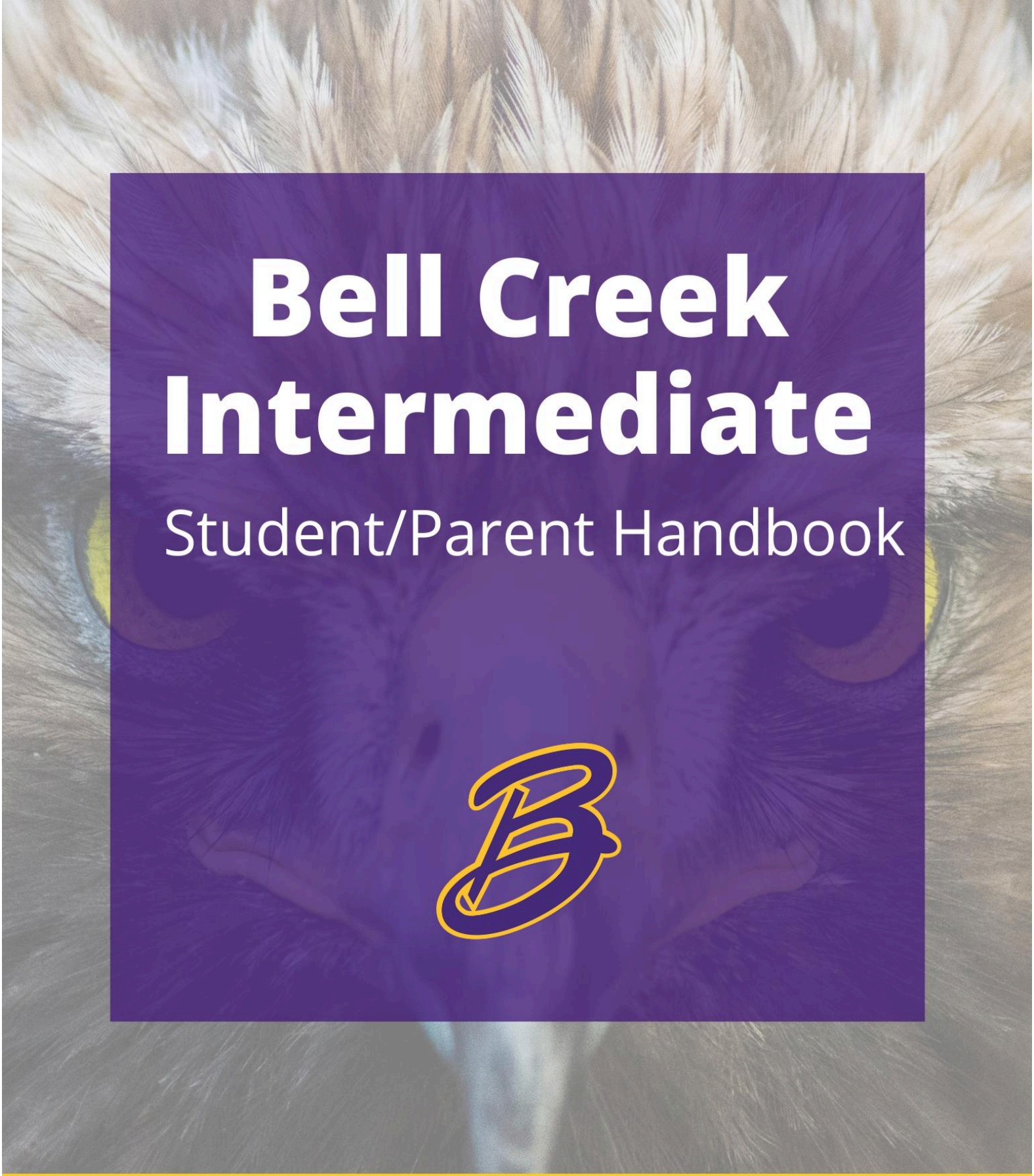

Bell Creek Intermediate

Student/Parent Handbook

3777 Upper Bellbrook Road 937-848-5001 ext. 8900

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Bell Creek Intermediate School
Student/Parent Handbook
2026-27

Welcome to Bell Creek Intermediate School. We are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents, and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities, and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year.

Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact the principal.

Dr. Terress Monroe, Building Principal 937-848-5001 ext. 8999
Joshua Ward, Assistant Principal 937-848-5001 ext. 8998
Katie Weber, Psychologist 937-848-5001 ext. 6921
Danielle Taylor, School Counselor 937-848-5001 ext. 8902
Carol Chan, School Nurse 937-848-5001 ext. 8903

Caitlyn Elliott - Attendance & Building Secretary 937-848-5001 ext. 8801
Paige Aydelott - Secretary to the Principal 937-848-5001 ext. 8901

The building opens at 8:45 a.m.
Office Hours 8 a.m. to 4 p.m.
School Hours are 9 a.m. - 3:40 p.m.

BETTER TODAY THAN YESTERDAY...

...BETTER TOMORROW THAN TODAY

BELIEF	BEHAVIOR	OUTCOME
EAGLES DO THE RIGHT THING	Make good choices (especially when it's hard) Own your behaviors/actions Be a part of the solution	Pride in your actions Be a problem solver
EAGLES SOAR TOGETHER	Think WE not ME Serve and empower others Respect Differences	Work Together Learn Together Achieve Together
EAGLES PURSUE EXCELLENCE	Hold yourself to high standards Be coachable Relentlessly pursue excellence	Be the best version of you Better today than yesterday, better tomorrow than today

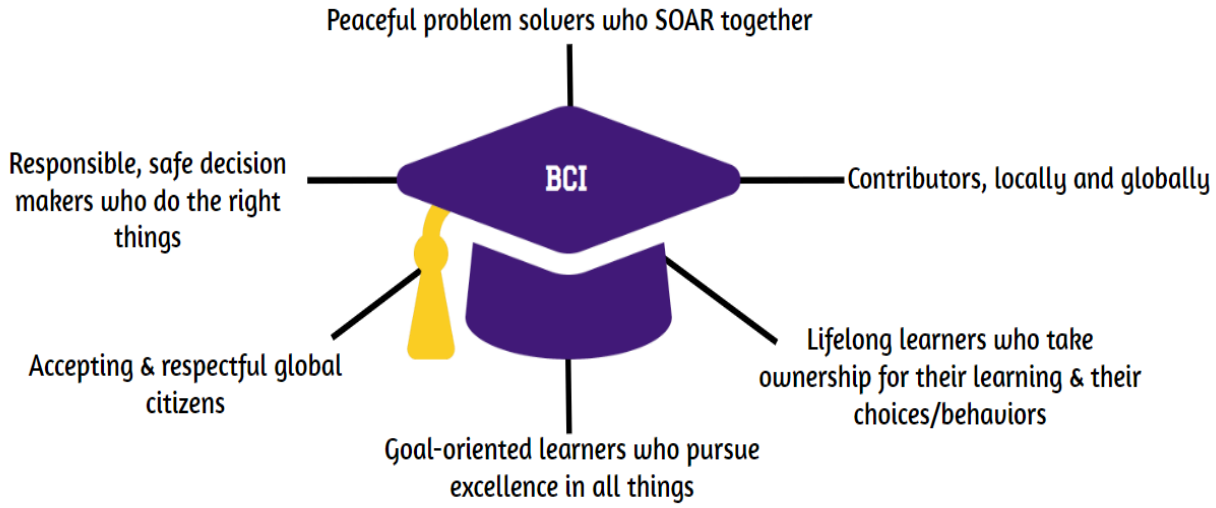
DISTRICT VISION

Better Today Than Yesterday, Better Tomorrow Than Today

MISSION STATEMENT

Do The Right Thing
Soar Together
Pursue Excellence

Portrait of a Rising Sixth Grader



EQUAL OPPORTUNITY FOR ALL

The educational programs and activities of the School District, and opportunities for employment with this School District, are available to all qualified persons without regard to race, color, religion, national origin, sex, marital status, or handicap, and persons over 40 are not denied employment opportunities on the basis of age, in full compliance with all applicable Federal and State statutes and regulations. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact either of the School District's Compliance Officers.

Jeff Eckley, Manager of Business 937-848-5001 ext. 6101
Terress Monroe, Bell Creek Intermediate Principal, 937-848-5001 ext. 8999

Complaints will be investigated, and any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunities.

Students' First Day: Thursday, *Aug. 13*

2026-2027

Students' Last Day: Thursday, *May 20*

Thanksgiving Break: Nov. 24-27

Winter Break: Dec. 21-Jan. 1

Spring Break: March 22-26

Last Day of Each Quarter:

First:	Second:	Third:	Fourth:
Oct. 9	Dec. 18	March 12	May 21
(40 Days)	(42 Days)	(46 Days)	(45 Days)

Scheduled School Closings:

Sept. 7	Labor Day
Sept. 11	Professional Development
Oct. 12	Professional Development
Oct. 19	P-T Conferences
Nov. 11	Professional Development
Jan. 4	Professional Development
Jan. 18	MLK Day
Feb. 12	Professional Development
Feb. 15	President's Day
March 17	2-Hour Delay
April 23	2-Hour Early Release
May 20	1-Hour Early Dismissal

PURPLE STAR
2024-2027
Bell Creek
Intermediate School
Bellbrook Sugarcreek Schools
Ohio
Department of
Education &
Workforce

ACCEPTABLE USE POLICY WITH TECHNOLOGY

Click on this link to see the district policy:
http://www.sugarcreek.k12.oh.us/techresources.aspx

ANNUAL NOTIFICATION: Rights Pertaining to Student Records

The School District maintains many student records including both directory information and confidential information.

Directory information includes a student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Directory information can be provided upon request to any individual other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found on the district website.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, their parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

ANNUAL NOTIFICATION: Rights Pertaining to Student Records cont.

A. political affiliations or beliefs of the student or the student's parents;

B. mental or psychological problems of the student or the student's family;

C. sex behavior or attitudes;

D. illegal, anti-social, self-incriminating or demeaning behavior;

E. critical appraisals of other individuals with whom respondents have close family relationships;

F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;

G. religious practices, affiliations, or beliefs of the student or his/her parents; or

H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the building principal to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

ARRIVAL & DEPARTURE PROCEDURES

Safety of all stakeholders is our top priority in everything we do at BCI. In order to ensure safe and efficient arrival to and departure from school, we have established the procedures and guidelines linked here for all modes of transportation. Please take the time to review these procedures and ensure that you understand them. Any questions or concerns should be directed to a Principal.

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 FROM SCHOOL PROCEDURES

Parents or guardians MUST contact the school before or within one hour of the school day start time to report student absences. After that time period, a phone call will be made to a parent/guardian. 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 the student's return to

school. If a student is not called in, they must submit a written note within five school days of their return; otherwise, the absence will be recorded as unexcused.

ABSENCE CATEGORIES:

All absences, regardless of their status, will accumulate toward the 100 hour threshold.

Medically Excused:

1.Personal illness, doctor or dental appointments with a written statement from a physician: 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.

2. A medically excused absence requires a doctor's note listing all dates missed. Medical notes must be provided within 5 days of a student's return to school.

Religious Expression Days:

1. The Principal may approve up to three religious expression days per year upon a parent or guardian's written request. These days can be used for religious holidays or activities organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization.

2. Parents or guardians must request religious expression day absences in writing. Students may participate in extracurricular activities on approved days.

3. Absences for approved religious expression days will be treated like any other excused absence from school and will count towards absence thresholds.

Non-exhaustive List of Major Religious Holidays

Rosh Hashanah	Oct. 11-13, 2026	Oct. 1-3, 2027
Yom Kippur	Sep. 20 – 21, 2026	Oct. 10-11, 2027
Diwali	Oct. 20-21, 2025	Nov 8, 2026
Hanukkah	Dec. 21-29, 2025	Dec. 4-12, 2026
Ramadan	Feb. 17 - March 18, 2026	Feb. 7- March 8, 2027
Ash Wednesday	Feb. 18, 2026	Feb. 10, 2027
Eid al-Fitr	March 19-20, 2026	March 9-10, 2027
Pesach (Passover)	April 1-9, 2026	Apr. 21-29, 2027
Good Friday	April 3, 2026	March 26, 2027
Easter	April 5, 2026	March 28, 2027
Eid al-Adha	May 26-27, 2026	May 16-17, 2027

Parent Excused:

To be considered excused, an absence must meet State of Ohio legal criteria; notifying the school by phone or note does not automatically guarantee an excused status. Students may be excused for up to 65 hours per school year via parent note or phone call. However, once a student reaches the 65-hour absence threshold—regardless of whether those initial hours were excused by a parent or not—further parent notes will no longer be accepted. Note that all absences, regardless of their status, accumulate toward the 100-hour state-mandated intervention threshold.

1. Personal illness (a written physician's note verifying the illness may be required.) On excessive absences, a letter may be sent to the parent. A doctor's statement may be needed for any future absence. Continued absences may result in a referral to juvenile court or further consequences.

2. Family illness necessitating the presence of the child: Instances will be discussed and determined by the attendance office.

3. Quarantine of home

4. Death in the family: Absence is limited to three days unless reasonable cause can be shown for an extension.

5. Work at home necessitated by absence or incapacity of a parent or guardian

6. Religious expression days, up to three (3) days, after approval by the principal

7. Out of state travel (up to 24 hours) for a district approved extra-curricular activity

8. Medical or dental appointments

9. Medically necessary leave for pregnant student

10. Service as a precinct officer at a primary, special, or general election with principal approval

11. Travel with Parents/Guardians: Please see Vacation Policy.

12. Subpoena to court: Documentation from the court is necessary for the absence to be excused. The absence is excused for only the time required to be in court.

13. Emergency or set of circumstances which in the judgment of the administration, constitutes a good and sufficient cause of absence.

If a student is not called in, they must submit a written note within five school days of their return; otherwise, the absence will be recorded as unexcused.

Unexcused: Student is absent from school with parents' knowledge, but for a reason deemed to be unacceptable under the law. All absences will accumulate toward the 100 hour threshold.

EXAMPLES OF UNEXCUSED ABSENCES

1. Overslept (child or family member)

2. Missed the bus or running late

3. Car trouble

4. Student refusal

5. Personal or appointment (without further clarification)

Truant: Student is absent from school and/or any part of class without parents' and/or school official's knowledge or permission. The student may not be permitted to makeup work for unexcused absences and disciplinary action may be taken. Continual school truancy may be filed with the Juvenile court.

ATTENDANCE PRIOR TO A SCHOOL FUNCTION

Students, unless excused by the administration in advance, must be in attendance the three-fourths of the day 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.

ATTENDANCE THRESHOLDS DEFINED

Chronically Absent is defined as fifty (50) or more hours a month or one hundred (100) hours or more a year. All absences, with or without legitimate excuse, will accumulate toward the 50 and/or 100 hour thresholds.

Habitual Truancy is defined as 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. Absences excused by a doctor's note and approved religious expression days are not included in the Habitual Truancy total

The administration in the District shall file a complaint in the juvenile court against any student who is habitually truant unless the District or the student's school determines that the student and the student's family are making satisfactory progress in improving the student's attendance at school. If no determination of progress is made, or if the school determines that the student and the student's family have ceased to continue making progress in improving the student's attendance, the district shall proceed to file a complaint in juvenile court against the student. The complaint will allege that the child is unruly for being habitually truant, and the parent, guardian, or other person having care of the child has violated Revised Code 3321.38.

TARDY POLICY

For every third and succeeding unexcused tardy in a quarter to school and/or class a student will be assigned to serve one after-school detention. Tardy accumulation will start over each quarter. A detention will be issued for each tardy received after the third tardy in the same class. Detentions for tardiness will NOT be included in the accumulation of detentions. Time missed due to tardiness will accumulate towards attendance thresholds.

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 may not receive credit for work missed due to the following reasons: 1. Truancy 2. Skipping class 3. Misuse of hall passes. 4. Any unexcused absence

FAMILY VACATION/LEAVE REQUEST POLICY

1. Please email the administration at least one week prior to the days of absence.

2. Vacation requests shall not be granted to students who have accumulated 65 hours or more of absence and all absences due to vacation or family leave will accumulate towards the 100-hour threshold.

Vacation Request Form

*Please note: Absences for family vacations will count toward the attendance thresholds and for consideration for exam exemptions. Students who are close to these limits should be careful that absences due to vacations do not push them over their limit.

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 toward the 50 and 100-hour threshold. If it is necessary for a child to leave school early:

A verifiable note from the parent/guardian must be delivered to the main office on the day the student is to be dismissed early. E-mailed 'notes' are acceptable; however, please be sure to include the secretaries in addition to your student's homeroom teacher on the email. Parents/guardians must sign out their student in the main office, which requires photo identification. Any changes made must be communicated by 1:00 at the latest on the day the change is to occur.

BEFORE & AFTER SCHOOL CARE - *CHAMPIONS*

Bellbrook-Sugarcreek Local Schools partners with Champions, a before and after school latchkey program. Champions has a great solution for busy working families: activities that combine fun and learning, together with the safety and convenience of a high-quality program within the district. Our Champions program is operated out of the St. Pierre Education Center - right next door to BCI. Champions offers a variety of group and individual activities designed to keep your child exploring and growing. From art, dramatic play, math and science to problem-solving, language, motor skills and more, Champions helps your child continue learning and developing essential life skills – whether school is in session or not. For more information, visit the Champions BSS page.

BEHAVIOR AND EXPECTATIONS

Basic Policy for Behavior: We believe that an atmosphere must prevail in the schools where learning can flourish – an atmosphere free from uncertainty, discrimination and oppression, but also free of fear, disorder or disruption – an atmosphere where each student will be safe from harm to his/her person, and property.

Behaviors and Responsibilities: Each student is responsible for assuming control of their actions. We expect students to comply with the rules.

- Each person shall act courteously and show respect to those with whom they come in contact students, staff and other employees, volunteers, and visitors.
- Each person shall respect school property, including taking care of books, desks, and using equipment for its intended purpose.
- Every effort shall be made to maintain the original condition of property. The person(s) responsible for damaging property shall restore it or be assessed the cost of repairing same.
- Each person shall respect the property of others. Permission must be requested before using things belonging to another person.

Specific Expectations:

- Fighting, and encouraging others to fight, is prohibited. Fighting involves the obvious intent of one or both participants to hurt or injure the other. “Obvious intent” is defined as the use of a fist, teeth, elbows, knee, or foot to inflict a blow upon the other person.
- Students are expected to bring to school only items needed for enriching the school program. NO squirt guns, balloons, cap guns, radios, tape players, knives, guns, sharp objects, firecrackers, smoking paraphernalia, or other objects or potentially harmful paraphernalia is permissible. Items taken from students will be confiscated until the end of the school year.
- Students are expected to use language (written or spoken) and gestures that are appropriate to a wholesome school setting. In addition, no suggestive or pornographic pictures, books, magazines or any other form of reading/viewing materials will be permitted.
- Students will not participate in rough play, tripping, jumping on the backs of other students, throwing snowballs or other objects as such activities could cause harm to others.
- Students are not permitted to leave school property during school hours without having an authorized adult in the school office sign them out to the custody of an authorized adult. Physical violence displayed against any staff member, administrator, volunteer or visitor is prohibited

Playground, Recess, and Lunch Expectations:

- Students are not to run into groups of students or across games. Hard objects such as rocks, golf balls, or baseballs will not be thrown; balls of all types, other than 4 square balls, may be used only in the grassy areas of the playground. The 4-square balls may not be kicked on the blacktop.
- When the grass is wet, muddy, or snow covered, students are to remain on the blacktop areas. Students are to stay within sight of the supervising adult and remain within playground boundaries at all times. Students are not permitted to enter the stadium area, track, or exit the playground into the parking lot under any circumstances.
- All games are to be played according to “School Rules” as presented by the physical education teacher.
- Students are expected to respond quietly and quickly when it is time to return to the building. Wrestling, hitting, grabbing clothing, or other physical contact at recess or in line is prohibited. Recess will be outside unless the wind chill is below 25 degrees.

- Students are expected to clean up their own spilled foods and eating accidents. All trash is to be cleared from the tables, and floor area, and thrown away at dismissal. The lunch aide will dismiss the students one table at a time after tables have been cleared.

Consequences of Inappropriate Behavior:
There are various ways to modify inappropriate behavior. Positive approaches will be utilized whenever possible. However, in cases where punishment is determined the best approach, the following range of consequences could be used. These are listed in ascending order of severity. It is the responsibility of school personnel to determine, in each individual case, the most appropriate approach for modifying behavior. Logical consequences will be applied depending upon the situation and needs of the student.

- Verbal reminding
- Removal from group activity or time out/loss of certain school privileges such as recess, assemblies, or non-academic field trips*
- Parent, pupil, teacher conference
- Sent to see the assistant principal or building principal**
- Parent, pupil, teacher, principal, other personnel conference
- In-School Studies
- Out-of-School suspension (It is the student's responsibility to complete all assignments while suspended from school in order to receive credit. Students will be given the appropriate time to complete and turn in class work.)
- Expulsion from school

*Caregivers may be required to accompany the student on a field trip if there are recurrent behaviors.
** A student may be sent to the assistant principal or building principal at any time during these steps. In addition, the principal may assign other logical consequences or skip steps as warranted. Parents will be notified depending on the severity of the behavior.

BIRTHDAYS
A student's birthday is a special occasion and may be appropriately acknowledged at school in a manner that is safe and inclusive for all students. Families are asked to contact the student's teacher in advance of the designated day to ensure it is an appropriate time to send a goodie bag to school. Goodie bags may include small, non-food items that students enjoy. For safety considerations, food items are not permitted for birthday celebrations at school.
Families are also asked to refrain from sending birthday or play date invitations to school for distribution. School staff are unable to distribute invitations, even when the entire class is included. Additionally, we request that balloons and flowers not be delivered to students during the school day. All schools are latex-free environments, and balloons are not permitted on school property. A birthday is a very special day for our students and a day to be shared with friends. Families should

BUS TRANSPORTATION (937-848-4029)
Each student is expected to follow the school policy, bus rules, and guidelines set by the Board of Education, Administration, and State of Ohio. Students should be at their bus stop (place of safety) at least five (5) minutes prior to the scheduled arrival time.

- Students not sitting properly on a seat will receive three (3) warnings before a formal write-up.

- Students must stay seated until the bus is at a complete stop and the airbrake is on. Three (3) warnings before a formal write-up.
- Students must be respectful of drivers at all times. First offense will result in a formal write-up. The Building Principal will be notified. Parents will be called or notified.
- Students not at their assigned “safe spot” before the bus arrives and after drop off will result in formal write-up. A parent will be notified.
- Students attempting to board another bus without proper permission and paperwork will result in formal write-up and sent to the authorized bus. The Building Principal and parents will be notified. To ride another bus, students must submit a request to the transportation office 72 hours in advance.
- Verbal altercation or foul language will result in an immediate formal write-up and one (1) day suspension of bus privileges. The Building Principal will be contacted for any further discipline.
- Physical altercation or touching someone in an unkind way will result in an immediate formal write-up and at least three (3) days suspension of bus privileges. The Building Principal will be contacted for any further discipline. Parents will be notified.
- Any act of vandalism, marking or destroying any part of a bus will result in a formal write-up. Parents will be billed for replacement or repair. The Building Principal will be contacted for any further discipline.
- Throwing of any object inside or out of the bus window will result in formal write-up and possible suspension of bus privileges. Principal and parents will be notified.
- Possession or use of tobacco, drugs, or alcohol will result in immediate suspension of bus privileges and referral to the Building Principal and Superintendent for further discipline. Parents will be notified.
- Carrying of weapons will result in immediate suspension of bus privileges and referral to Building Principal and Superintendent for further discipline. Parents will be notified.
- Eating and drinking will not be permitted on the bus unless medically necessary and permission given from the Transportation Supervisor.Bellbrook schools reserve the right to deny transportation to students who create an unsafe environment on the buses.
- The use of any device to record unauthorized photos, videos, or audio is strictly prohibited on the bus.

CHANGES OF ADDRESS/ENROLLMENT INFORMATION

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

COMMUNICATIONS

Teachers, administrators, counselors, and other staff will communicate with parents via email, ParentSquare or by phone. Please keep contact information current in Final Forms. Also, be sure to follow the district on social media.

CONTRABAND/NON-ACADEMIC ITEMS

Students are expected to bring to school only items/materials needed for classroom activity or assigned by the teacher. Potentially dangerous, harmful, or disruptive items are not permitted in the school, and

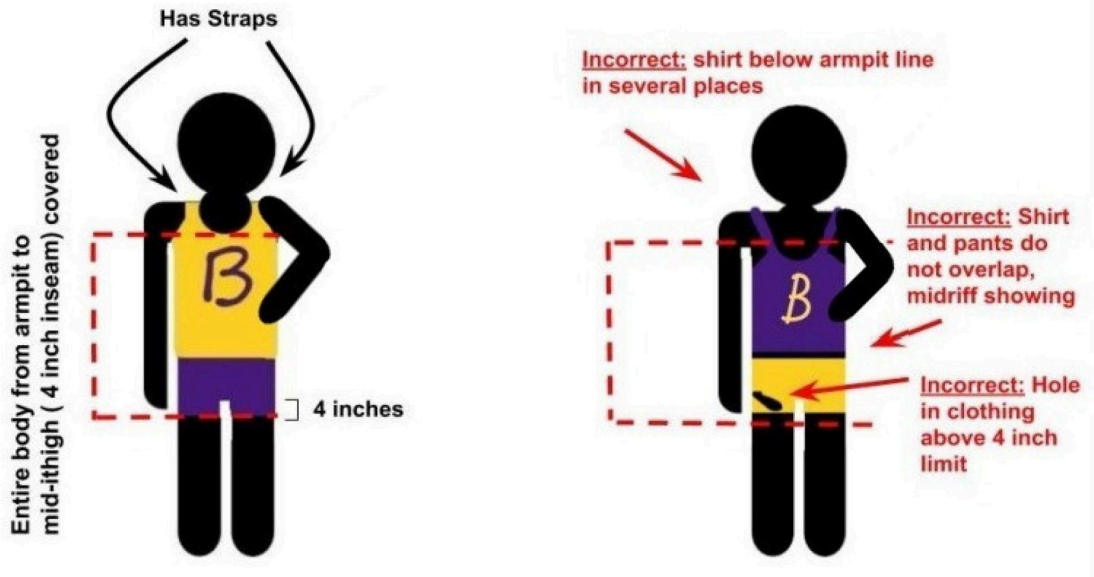
possession of them will result in disciplinary action. Scooters, wheels on shoes, and skateboards are not permitted. Headphones, iPods, cameras, and MP3 players may not be used during classes without the teacher's permission. Students should also not bring large amounts of money to school. The school will not be responsible for lost/stolen items/damaged items. Students are responsible for safely securing items of value.

DRESS (STUDENT)

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:

- Hats, bandanas/scarves, blankets, or hoods in the building.
- Failure to wear shoes.
- Clothes that do not adequately cover the body and undergarments; i.e. no halter tops, bare midriffs, mesh clothing, spaghetti straps, miniskirts.
- No short shorts (min. of 4 in. inseam). Sleeveless tops should be at least 2 inches wide on the shoulder.
- “Sagging” pants or shorts worn below the normal waistline.
- Clothing or jewelry which expresses any profanity, hate messages, sexually suggestive pictures or phrases, and/or is degrading.
- Clothing or jewelry that advertises alcohol, drugs, tobacco, or weapons.
- Coats worn in the classrooms except with teacher permission.

The administration will make the determination on whether dress items or accessories are disruptive to the educational process.



DRUGS

No student shall use, possess, have in their locker, access to, sell, intend to sell, transport, give away, or conceal any drugs or paraphernalia that is commonly associated with drugs. Such articles shall include but not be limited to pipes, papers, clips, and all look-alike drugs, etc.

The School has a "Drug Free" zone that extends 1,000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity - sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted.
The possession, sale, distribution or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This includes non-alcoholic beers and wines, steroids, and the like. It is against the law, if you are under 21 years of age, to possess any tobacco substance. A student possessing tobacco will be suspended and may be referred to the police department. Many drug abuse offenses also are felonies.
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.

EMERGENCY CLOSING OR DELAYS
Emergency closings or delays are reported to Dayton area television stations as soon as possible (listed as Bellbrook-Sugarcreek Schools). Families SHOULD also sign up to be notified via the ParentSquare. 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.

ENROLLMENT/WITHDRAWAL
New students under the age of 18 must be enrolled by their parent or legal guardian. To register a new student, parents should view procedures on the district website. When enrolling, parents must provide Central Registration, located at the district office, copies of the following:

- a birth certificate or similar document
- court papers allocating parental rights and responsibilities, or custody (if appropriate)
- proof of residency
- proof of immunizations (see page 27 for more information)

Students enrolling from another school must have a records request form completed (available on our website) so that Bellbrook Schools can obtain records from their previous school. The timely obtainment of complete and accurate records is critical for correct placement in our academic programs.
Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.
A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District’s schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District’s schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

WITHDRAWAL/TRANSFER FROM SCHOOL

Families intending to withdraw their student should contact the office. No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of their parents and in compliance with State law. All outstanding school fees must be paid before records are released.

FIELD TRIPS/ASSEMBLIES

Field trips and assemblies may be held with the aid of donated funding during the year. These may be professional or student-prepared presentations. Students are to use courteous group manners. Displaying positive reactions to the presenters is expected. Behavior during classes and at field trips/assemblies determines the individual student's privileges to attend future field trips/assemblies. If the student's permission slip to attend field trips/assemblies/movies is not returned on time, the student will not be permitted to participate in the activity. All students are expected to ride the bus to and from school. If a student goes to and/or leaves a field trip with the parent or guardian, the parent/guardian will sign their student out. No child will be permitted to leave from a field trip with an adult who is not their parent. No siblings are permitted to attend field trips. Students attending a Field Trip for a class in which they are not enrolled will be counted as an unexcused absence.

GUIDANCE DEPARTMENT/SCHOOL COUNSELOR

Counseling services are available for every student in the school. These services include assistance with educational planning, interpretations of test scores, and help with personal problems. Children are referred to the school counselor by teachers, parents, or the principal. A parent/guardian who feels their student could benefit from these services should contact the school office for more assistance in arranging for counseling. Students may also request to speak to the school counselor if they wish.

HARASSMENT/BULLYING/CYBERBULLYING

Harassment, intimidation, or bullying toward a student for any reason, including their sexual orientation, gender identity, or membership in any other population or group whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the School District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

<u>Definitions</u>

Harassment, intimidation, or bullying means:

1. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

"Electronic act" means an act committed through the use of a cellular telephone, computer, personal communication device, or other electronic communication device, including BSS Google Account activity.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

General

Any student or student's parent/guardian who believes s/he has been or is the victim of harassment, intimidation, or bullying should immediately report the situation to the principal, assistant principal, or the counselor/teacher. The student or student's parent/guardian may also report concerns to teachers and other school staff who will be responsible for notifying the principal or assistant principal. Complaints against the building principal should be submitted to the Superintendent. Complaints against the Superintendent should be submitted to the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be harassment, intimidation or bullying directed toward any member of the Bellbrook-Sugarcreek community. Reports may be made to those identified above. All complaints about harassment, intimidation, or bullying shall be promptly investigated. If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying, the principal or designee believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the principal or designee will report the act of harassment, intimidation or bullying to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment, intimidation, or bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment, intimidation, or bullying. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above. All students are made aware of the distinction between a bullying situation and conflicts that occur amongst intermediate students. Students are always encouraged to engage grownups to help navigate these conflicts and if needed, report an instance of bullying, harassment, or intimidation.

If a student or other individual believes there has been harassment, intimidation, or bullying, regardless of whether it fits a particular definition, s/he should report it and allow the Administration to determine the appropriate course of action.

The School District shall implement intervention strategies to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

When the identity of the complainant is known, the complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the principal or designee shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the principal or designee shall notify the custodial parent/guardian of the perpetrator of that finding.

HEALTH SERVICES

The goal of school health service in Bellbrook-Sugarcreek Schools is to promote an understanding of positive health practices with the desired outcome of maintaining and improving the state of health in the school community. This goal will be accomplished through a program of providing minor emergency care, monitoring contagious diseases, identifying health needs through screening programs, enforcement of state rules and regulations regarding immunizations and providing current information about diseases, illnesses and health practices.

Health Clinic

A nurse is assigned to each building. The school nurse is available for consultations and handles any medical emergency that may occur during school hours. Please consult your school nurse should your child have medical/medication needs during the school day. The office staff and the nurse work closely together to manage all student medical needs. Students will be sent to the clinic for first aid and assessment of illness/injury by the nurse. After assessment of illness/injury, the student will return to class as soon as able. If they are unable to return to class, the parent/guardian will be notified by the nurse or a member of the office staff. The office staff assists the nurse if she is working in another building or completing necessary nursing tasks throughout the building.

Bellbrook-Sugarcreek Schools has partnered with SchoolCare for the documentation of health services. Parents can download an app and there is a parent opt-in option, where parents can see their student's visits to the clinic and case management services. SchoolCare will also help parents with access to care if needed. SchoolCare is FERPA and HIPAA Compliant.

All forms will be completed in FinalForms. It is imperative that parents provide current phone numbers throughout the school year in case of illness or emergency.

Communicable Diseases

Emphasis on perfect attendance frequently encourages 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:

- Fever (elevated oral temperature of 100.4 degrees or above) – readmitted after temperature is normal for 24-hour period of time, without fever reducing medications (such as Tylenol or Advil).
- Upper respiratory symptoms with coughing, green/yellow nasal discharge, or body aches, may indicate the flu or an infection, especially if accompanied with a fever.
- Vomiting and diarrhea may also be signs of a communicable disease, especially with multiple episodes. Students should be excluded from school until symptom free for a 24-hour period.
- Conjunctivitis (pink eye) – readmitted after treatment for 24-hours with antibiotic eye medication and/or no evidence of discharge in the eye unless determined to be allergic conjunctivitis.
- Suspicious skin eruptions, intense itching, and/or rashes of undetermined origin.
- Head lice until initial treatment is completed and all live lice are removed from hair and/or by the discretion of the school nurse.

Please report your student's specific contagious illness to the office personnel in order to monitor potential exposures within the classroom and to provide accurate information on reports to Greene County Combined Health District. Please let the school know of any changes in your student's medical condition.

Health Screenings

In the interest of student health and in promoting positive health practices, the district shall conduct a program of health screenings as mandated by state law and recommended by local health care practitioners. The screenings shall be conducted during the school year as follows:

- Vision: School-aged children shall be screened at six grade levels–K, 1, 3, 5, 7 and 9. Students may be screened in additional grade levels as needed or requested.
- Color Deficiency (K boys only)
- Hearing: School-aged children shall be screened at seven grade levels–K, 1, 3, 5, 7, 9 and 11. Students may be screened in additional grade levels as needed or requested.
- Postural (Scoliosis or Kyphosis): Grades 6, 7 and 8.

Immunizations

Students enrolled in preschool through grade 12 are required to have written proof on file that they have been immunized. To be in compliance with current Ohio law, students in grades K-12 will need the following vaccinations:

- Diphtheria, Tetanus, Pertussis: Four (4) or more of DTaP or DT or any combination · Tdap: Grades 7-12 only – one (1) dose of Tdap vaccine booster
- Polio: Three (3) or more doses of Polio (IPV or OPV) or four (4) doses if combination of IPV and OPV received
- MMR: Two (2) doses of measles, Mumps and rubella (MMR)
- Hepatitis B: Three (3) doses of Hepatitis B (HBV)
- Varicella: Two (2) doses of Varicella vaccine for grades K-7 and one (1) dose required for students in grades 8-11.
- Meningococcal (MCV4): One (1) dose required for grades 7-8; two (2) doses of MCV4 for grade 12 unless 1st dose given on or after the 16th birthday

Students who are not in compliance are to be excluded from school attendance no later than the fifteenth school day after admission unless otherwise exempt. An immunization exemption form (linked) must be on file if a child is not fully immunized due to medical/religious/personal reasons. Exclusion from school

may happen in the event of a communicable disease outbreak for those students who are not fully immunized.

Emergency Medical Authorization

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed within the FinalForms account in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. If parents do not complete FinalForms, this may jeopardize a student's educational program.

Policy for Administering Medications The policy concerning administering medication to students is a requirement of State law. Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. If possible, all prescribed and non-prescribed medications are to be given by the parent at home. If it is necessary to dispense any medication during regularly scheduled school hours and/or school-sponsored activities, it will be done in accordance with the following procedures:

1. The appropriate person(s) appointed by the building principal will supervise the secure and proper storage and dispensing of medications. A prescribed drug must be received at the school office, in person, from the parent /guardian in the container in which it was dispensed by the licensed health professional.
2. Written permission must be received from the parent or guardian of the student, requesting that the school district comply with the licensed health professional's order. (parent/guardian should file Form: CO 0880-1 at the school office.)
3. The person(s) designated by the principal must receive and retain a statement complying with Ohio Revised Code and is signed by the licensed health professional who prescribes the drug. (Form: CO-0880-1)
4. If any of the information originally provided by the licensed health professional changes. A new form CO0880-1 must be placed on file. Plus, a new one is to be filed for each school year.
5. No person who is authorized to dispense a prescribed drug and who has a copy of the most recent licensed health professional's statement would be liable in civil damages for administering or failure to administer the drug, unless he/she acted in a manner that would constitute "gross negligence or wanton or reckless misconduct."
6. No school person employed by the Board of Education will be required to administer a drug to a student except pursuant to requirements established under this policy. The Board of Education shall not require an employee to administer a drug to a student if the employee objects on the basis of religious convictions to administer the drug. (Legal References: O.R.C. Sections 3313.711, 3313.712, 3313.713, 4729.01)
7. Only in special circumstances as determined by the physician and parents, students may carry certain emergency medications such as an Epi-pen, rescue inhaler or Glucagon on their person. However, parents should also provide the school clinic a back-up in the event that the medication is misplaced, left at home or the student requires an additional dose. Form CO-0900, Authorization for Student Possession and Use of Medications, must be completed by physician and parent.
8. Cough drops are permitted. For safety reasons, please notify the classroom teacher and the school nurse if your child needs cough drops. Parent/guardian may provide your child with their own cough drops or nonmentholated/pectin lozenges are available in the health clinic.
9. The Board of Education 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(s) may be allowed, with parental consent only. Form: CO-0870 Authorization for Administration of Non-Prescription/Over-the-Counter (OTC) Medication must be

completed and submitted by parent/guardian to administration of medication. The OTC medication form is available in FinalForms and can be updated at any time.

LIBRARY MEDIA CENTER
Students are encouraged to use the media center. Learning the proper use of the various facilities is necessary so all students can benefit from the resource center. Computers, a learning atmosphere, and numerous books are available to assist those who need help. Parents should be aware that fines are assessed for books lost or damaged. Library fines are charged for books not returned to the library on time. Bell Creek Intermediate students can borrow up to two books at a time. Students will access the library weekly as a special area class. Any caregivers requesting limitations or accommodations concerning their student's patronage should contact the library/media specialist directly.

LOST AND FOUND
Students who have lost items should check with the office or the Lost and Found area and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

LUNCH
Lunch is available for purchase each day. Sodexo is our food service provider. Students are not permitted to purchase food if there is a negative balance in their food account. Payments can be made to the student's lunch account via the district website or by sending in money. Free/Reduced lunch request forms are available on the district website. Students are expected to eat at school in the areas designated. Students are not permitted to call in orders for food to be delivered. There shall be no carry-in lunches from restaurants (including delivery services and apps, etc.) Students are expected to remain in their assigned areas during lunch. They are not to remove items from the food counter without paying for them. They will clean up after themselves. Food and drink (other than water) are to be consumed only in the designated areas throughout the entirety of the school day.

MESSAGES AND DELIVERIES
Messages and deliveries from home MUST be left in the school office. Students will be called out of class only in an emergency. Students will be permitted to use the school office telephone for emergencies only. This helps children learn to plan ahead and keeps phones available for school business.

PROGRESS BOOK
Students and their parents can access their grades online at https://parent.mveca.org or on the district's website www.sugarcreek.k12.oh.us. There is also a smartphone app that can be downloaded, which includes personalizable settings for notifications for missing grades, low grades, and more. How-to information, including guidance tutorials and videos can be accessed by clicking here. The graphic linked here explains the information available once logged into ParentAccess. If you do not have an account or require an access code to establish one, you should contact one of the secretaries.

REPORT CARDS
Bellbrook-Sugarcreek Schools will provide a hard copy of the report cards for students in grades K-5. Parents may access online report cards via ProgressBook ParentAccess for students in grades K-12. The Report Cards Quick Reference Guide helps you navigate the screens in the online portal. If you need assistance to access your child's account, or do not have computer access, please contact the school. The purpose of the report is to improve parent/teacher communication and to inform the parent of specific

classroom problems. Parents wishing to arrange a conference with a teacher should contact the teacher by phone or email.

PHONES/PERSONAL DEVICES (Phones, AirPods, iPads, Smart Watches, etc.)
Upon arrival at school, personal phones must be powered off during school hours. Phones cannot be accessed anytime during the school day, including during classes, between classes, lunch, or recess. Smartwatches are allowed but may not be used for texting, calculating, calling, or gaming. Any misuse of a smartwatch falls under the same policy as a cell phone. Wireless earbuds, headphones, or similar devices are not permitted without prior approval from administration Using any electronic device to take unauthorized pictures or video is prohibited and will result in disciplinary action. When circumstances warrant, cell phones may be searched if reasonable suspicion exists they may have been used in an activity prohibited by the student code of conduct, this handbook, or the Board of Education Policy. Violations of this policy can result in disciplinary action. 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. Personal devices, including computers and tablets, cannot be used during the school day. District-issued devices are the only devices allowed during the school day.
All smartwatches must be turned off and stored entirely out of reach during any district or state testing session.

SAFETY
Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately. Fire, tornado 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.

SCHOOL PICTURES
Individual student photos are taken by the school photographer. Students and parents will be notified of the scheduled day for those photos to be taken. A make-up/retake date will be given as well. These photos will be available for purchase. In the elementary buildings, class pictures, as well as club and group photos, will be taken in the spring. Students and parents will be provided information to order school yearbooks. Families or caregivers who request that we do not publish their student's likeness in print or digital publications or communications have the opportunity to indicate that preference within Final Forms.

STUDENT ACCIDENT INSURANCE
Accident insurance is offered to the parents of all students. Forms are sent home with the student and should be returned as soon as possible. Child enrollment is voluntary and at parent expense. The school merely acts as a resource in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the insurance company. More information is available on the district website.

STUDENT FEES
The Board of Education has approved the fees for the school year. The fees are based upon the quoted costs of materials and instructional supplies at the time of approval and publication of the Student-Parent Handbook. Should it become necessary to increase/reduce any of the fees, announcements will be sent

home with the student. An itemized list of materials is available upon request in the office. Student fees will be collected at the beginning of the year. Checks should be made payable to Bellbrook-Sugarcreek Schools or parents may use their credit card to pay in the school office or online via the website link. For more information, see the district website. Failure to pay fines, fees, or charges may result in the withholding of grades and other records. School fees for academic purposes will be waived for students who qualify for the Free Lunch program. School fees are reduced by 50% for those students who qualify for the Reduced Lunch program. Student Fee Invoices will be sent home with report cards to students with outstanding fee balances. Outstanding fees are subsidized by other building funds and therefore, when left unpaid, create financial limitations for other grade-level and whole-school student activities.

TEXTBOOKS / CHROMEBOOKS

Textbooks and Chromebooks are school property. Students may be charged for any lost or damaged books/Chromebooks. Students are requested to cover all textbooks to reduce damage. Only fifth graders are issued Chromebook cases, which include shoulder straps and a compartment for the charger as they are the only grade level at BCI who carries their school-issued device to and from school. Fifth graders are responsible for all of the equipment issued to them, ensuring that their device is charged and ready each day. All students are responsible for upholding the acceptable use policy which is agreed upon in Final Forms annually. Acceptable use expectations apply to all activity on BSS Google Accounts, even when signed in on other devices. Students can access their BSS Google Accounts and our online platforms available in the Clever portal by signing into a Google Chrome browser on a personal device at home. If a student is having a problem with a Chromebook working properly, they should notify a teacher as soon as possible. Students should not attempt to repair damaged Chromebooks on their own due to potential warranty violations. When repairs are made to Chromebooks that are significant or require replacement parts as a result of maltreatment by the user, or lost equipment (case, charger, shoulder strap) is replaced, the cost of repairs/replacement parts will be added to the student's fees and caregivers will be notified.

VISITORS

Parents are always welcome but are encouraged to make an appointment to see teachers, principals, or visit their child's classes. Students are not permitted to bring visitors to school.

All visitors, including parents, must sign-in using the kiosk in the lobby at the main entrance (Door A), which requires photo identification upon arrival. An attendant or secretary will provide a visitor badge to wear while on the premises. Visitors must be accompanied by a school staff member at all times. When bringing items to school for a student, it is requested that parents bring the labeled items to the office; there are also post-it notes and writing utensils on the table in the lobby where the kiosk is for the purpose of labeling items. They will be delivered by office personnel to the student indicated.

VOLUNTEERS

Parents and community members who volunteer to work with our staff or students, must have a Background Check that is on file with the school office. Details regarding the BIB approval process (Background Check) can be found here on the district website.. Volunteers must also sign in at the office, with photo identification, and wear a badge while in the building.

Appendix A

RESOLUTION IN SUPPORT OF FIREARM SAFE STORAGE

For Families In Our Community

WHEREAS, evidence strongly suggests that community-wide secure firearm storage and responsible handling is an essential component to an effective strategy to keep schools and children safe;

WHEREAS, research shows that secure firearm storage practices are associated with a significant reduction in the risk of unintentional firearm injuries among children and teens;

WHEREAS, a high number of children and teens die by gun suicide each year, most often using guns belonging to a family member;

WHEREAS, the vast majority of active shooters are current students or recent graduates who obtained their guns from their own home, a relative's home, or from friends;

WHEREAS, across the country, lawmakers, community members, and local leaders are working together to increase public awareness regarding the benefit and responsibility of secure gun storage while highlighting the public safety risks of unsecured guns;

WHEREAS, keeping students, teachers and staff safe should be the highest priority of all adult stakeholders at our schools;

WHEREAS, in order to continue with preventative measures to increase student and school safety;

NOW THEREFORE, BE IT RESOLVED, that the **Bellbrook-Sugarcreek Local Board of Education** directs the Superintendent and staff to update the Student Handbooks to emphasize the critical importance of firearm safe storage and to inform parents and guardians that free gun locks are available from the Sugarcreek Township Police Department and the Bellbrook Police Department; and, be it finally

RESOLVED, that the Board and the Superintendent will continue to work with local law enforcement agencies and other appropriate agencies to collaborate and increase efforts to protect our children.

Signed this 25th day of August, 2022

David J. Carpenter, President

Douglas A. Cozad, Superintendent of Schools

Appendix B

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 and 2nd Offense - Detentions Next Offense - See Category IV . 2nd Offense—Up to AM Detention. Next Offenses—See Category IV

Category VI 1st Offense—Warning. Next Offenses—See Category V

BCI Code of Conduct and Consequences

Any behavior not specifically listed in the code of conduct that violates its general spirit or compromises school safety is subject to a school-issued consequence.

ACADEMIC DISHONESTY - Category V

The student looks at or plagiarizes answers or text from or uses resources not approved by the teacher.

ACADEMIC/MISSING WORK - Category VI

A student chooses not to complete work.

AIDING AND ABETTING - (the same consequence as the offense)

Helping or encouraging someone else to do something wrong or against the rules

ALCOHOL USE/POSSESSION - Category II

Use, possession, sale, or distribution of alcohol on school grounds.

ASSAULT - Category I

An intentional act that causes another person to fear immediate physical harm, or any intentional physical attack upon another person. Unlike "Fighting," which implies mutual participation, assault often involves a clear aggressor and a victim.

BOMB THREAT/FALSE ALARMS - Category I

Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices to explode, burn, cause damage to a school building or school property, or to harm students or staff.

BULLYING BEHAVIOR - Category III

Repeated behavior, physical aggression, cyber targeting, or verbal abuse that is considered a threat to another person.

BUS REFERRAL - bus referrals are handled from transportation

Inappropriate behavior on any Bellbrook vehicle.

COMPUTER USAGE VIOLATION - Category V

The student repeatedly engages in serious, inappropriate use of technology, violating the Bellbrook Acceptable Use Policy.

CONTRABAND/NON-ACADEMIC ITEMS - Category V

Students are expected to bring to school only items/materials needed for classroom activity or assigned by the teacher. Items that are potentially dangerous,

CUTTING CLASS - Category V

A student is outside the assigned classroom when the class begins.

DAMAGE/MISUSE -SCHOOL PROPERTY - Category IV

A student participates in an activity that causes permanent damage or destruction to property.

DISOBEDIENT/DISRUPTIVE BEHAVIOR - Category V

Refusal to respond to a reasonable request or any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment (i.e., dress code violations, inappropriate language, cursing, inappropriate gestures).

DISRUPTIVE CONDUCT - Category V

Causing a continuous interruption in a class or activity with malicious intent

DRESS CODE - Category VI

The student wears clothing that disrupts the educational process or promotes alcohol, drugs, or contains offensive messages.

DRUG USE/POSSESSION - Category I

Use, possession, sale, or distribution of any controlled drug other than prescription medication that has been administered in accordance with the district's policies.

EXPLOSIVE USE/POSSESSION - Category I

Use, Possession, Sale, or Distribution of any explosive, Incendiary, or Poison Gas, which includes a bomb, a grenade, a rocket having a propellant charge, or having an explosive or incendiary charge. This definition would also include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant.

FAILURE TO ATTEND ASSIGNED DISCIPLINE - Category V

The student chooses not to attend the assigned discipline

FIGHTING/VIOLENCE - Category III

Fighting/Violence is participation in an incident involving physical violence.

GUN LOOK-ALIKES - Category II

Any item that resembles a firearm but does not have the explosive characteristics of a gun and may use a spring-loaded device or air pressure to propel an object or substance (e.g., toy guns, cap guns, BB guns, pellet guns).

GUN USE/POSSESSION - Category I

A firearm is any weapon that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any machine gun. This includes zip guns, starter guns, and flare guns. Firearm look-a-likes should not be reported with this option.

HALL PASS VIOLATION - Category VI

Students leave class/school without permission or stay out of class/school without permission**.**

HARASSMENT/INTIMIDATION - Category IV

Repeatedly annoying or attacking using physical, verbal, written, or electronic action that creates fear of harm, an intimidating or hostile education or work environment, without displaying a weapon and without subjecting the victim to actual physical attack (i.e., bullying, hazing, threat of harm).

INAPPROPRIATE USE OF DEVICE - Category VI

Possession of a cell phone or other electronic device during the school day without permission

INSUBORDINATION - Category V

The student refuses to follow directions or repeatedly talks back.

LEAVING SCHOOL GROUNDS W/O PERMISSION - Category IV

A Student exits the school building or grounds during the school day without permission.

NO CONTACT - Category VI

The student violated a no-contact order with another student during the school day.

OUT OF ASSIGNED AREA - Category VI

A Student is in an area outside the school's established classroom or playground boundaries without an adult's permission.

OTHER

Any behavior not specifically listed that violates the general spirit of the code of conduct or compromises school safety

PASSIVE RESISTANCE - (Same consequence as policy being violated)

The student withholds or knowingly gives false information to a principal.

PROFANITY- Category VI

Profanity or other inappropriate comment not directed at a student, teacher, or staff member.

PUBLIC DISPLAY OF AFFECTION - Category VI

The student engages in inappropriate verbal or physical gestures/contact of a sexual nature with another student that is consensual.

SERIOUS BODILY INJURY - Category I

An incident that results in serious bodily injury to oneself or others. Serious Bodily Injury is defined as “A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or faculty.

SLEEPING IN CLASS - Category VI

Sleeping during times of instruction or independent work

TARDY TO CLASS/SCHOOL - Category VI

The student is late to class or the start of the school day

THEFT - Category IV

Theft is the unlawful taking of property belonging to another person.

TOBACCO USE/POSSESSION - Category III

Use, possession, sale, or distribution of tobacco or tobacco products, including vaping products, on school grounds.

TRUANCY - Category V

Truancy refers to an unexcused absence from school without parents' knowledge.

UNWELCOME SEXUAL CONDUCT - Category III

Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment (i.e., pinching, grabbing, suggestive comments, gestures, or jokes or pressure to engage in sexual activity).

UNAUTHORIZED USE OF ELECTRONIC DEVICE - Category IV

The use of cell phones, headphones, speakers, “meta” glasses, smart watches, or other personal electronics without explicit permission.

VANDALISM - Category IV

Vandalism is the willful destruction or defacement of a school or personal property.

WEAPON LOOK-ALIKE - Category II

Any item that resembles a weapon and is intended to cause panic or disrupt the educational process.

WEAPON USE/POSSESSION - Category I

Use, Possession, Sale, or Distribution of a dangerous weapon other than a firearm or explosive, incendiary, or poisonous gas that is used for or is readily capable of causing death or serious bodily injury.

Appendix C

Positive Behavior Intervention Supports (PBIS) at BCI

Positive Behavior Interventions and Supports (**PBIS**) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success.

Positive behavior interventions and supports (PBIS) establish clear behavior expectations to support all students in achieving social, emotional, and academic success. In addition to making behavior expectations clear to students through overt instruction and modeling, PBIS provides behavioral support when needed and fosters a positive environment where appropriate and expected behavior is acknowledged and rewarded.

BCI's PBIS focuses on data-based decision-making, including outcomes such as office discipline referrals, suspensions, school climate (as reported by staff, students, and parents), attendance, and academic performance. The student outcome data team's use will depend on the questions they seek to answer.

Data provides an objective way to assess how well our student support improves student outcomes. Data helps everyone identify strengths to build upon for increasing success. In order for all students to succeed socially and academically, the PBIS team must create systems that address equity and build cultural knowledge, soft skills, and social-emotional competencies.

The critical components of implementing the BCI school-wide PBIS system include:

1. Clearly defining and explicitly teaching behavioral expectations (Behavior Matrix, Classroom Lesson Plans)Consistently reinforcing the positive behaviors we wish to promote (Strategies for acknowledging positive behaviors, S.O.A.R. Bucks, individual, classroom, and grade-level incentives)behavioral data to identify student needs and adjust programming Implementing a system for correcting problem behaviors and teaching appropriate replacement behaviors (Tier-one classroom interventions, office discipline referrals, strategies for correcting behavior, restorative practices for building empathy, awareness, and understanding of how one's actions impact the learning community)Providing supports for Educators (Behavior Contracts, PBIS, Behavior Team)

	CAFETERIA	BUS
SAFETY	• Raise hand before getting out of seat. • Keep hands, feet, and items to yourself.	• Bottom on bottom, back on back. • Keep hands and feet to yourself.
OWNERSHIP	• Clean up after yourself. • Get adult permission for restroom.	• Clean up after yourself. • Stay in your designated area.
ATTITUDE	• Appropriate conversations. • Be kind towards tablemates.	• Appropriate conversations • Be kind toward other riders.
RESPECT	• Only eat your own food. • Use appropriate voice levels. Listen to adults.	• Keep voice at appropriate level. • Follow driver directions.

	RECESS (OUTDOOR)	RECESS (INDOOR)
SAFETY	• Stay in playground area. • Use equipment correctly. • If you see something, say something.	• •Stay in the classroom. • Keep hands and feet to yourself.
OWNERSHIP	• Clean up trash and equipment. • Keep track of your belongings.	• Pick activity and stay in one spot. • Clean up when time is up.
ATTITUDE	• Play fair and follow rules. • Be kind and helpful to others.	• Share games with classmates. • Be a good sport.
RESPECT	• Listen to the recess teachers. • Use kind words to solve problems.	• Use a low voice level. • Listen to adults in charge.

	RESTROOM	DISMISSAL
SAFETY	• Use restroom as intended. • Leave when finished. • Max 4 students in restroom.	• Use walking feet at all times • Keep hands/feet to yourself.
OWNERSHIP	• Clean up after yourself. • Wash hands with soap.	• Take all belongings straight to dismissal area.
ATTITUDE	• Wait patiently for your turn. • Use quiet voice/appropriate language.	• Wait patiently for your turn.
RESPECT	• Give others privacy.	• Follow adult directions the first time. Use a quiet voice.