parents/guardians or eligible students have two weeks from the first day of attendance to advise the school district which information they refuse to permit the district to designate as directory information.

Other than requests described above, the school district will only release information or permit access to a student's permanent file with prior written consent, except that the Bellbrook-Sugarcreek Local Superintendent (or his designee) may permit disclosure in certain circumstances outlined under administrative regulations. (e.g. transfer to another school, under judicial order or subpoena, in a health or safety emergency, etc) Parent signature acknowledging the acceptance of this handbook authorizes the approval of this limited release of information.

### **TELEPHONES**

Students will not be excused from class to make phone calls. Office and classroom phones are for school business and not to be used by students. The school secretaries will give messages from parents/guardians to students at a convenient time.

### **TEXTBOOKS**

Textbooks are assigned and provided by the Sugarcreek Local School District. Normal wear is expected. Fines will be charged for defaced or lost books. All textbooks are to be covered. The student's name is to be clearly printed in ink in the space provided.

### **VISITORS**

All visitors must register at the Main Office. Student visitors are not permitted under normal circumstances. Requests must be made in advance to the Building Principal. Visitors cannot be students from other schools unless they reside within the Sugarcreek Local School District and are considering attending Bellbrook High School.

## **STUDENT CODE OF CONDUCT**

The administrators and staff of BHS expect reasonable behavior from students. School rules are designed to protect the educational process from disruption, to conduct school and activities in an orderly manner, and to insure the safety and welfare of students and staff.

All school rules are in effect any time students are on or within sight of school district property, riding school buses, in attendance at a school-related activity away from BHS, or off of school property to the extent that the misconduct is connected to activities or incidents which have occurred on school property, or directed at a district official or employee, or the property of an employee.



**Students and parents/guardians are urged to fully acquaint themselves with the following section of the Bellbrook High School Code of Discipline.**

**SEARCHES**

Administrative officials reserve the right to search the lockers, desks, automobiles and personal belongings of a student on school grounds or at any school activity when reasonable suspicion exists for the maintenance of order, discipline and safety and in the supervision and education of students. Be advised that lockers, desks, automobiles and personal belongings are subject to search for contraband, harmful or dangerous substances. Administrators are permitted to conduct a random search of any student's locker and its contents at any time, providing proper notice has been posted in the locker areas of each building.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities and is not to be used to search individual students unless a warrant has been obtained prior to the search.

**PENALTIES:**

The following penalties may be used for misconduct.

1. Warning
2. Detention
3. In School Studies (ISS) and or Saturday School
4. Out-of-school suspension (OSS)
5. Emergency removal
6. Court referral
7. Community service
8. Alternative consequences and assignment (including loss of privileges)
9. Expulsion

The Administration has the right to alter disciplinary action if the behavior is deemed excessive or continuous.

**After-school detention:**

After-school detention will be assigned through the assistant principal and will run from 2:45-3:45 p.m. on Tuesdays and Thursdays in the cafeteria. Students are expected to collect assignments from teachers prior to the assigned session. After-school detention will be supervised and all students are to follow the rules and regulations provided. Failure to do so can lead to dismissal from the after-school detention session and further disciplinary action. Detentions will be served on Tuesday and Thursday only. A detention can only be rescheduled at the request of a parent in writing or by contacting the assistant principal's office (848-3737) prior to the start of the following school day.

A student will not be excused from detention to participate in athletic events or extra-curricular activities. There are no appeals of detentions. Failure to attend and serve in full after-school detention will result in further disciplinary action, such as additional

detention, assignment to in-school studies, out-of-school suspension, and/or referral to juvenile court.

Detentions will be accumulated on a semester basis. Continued misbehavior may result in a carryover to the following semester.

1st to 4th detentions	after-school detentions
5th & 6th detention	1 day In School Studies or Sat School
7th detention	2 days In School Studies or Sat School
8th detention	1 day out-of-school suspension
9th detention	2 days out-of-school suspension
10th detention	3 days out-of-school suspension and/or court action will be taken

### **In School Studies**

Students may be assigned to In School Studies (ISS) upon violation of the code of conduct depending on the offense. Students will be responsible for having an ample amount of assignments to complete or other work when assigned to In School Studies. Schoolwork completed during assignment to In School Studies will be credited to the student. There are no appeals of In School Studies.

### **Saturday School**

Students may be assigned to Saturday School at the discretion of administration in lieu of suspension. Students assigned to Saturday School must bring school assignments or school related reading material. Failure to do so may result in the student being removed from Saturday School with additional discipline being assigned. Saturday School will be held 8am -11am in the BHS cafeteria.

### **Out-of-school suspension**

If a student receives an out-of-school suspension, the student is prohibited from any and all extra-curricular activities and is not to be found on the school district property during the duration of the out-of-school suspension. Credit will be given for work missed due to out-of-school suspension provided the student completes and submits all required assignments within 3 school days upon return to school. It is the students' responsibility to request assignments from teachers.

### **GENERAL GUIDELINES FOR CONSEQUENCES**

**Category I** Each Offense—Up to 10 days suspension w/expulsion recommended. Police notified.

**Category II** 1st Offense—Up to 5 days suspension.

Next Offenses—See Category I

**Category III** 1st Offense—Up to 3 days suspension.

Next Offenses—See Category II

**Category IV** 1st Offense—Up to 1 day suspension.

Next Offenses—See Category III

**Category V** 1st Offense—Up to 1 detention.

2nd Offense—Up to 2 detentions.

Next Offenses—See Category IV

**Category VI** 1st Offense—Warning

Next Offenses—See Category V

## **SPECIFIC CONSEQUENCES (depending upon severity)**

**Aiding/Abetting:** No student shall knowingly aid or abet another student who is violating the Disciplinary Policy. **Same consequences as policy being violated.**

**Arson:** Category I

**Assemblies:** *Depends on severity. . . may lose future assembly privileges.*

### **Attendance**

Tardy to School/Class – see tardy policy

Skipping Class any part of a class: **Category V**

Truancy - **Category IV**, Referral to County Attendance Officer.

Failure to Provide Parental/Guardian Note after Absence - **Category IV**

Using a Forged Note - **Category IV**

**Bus Discipline:** Category V

**Class or School Disruption:** Category V

**Computer Usage Violation:** Category III 5-30 days denial of compute usage.

**Contraband:** **Depends upon severity.** Only school related materials should be brought to school.

**Damage of School/Personal Property:** Category II

Replacement or repayment.

**Defiance/Non-compliance/Insubordination/ Disrespect of Authorities:** Students shall comply respectfully with all school rules and promptly obey directions by school personnel. *Depends upon severity.*

**Detention: (failure to serve):** *Additional discipline assigned.*

**Drugs/Alcohol :** Category I

No student shall possess (including in belongings or locker), use, sell, or transmit any narcotics, alcohol, or drug (including “look a likes”) of any kind.

Upon suspicion, student may voluntarily take a breathalyzer test or drug screening. Students may be requested to undergo a chemical dependency evaluation.

**Electronic Devices during school day:** Category V Will be kept in the office until a parent comes to pick it up.

**Entering School Events without Paving:** Category V Pay admission price.

**Extortion:** Category II

No student shall use force or intimidation to obtain money or personal property from another.

**Unauthorized Touching:** Category IV

**Fighting:** Category II

**Attacking/Initiating a Fight:** Category II

**Assault:** Category I

**Forgery:** Category IV

**Hall Pass Violation:** Category V

**Hallway Misbehavior:** Category V

**Hazing/Harassment/Threatening:** Depends upon severity. *Threatening/implying violence against a school is never a joke; it always is taken seriously and the consequences could include arrest and expulsion from school.*

**Inappropriate Dress:** Category V Remain in office until problem is solved.

**Loitering/Off-Limits/In an Unauthorized Area:** Category V

**Passive Resistance:** Passive resistance includes withholding or knowingly giving false information to a principal. *Same consequence as policy being violated.*

**Plagiarism/Cheating/Academic Integrity:** 0% on assignment(s) *Referral to administration consequence depends upon severity*

**Possession of School Keys:** Category II

**Profanity/Unacceptable Language/Gestures(directed):** Category III

**Public Display of Affection:** Category V

**Setting False Alarms/Tampering with Fire Equipment:** Category I

The civil penalty is up to six (6) months in jail and a \$1,000.00 fine.

**Smoking/Possession of Tobacco Products (incl. Lighter/Matches):** Category II

### **Theft/Possession of School or Personal Property/ Criminal Damaging: Category II**

Replacement or repayment.

### **Vandalism/Writing on School or Personal Property: Category II**

Replacement or repayment

### **Weapons/Dangerous or Hazardous Items: Category I**

It is a felony to convey, attempt to convey, or possess any deadly weapon or dangerous ordinance on school property.

## **ACADEMIC INTEGRITY/CHEATING**

The faculty of Bellbrook High School has defined cheating as a student engaging in any of the following actions.

- Representing someone else's work as yours
- Copying or stealing work from another individual, having another individual do your work, or allowing another student to view or copy your work.
- Unauthorized storage, use of notes, formulas, etc. on calculators and text-messaging using cell phones.
- Copying test answers from another individual or from a "cheat sheet."
- Communicating to students in other classes questions or answers to tests/quizzes administered earlier in the day.
- Stealing, or having unauthorized possession of teacher tests, computer files, or answer documents.
- Violating any policies with regard to copyright laws for hard copy and/or electronic materials

Students in violation of this regulation will receive zero credit for the assignments or work involved and parents will be notified. Students repeatedly violating this regulation will receive zero credit and will be referred to the appropriate administrator for additional disciplinary action.

## **BACK PACKS/BOOK BAGS/LARGE TOTE BAGS/GYM BAGS**

For safety purposes, all back packs, book bags, large tote bags, gym bags etc. must be stored in the student's locker upon arrival and remain there until the end of the school day unless an administrator has granted special permission. Students failing to comply with the book/gym bag policy will be subject to the BHS Code of Conduct.

## **CELL PHONES**

Phones should be turned off or kept on silent mode during school hours. Phones cannot be accessed during class unless given permission by the teacher. Teachers may require that phones be turned in at start of period. Phone use is not permitted in rest rooms and locker rooms. The use of any device, including cellular camera phones, to take unauthorized pictures is prohibited. When circumstances warrant, cell phones may be searched if a reasonable suspicion exists that it may have been used in an activity prohibited by the student code of conduct or Board of Education Policy. Violations of this policy will result in confiscation of the cell phone. A detention will be issued on the first offense and/or additional disciplinary action will be issued for subsequent offenses. Failure to hand over a cell phone when requested by staff (including battery, SIM card, etc.) will be treated as insubordination and additional discipline will be issued. Confiscated cell phones will only be returned to a parent or guardian.

## CONTRABAND/ELECTRONIC DEVICES

Students are expected to bring to school only items/materials needed for classroom activity or assigned by the teacher. Headphones, I-Pods, MP3 players may not be used during classes without teacher permission. Confiscated items will only be returned to a parent or guardian. Unclaimed items will be held for 60 days prior to disposal. Possession of contraband items will result in a detention on the first offense and/or additional disciplinary action for subsequent offenses. Students should also not bring large amounts of money to school. The school will not be responsible for lost/stolen items/damaged items. Students are responsible for safely securing items of value.

## DRESS CODE

Student dress and appearance reflects in both a positive and negative way upon the school and the student body. Dress which is distracting to the educational process or presents a health or safety hazard (as determined by the building administration) will not be allowed. Violations may result in disciplinary action or removal from school or school activities. The following are examples of dress styles that are **unacceptable**:

1. Failure to wear shoes.
2. Clothes that inadequately cover the body; i.e. no halter tops, bare midriffs, mesh clothing, or spaghetti straps. All shorts, skirts and dresses must be long enough to extend below the fingertips when arms are extended down to the side. Clothing designed to be worn as undergarments may not be visible.
3. Pants that contain holes *above the knee*.
4. "Sagging" pants or shorts worn below the normal waist line.
5. Clothing or jewelry which expresses any profanity, hate messages, sexually suggestive pictures or phrases, and/or is degrading.
6. Clothing or jewelry that contains any reference to alcohol, drugs, tobacco or weapons.
7. Hats, bandannas/scarves or hoods worn in the building. Hats must be left in locker.
8. Coats worn in the classrooms except with teacher permission.

The administration will make the determination on whether other jewelry, piercings or contact lenses are in violation.

## DRIVER'S LICENSE REVOCATION BILL

The Ohio Revised Code 3321.13 authorizes the Superintendent to petition the Registrar of Motor vehicles to suspend driver's licenses when a student:

1. Drops out of school without a legitimate reason.
2. Is habitually truant
3. Student has been suspended or expelled for possession and/ or use of alcohol or drugs.

## DRUGS AND ALCOHOL

A student may not possess, use, transmit, distribute or be under the influence of any narcotic or hallucinogenic drug, marijuana, amphetamine, barbiturate, alcoholic beverage, anabolic steroid, counterfeit controlled substances (look-alike drugs), any pill, capsule or substance, legal or illegal, prescribed or over the counter, other intoxicant or drug paraphernalia (including electronic cigarettes). It should be noted that the policy extends to any vehicle parked on school grounds. If suspicion exists about vehicles parked in other location the police may be called to do a search. "Possession" includes

and applies to the student's personal belongings, locker, automobile and the guidelines for a search apply.

Students considered to be "under the influence" will be confronted with the indicators, and if there are no apparent reasons for this condition the student may be suspended and the police will be notified.

Violation of this policy may result in a 10-day suspension and/or a recommendation for expulsion. If suspended, a student will be referred to the Student Activities Director. The Student Activities Director will provide the student and parents with chemical dependency programs for appropriate assessment. If the student completes the program's recommended treatment, the number of days of suspension may be reduced on a first offense. The student is to check in with the Student Activities Director after returning to school from the suspension. If the recommended treatment is not followed, the entire suspension will be reinstated. Students suspended or expelled for the use or possession of alcohol or drugs of abuse may be subject to denial, suspension and/or revocation of driving privileges by section 3321.13 of the ORC.

Students participating in extracurricular activities and athletics at Bellbrook High School are subject to the extracurricular and/or athletic substance abuse policies. Separate meetings and printed information will inform parent and student about pertinent policy.

Use of drugs prescribed for medical purpose by a licensed physician is not considered a violation of this rule if Board policy for medication is followed.

### **HARASSMENT/BULLYING**

The Board of Education recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the District.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age, and/or disability.

The harassment by a student of a staff member or fellow student of this District is strictly forbidden. Any student who is found to have harassed a staff member or student will be subject to discipline in accordance with law and the Code of Conduct.

### **PDA-PUBLIC DISPLAY OF AFFECTION**

Public displays of affection (PDA) such as kissing, embracing, and other physical contact of this manner are in poor taste and do not have a place in the hallways or any part of the school campus. Students should use discretion at all times in order to promote a good personal image.

## **TOBACCO**

The possession, use and/or smoking of tobacco in any form or paraphernalia (including smokeless tobacco, lighters, pipes, electronic cigarettes, vapes, juuls, and rolling papers) is prohibited in any area (including vehicles) under the control of and/or in any activity sponsored or supervised by Sugarcreek Schools. Possession and/or use of tobacco in any form may result in a 5-day suspension. If the student agrees to complete a stop-smoking program, the number of days of suspension may be reduced on first offense. If the program is not completed, the remainder of the suspension will be enforced. Any 2nd violation will result in a 5-day suspension. Any 3rd violation will result in a 10-day suspension. A 4th violation will result in a 10-day suspension and recommendation for expulsion.

## **DISTRICT TECHNOLOGY GUIDELINES AND RULES**

Please visit <http://www.sugarcreek.k12.oh.us/techresources.aspx> for updated technology guidelines and rules