

# BEAVERCREEK HIGH SCHOOL

## Student Handbook

### 2019-2020



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Principal

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Assistant Principal (A-G)

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Assistant Principal (H-O)

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Secretary

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## WELCOME

Dear Students and Families,

We welcome and encourage you to take advantage of the many opportunities available to Beaver Creek High School.

Beaver Creek High School has a tradition of excellence in all phases of its academic and extra-curricular programs. The academic program is designed to stimulate and challenge all levels of academic ability. The staff is well educated and experienced; consequently, you will have an excellent opportunity to develop your academic talents. The activities' programs are exceptional. Students can participate in music, athletics, clubs, the arts, publications, and academic-driven activities.

We want your time at BHS to be successful. Please take time to read the materials in the handbook. The better your understanding of the rules and procedures, the better your chances of a successful school year.

On behalf of the entire staff of Beaver Creek High School, we look forward to this school year and helping you pursue your personal goals. We welcome you and encourage you to take advantage of the many opportunities available at Beaver Creek High School.

## MISSION STATEMENT

Beaver Creek High School, with a strong commitment to making education the priority of the entire school community recognizes the intellectual and cultural uniqueness of its students. The purpose of Beaver Creek High School is to promote the intellectual, social, physical, and creative development of all its students as well as to encourage development of responsible behavior. Students will have the opportunity to become involved in decisions affecting their lives. Professional staff will accommodate individual needs and goals of all students by providing a diverse curriculum, current materials and media, a variety of co-curricular activities and atmosphere that encourages mutual respect.

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## 2019-2020 SCHOOL CALENDAR

Month	Date	Day	Description	Students & Teachers In Session
<b>2019</b>				
Aug	12	M	First Day for Staff - Professional Staff Development Day – No School	
Aug	13	T	Staff Work Day – No School	
Aug	14	W	First Day of School for Students	
Sept	2	M	Labor Day – No School/All Offices Closed	
Sept	20	F	Professional Staff Development Day – No School	
Oct	14	M	Professional Staff Development Day – No School	
<b>Oct</b>	18	F	<b>End of First Grading Period</b>	<b>45</b>
Oct	25	F	K-8 Parent/Teacher Conference/No School*	
Nov	1	F	K-8 Parent/Teacher Conference/No School*	
Nov	27	W	Thanksgiving Vacation – No School	
Nov	28	Th	Thanksgiving Day – No School/All Offices Closed	
Nov	29	F	Thanksgiving Vacation – No School/All Offices Closed	
<b>Dec</b>	20	F	<b>End of Second Grading Period</b>	<b>42 (40*)</b>
<b>Dec</b>	20	F	<b>End of First Semester</b>	<b>87</b>
Dec	23	M	No School	
	24-25	T-W	No School/All Offices Closed	
Dec	26-31	Th-F	Winter Vacation – No School	
<b>2020</b>				
Jan	1	W	New Year's – No School/All Offices Closed	
Jan	2	Th	Winter Vacation – No School	
Jan	6	M	First Day of School After Winter Vacation Start of Second Semester	
Jan	20	M	Martin Luther King Jr. Day – No School/All Offices Closed	
Feb	17	M	President's Day – No School/All Offices Closed	
<b>Mar</b>	13	F	<b>End of Third Grading Period</b>	<b>48</b>
Mar	23-27	M-F	Spring Vacation – No School	
Apr	10	F	Good Friday – No School/All Offices Closed	
Apr	13	M	Professional Staff Development Day – No School	
May	22	F	Last Day of School for Students	
<b>May</b>	22	F	<b>End of Fourth Grading Period</b>	<b>43</b>
<b>May</b>	22	F	<b>End of Second Semester</b>	<b>91</b>
May	25	M	Memorial Day - No School/All Offices Closed	
May	26	T	Last Day for Professional Staff	
<b>Total for School Year</b>				<b>178</b>

## BELL SCHEDULES

These are the four bell schedules for Beavercreek High School for the 2019-2020 school year.

<b>Mon, Wed, Fri</b>		<b>Tues, Thurs</b>	
1	8:15 - 9:00	1	8:15 - 9:05
AVP	9:05 - 9:20	2	9:10 - 9:58
2	9:25 - 10:10	3	10:03 - 10:51
3	10:15 - 11:00	4	10:56 - 12:21
4	11:05 - 12:30	Lunch A	10:51 - 11:26
Lunch A	11:00 - 11:35	Lunch B	11:21 - 11:56
Lunch B	11:30 - 12:05	Lunch C	11:51 - 12:26
Lunch C	12:00 - 12:35	5	12:26 - 1:14
5	12:35 - 1:20	6	1:19 - 2:07
6	1:25 - 2:10	7	2:12 - 3:00
7	2:15 - 3:00		

<b>Two Hour Delay</b>		<b>Assembly/Early Dismissal</b>	
1	10:15 - 10:45	1	8:15 - 8:55
2	10:50 - 11:18	2	9:00 - 9:38
3	11:23 - 12:48	3	9:43 - 10:21
Lunch A	11:18 - 11:53	4	10:26 - 11:04
Lunch B	11:48 - 12:23	5	11:09 - 12:34
Lunch C	12:18 - 12:53	Lunch A	11:04 - 11:39
4	12:53 - 1:21	Lunch B	11:34 - 12:09
5	1:26 - 1:54	Lunch C	12:04 - 12:39
6	1:59 - 2:27	6	12:39 - 1:17
7	2:32 - 3:00	7	1:22 - 2:00
		Assembly /Dismissal	2:00

## ASSISTANCE DIRECTORY

<b>Transcripts:</b>	
<b>Current Student Transcripts</b>	Counseling Office, Registrar
<b>Graduate Transcripts</b>	Counseling Office, Registrar
<b>Withdrawing from School</b>	Counseling Office, Registrar
<b>Absence Excuses</b>	Attendance Office
<b>Attendance Records</b>	Attendance Office
<b>Cafeteria Debit</b>	Student Nutrition
<b>Careers and Jobs</b>	Counseling Office
<b>Change of Address</b>	Main Office
<b>College Information</b>	Counseling Office
<b>College Credit Plus</b>	Counseling Office
<b>Chromebook Information</b>	Main Office, IMC
<b>Early Dismissals</b>	Attendance Office
<b>Greene County Career Center</b>	Counseling Office
<b>Illness</b>	Clinic or Main Office
<b>Locker Problems</b>	Main Office
<b>Lost and Found</b>	Main Office
<b>Personal Issues</b>	Counseling Office
<b>Progress Book</b>	Main Office
<b>Schedule Issues</b>	Counseling Office
<b>Scholarships</b>	Counseling Office
<b>Summer School</b>	Main Office
<b>Tardy to School</b>	Attendance Office
<b>Vacation/College Visit Requests</b>	Attendance Office
<b>Work Permit Applications</b>	Main Office

**Main Office**

**937-429-7547**

Athletic Office	ext. 2465
Attendance Office	ext. 2466 or ext. 2475
Clinic	ext. 2481
Counseling Office	ext. 2486
IMC (Library)	ext. 2467
Registrar	ext. 2470
School Resource Officer	ext. 2484
Student Nutrition	937-429-7531

## CORE VALUES

### Integrity

Report concerns to staff  
Do the right thing  
Keep promises  
Be honest

### Responsibility

Be safe  
Be on time  
Take ownership of actions  
Use technology appropriately

### Respect

Demonstrate positive attitude  
Assume positive intent  
Speak appropriately  
Follow school rules

## POSITIVE BEHAVIOR RECOGNITION

Beavercreek High School staff believe in recognizing the positive behaviors of our students. There are several ways we recognize outstanding student behavior as a school:

**SHINE awards** - The SHINE award is Beavercreek City Schools' program to recognize students who demonstrate outstanding character. Recipients are recognized during the school day by staff, classmates, and parents. They are also recognized at a school board meeting. In addition they are eligible to receive a scholarship their senior year.

**Best of the Beavers (BoB) Program** - The purpose of the Best of the Beavers program is to recognize students for outstanding achievement in the areas of attendance, behavior and academics. At the end of each quarter, students may apply for a BoB card. Applications will be sent to all students via their school email address as well as posted on the school website. The card entitles the student to privileges at BHS and in the community including exam exemptions and various discounts. Achievement requirements and possible privileges earned will be posted to the school website once the school year begins. \*Note: 4th quarter grades from the previous school year will be used for first quarter rewards of the new school year. An exam exemption means that a student is not required to take the semester or final exam of a class, depending on when the card is earned. The semester grade of an exempted class will be 50% - 3rd quarter average and 50% - 4th quarter average. Students may not exempt exams for college credit plus (CCP) courses, end of year projects, or writing assignments.

## LETTER FROM MR. OTTEN REGARDING ATTENDANCE AND DISCIPLINE

(Effective August 16, 2017)

Dear Beavercreek Families,

We wanted to inform you of some changes to our truancy and discipline procedures. Per House Bill 410, a preventative approach to habitual and chronic truancy has been mandated in the state of Ohio. In addition, Beavercreek City Schools (BCS) has revised discipline procedures to promote success for all students. Below is a summary of the changes to BCS truancy and discipline procedures.

### **HABITUAL AND CHRONIC TRUANCY**

It is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but districts often can directly impact their students' attendance. By using data to identify and support students who may need extra resources and services, districts can target supports to get students to school every day.

In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Beginning with the 2017-2018 school year, several changes take effect.

Schools cannot suspend or expel students for missing too much school. Districts will amend or adopt policies that outline their interventions and plans for students who miss too much school.

To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absence to the parent or guardian;
- Development and implementation of an absence intervention plan, which may include supportive services for students and families;
- Counseling; Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities;
- Referral for truancy, if applicable.

### **DEFINITION OF TRUANCY AND EXCESSIVE ABSENCE**

When a student is excessively absent from school, the following will occur:

- The district will notify the student's parents in writing within seven days of the triggering absence;
- The student will follow the district's plan for absence intervention; and

- The student and family may be referred to community resources.

**DISTRICT RESPONSIBILITIES WHEN A CHILD IS HABITUALLY TRUANT**

When a student is habitually truant, the following will occur:

Within seven days of the triggering absence, the district will do the following:

- Select members of the absence intervention team;
- Make three meaningful attempts to secure the participation of the student’s parent or guardian on the absence intervention team.

Within 14 days after the assignment of the team, the district will develop the student's absence intervention plan.

If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in juvenile court.

**THREATS, FIGHTING, AND WEAPONS**

In a continued effort to ensure the academic progress and safety of all students as well as promote high expectations for all students, Beaver Creek City Schools has also revised student handbook procedures for code of conduct including threats, fighting, and weapons.

**ELEMENTARY**

Threats to harm others

- First Offense - 5 day suspension
- Second Offense - 10 day suspension with a recommendation for expulsion

Fighting

- First offense - 3 day suspension
- Second offense - 5 day suspension
- Third offense - 10 day suspension with recommendation for expulsion

Weapons

- 10 day suspension with recommendation for expulsion

**MIDDLE SCHOOL**

Threat to harm others

- First Offense - 10 day suspension with a recommendation for expulsion

Fighting

- First Offense - 5 day suspension
- Second Offense - 10 day suspension with recommendation for expulsion

Weapons

- 10 day suspension with recommendation for expulsion

**HIGH SCHOOL**

Threat to harm others

- 10 day suspension with a recommendation for expulsion

Fighting

- 10 day suspension with a possibility of a recommendation for expulsion based on severity

Weapons

- 10 day suspension with recommendation for expulsion

We encourage you to discuss these policies and consequences at home with your child as well.

Sincerely,

Paul Otten  
Superintendent



## ATTENDANCE

Beavercreek High School expects all students to attend every day school is in session. The official school day for students at BHS shall be at least six and one-half (6 ½) hours of classes and other guided learning experiences. This is in compliance with the Ohio Operating Standards. All BHS students will be in attendance for at least six and a half (6 ½) hours except for those students required to work due to family hardships; those in approved work-study programs; students attending college classes or approved vocational trade or technical classes; those students doing volunteer community service work; or those students recommended for an alternative program by a psychologist, a medical doctor or a social worker.

### **REPORTING AN ABSENCE:**

Parents must call the BHS attendance office (937-429-7547) or email (BHSattendance@gocreek.org) when their child is going to be absent from school. Parents must provide the name of student, grade level, reason for absence, phone number, and relationship to student for the student to be marked as an excused absence. Parents may also provide a note the following day if the student was not called in for their absence.

**There are three main types of absences: medically excused; parent excused; and unexcused.**

### **MEDICALLY EXCUSED:**

A medically excused absence requires a doctor's note listing all dates missed.

### **PARENT EXCUSED:**

When a parent calls or brings a note to school, the absence is counted as "parent excused.". 10 parent excused absences are allowed each school year. After 10 parent excused absences, medical documentation is required for any additional absences to be excused. Medically excused absences do not count toward this limit.

The following are acceptable excuses for absence; the principal must approve other excuses.

1. Personal illness
2. Family illness necessitating presence of child
3. Quarantine of home
4. Death in the family
5. Work at home necessitated by absence or incapacity of parent or guardian
6. Observation or celebration of holiday
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. Pre-approved family vacations up to 5 days (must be pre-approved 5 days in advance of the vacation)
12. Pre-approved college visit
13. Others as reviewed and approved by the Superintendent

*Students will have 3 days after their absence to bring in a note if they have not been called in, after that, it is considered unexcused.*

### **UNEXCUSED ABSENCES:**

1. Overslept (child or family member)
2. Missed the bus or running late
3. Car trouble
4. Family vacations without prior approval or more than 5 days
5. Student refusal
6. Suspensions
7. Personal or appointment (without further clarification)

### **VACATION PROCEDURE:**

Parents will be required to fill out a vacation form when a student is going to miss school due to a vacation (See vacation form online. State law allows 5 excused vacation days per year). This absence must be pre-approved 5 days in advance of the vacation. It is the student's responsibility to discuss this absence with teachers and make arrangements for missed work and assessments.

### **MAKE-UP WORK:**

Schoolwork missed due to a day of absence may be made up. It is the student's responsibility to take the initiative in making up work. Time equal to the number of school days of a class missed (the number of class periods missed with a particular teacher) will be given to complete make-up work. Students will be granted time to prepare for any missed quiz/test and should make arrangements with teachers to make up those assessments. If an unplanned absence occurs the day a major presentation, project, or assessment is due, students may be required to turn in or present on the day they return.

### **TRUANCY AND EXCESSIVE ABSENCES:**

A student with a serious or long-term illness may qualify for home-instruction (contact counseling office for more information). If absences become excessive within a grading period or semester, the student may be referred to the truancy officer or principal.

### **Habitually truant is considered:**

a) absent 30 or more consecutive hours without a legitimate excuse; b) absent 42 or more hours in one month without a legitimate excuse; c) absent 72 or more hours in one year without a legitimate excuse.

Once a student has missed 72 hours in a school year, the student will be placed on an attendance contract. In addition, the following steps will take effect: a) Within seven days of the triggering absence, the district will do the following: i. Select members of the absence intervention team; ii. Make three meaningful attempts to secure the student's parent or guardian's participation on the absence intervention team. b) Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team; c) Within 14 days after the assignment of the team, the district will develop the student's absence intervention plan; If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

### **Excessive absences are considered:**

a) absent 38 or more hours in one school month with or without a legitimate excuse; b) absent 65 or more hours in one school year with or without a legitimate excuse. Once a student has missed 65 hours in a school year, documentation may be required from a healthcare professional on office stationery to excuse the absences, and the student will be placed on an attendance contract. In addition, the following steps will take effect: a) The district will notify the student's parents/guardians in writing within seven days of the triggering absence; b) The student will follow the district's plan for absence intervention; and the student and family may be referred to community resources.

### **LATE ARRIVAL AND EARLY DISMISSAL OF STUDENTS**

**All students must sign in and out of the attendance office when arriving late or requiring an early dismissal. Late arrivals and early dismissals will not be excused without a signature by a parent or legal guardian.** Students leaving school without a note or students that leave school prior to their excused dismissal time will be considered as skipping and truant.

We require a parent signature for signing a student in or out unless the parent calls or emails the school regarding the absence.

If you are coming into the school to pick up your student please allow additional time for the attendance office to locate and dismiss. In order to reduce the amount of time your student will be missing class we do not dismiss a student until you arrive on school grounds.

#### **LATE ARRIVAL:**

Students arriving at school within fifty-nine (59) minutes after school begins will be counted tardy, unless the office excuses their reason for absence. A medical or parent note/call is required for an **excused** late arrival.

Students arriving at school after 8:15 a.m. will sign-in at the attendance office.

Students arriving at school after 9:15 a.m. and before 11:35 a.m. will be counted as absent one-half day. Students arriving at school after 11:35 a.m. will be counted absent one full day.

#### **EARLY DISMISSAL:**

Because Beaver Creek High School believes that education is very important, early dismissals are discouraged; however, if a student must miss for a doctor's or dentist's appointment, funeral, family emergency, award ceremony, driver's exam, or a court date, he/she should follow the procedure below.

Students are to take a note stating the reason for the early dismissal to the attendance office *before school begins*.

\*If a parent is going to call the doctor's office for an appointment, and is unsure as to the exact time, he/she should send a note with the student stating so. The student should take this note to the attendance office before school begins. Later, the parents can call the office and report the exact time of the appointment. The office will then notify the student of the early dismissal time.

### **EARLY DISMISSALS AND LATE ARRIVAL NOTES**

Parent, when writing an early dismissal or late arrival (**tardy**) note, please include the following:

1. Student's name
2. Student's grade level
3. Reason for early dismissal or late arrival
4. Your signature and phone number
5. Date and time if early dismissal or late arrival.

### **ALTERNATIVE OPTIONS:**

You may email attendance notes to **both** [caren.byers@gocreek.org](mailto:caren.byers@gocreek.org) **and** [kim.mantia@gocreek.org](mailto:kim.mantia@gocreek.org). You may fax a note at **937-429-7546**.

### **FORGED EARLY DISMISSAL NOTES AND ABSENCE NOTES:**

Students who forge their parent's or guardian's signature on notes for early dismissal from school or to excuse absences from school will be subject to discipline by school administration.

### **COLLEGE VISITS**

Students and parents who plan to visit colleges while school is still in session must contact the principal in written form at least 5 school days before the scheduled days off. Upon return from the college visit, please bring verification of the visit on college/university letterhead. The principal reserves the right to reject a request for an excused absence for college visits.

## ACADEMIC POLICIES

### GRADING SCALE

90-100	A
80-89	B
70-79	C
60-69	D
Under 60	F

### NINE-WEEK AND SEMESTER GRADES

All nine week grades are to be averaged to the nearest percent only. Student report cards will display the percentage and the letter grade for the nine weeks. When calculating the semester grade each nine weeks grade will count 40% and the Semester exam will count 20% of the grade.

### SEMESTER EXAMS

A Semester Exam will be given and incorporated in the Semester Grade.

### OFFICIAL TRANSCRIPT

The official transcript, which is available to colleges and employers, will contain grades in letter form only. Transcripts are available from the registrar in the guidance office.

### WITHHOLDING CREDIT

1. Students removed from a class permanently for disciplinary reasons may not receive credit for that class for the year.
2. Assignments turned in late may not be graded for credit.
3. Participation in classroom activities may be included as a calculation in a student's course grade.
4. A student may petition for ½ credit for a year-long course if he/she fails one semester of the course.

### DROP/ADD CLASSES

There will be a window in which students may drop/add classes to their schedule if there is space in requested courses. Options may be limited after initial schedules are created.

Semester classes may not be dropped or added any later than 5 days after the first day of the course.

Full year classes may not be dropped or added any later than 10 days after the first day of the course.

Full year classes may not be dropped at the semester.

### SCHEDULE CHANGES

All schedule changes for the following school year must be completed before the end of the current school year.

### IN-SCHOOL SUSPENSION (ISS)

In school suspension (ISS) is a program designed to support students with varying academic and/or behavioral needs in an individualized learning environment. These students may include those who are struggling academically, those who require academic and/or behavioral accommodations, or those who have demonstrated disruptive classroom behaviors.

### OUT-OF-SCHOOL SUSPENSION (OSS)

Students suspended from school by the administration for a violation of the Student Conduct Code will be required to make up **all** missed work. It is the responsibility of the student, upon his/her return to school, to make up all work missed within the same number of school days he/she was suspended. The principal involved in assigning the suspension will work with the student's teachers in getting make up work. Assignments for suspended students may be picked up in the Main Office or sent to the student via email. Students will receive full credit for make-up work during a suspension. Students who fail to make up the assigned work during their suspension will receive a 0% on all missed work.

Students expelled by the Superintendent for longer than a 10-day period may not make up classroom work or exams missed during the expulsion unless special provisions are placed in the expulsion letter for being readmitted to school.

### REPORTING TO PARENTS

Grades will be reported to parents each nine weeks with interim reports sent to parents of students failing at midterm.

### INCOMPLETE GRADES

Any incomplete grade will be changed automatically to an "F" three weeks after report cards are issued unless the principal grants a special extension. The responsibility for changing the grade should rest with the student or teacher. The student should follow this up with his/her counselor.

### VALEDICTORIAN/SALUTATORIAN ELIGIBILITY

For a student to be eligible for salutatorian or valedictorian status at Beaver Creek High School, the student must have enrolled at Beaver Creek High School and been awarded grades and credits by Beaver Creek High School during the entire 7th semester.

The valedictorian and salutatorian selection will be made at the conclusion of the 7th semester. Selection will be based on grade point averages using the final grades for all courses in grades 9, 10, and 11. The GPA will also include courses taken in middle school, which receive high school credit. The final GPA will be rounded to the nearest tenth.

Students taking courses under the provisions of the College Credit Plus program should be aware that courses taken at the university level shall also count in calculation of the GPA and class rank. All courses taken at the college level for high school credit will be compiled using the four (4)-point scale in determining the student's high school GPA and class rank.

School policy regarding students moving into our district and calculating their GPA shall be: only those advanced level and honors courses which are weighted and equivalent to those existing in Beaver Creek's curriculum will be used in calculating a student's GPA and determining class rank. Any other advanced level and honors courses appearing on the transcript that has no equivalent course in the Beaver Creek curriculum will be calculated using the four point grading scale. The transcript will show all courses that were designated advanced courses by the former school.

## BEAVERCREEK HIGH SCHOOL PROCEDURES

### BUS PROCEDURES

#### Bus Rules:

Any behavior that distracts the driver is a hazard to the operation of the bus and, as such, jeopardizes the safety of all passengers and will not be tolerated. Bus rules are posted in each bus.

#### General Safety Rules for Loading and Unloading:

1. Students must be cautious of other buses entering the lot. Once students have arrived at school, they are not to leave school grounds without permission.
2. In the afternoon students must go straight to their buses; they must not loiter in the halls or near the buses. Buses leave promptly at 3:10 p.m.
3. All students must board the buses from the front.
4. Once the buses start moving, students **MUST NOT CHASE** after a missed bus. If a student misses his/her bus, he/she must make other arrangements for transportation home.
5. Students must allow the buses to come to a complete stop before approaching.
6. If a student is walking home or to the student parking lot, he/she must not run between the buses as they are pulling out. Students must allow all buses to leave before crossing the lot.
7. All students who drive to school must receive permission from staff members before exiting the parking lot.
8. Under no circumstances should there be any horseplay near or on the bus at any time.

#### Bus Changes:

Bus changes are approved only with a valid written reason from the student's parents further validated by the principal's signature. e.g.:

**Valid Reason:** Temporary emergency

**Not valid reason:** Staying overnight with friend.

### CAFETERIA

Students may either purchase lunch in the cafeteria or bring their lunch from home. Parents are discouraged from bringing in outside food orders for their child. Students are not permitted to order outside lunch and have it delivered to school (i.e. DoorDash). If a student places an order, he/she will not receive the food until the end of the school day. Students are not permitted to leave school grounds during lunch.

#### Cafeteria Violations and Possible Consequences:

**Leaving School:** BHS has a closed lunch. Students are not permitted to leave school grounds during lunch. Students are not permitted to order food delivery for lunch. Possible consequences: Saturday School, ISS, OSS.

**Theft:** The non-payment of food and drink will not be tolerated. Possible consequences: Saturday School, ISS, OSS, loss of cafeteria privileges, financial reimbursement and/or the notification of the proper authorities are possible consequences.

### COMMUNICATION DEVICES

- For purposes of this policy, personal communication device (PCD) includes computers, game systems, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), smart watches, cell phones (e.g., mobile/cellular telephones, smartphones), and/or other web-enabled devices of any type. This also includes PCD accessories such as earbuds, headphones, or phone cases.
- Students may use their **PCDs** before school, after school, during lunch, during class change, and during building-approved times as determined by the principal.
- Students should never play music or sound through the speakers on their PCD.
- If a student is using headphones, one ear must always stay open in order to hear announcements or staff directions.
- Students should remove earbuds/headphones upon entering class and while talking to staff members.
- Students **are prohibited** from recording and/or distributing any digital audio, pictures, or video without permission from the staff. This includes any social media such as Snapchat and Instagram.
- Students **are not** to use their **PCDs** during class without teacher permission. If a student fails to comply with the teacher request to discontinue use, teachers may write a referral to administration.

*If there is a need to use a phone, students may use the phones in the Main Office with staff permission. Students are personally and solely responsible for the care and security of any PCD they bring to school. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic equipment and devices brought onto its property, or unauthorized use of such devices. Board Policy 5136.01*

## COMPLAINT PROCEDURE

Occasionally, a parent or community member may have a complaint concerning a school program, procedure or staff member. With the many interactions that occur each day in a district the size of Beavercreek, rarely, a misunderstanding or disagreement may happen. When making a complaint, be sure to be clear and specific in voicing the concern. Be timely; avoid allowing tensions to build. Parents should not avoid contacting the school out of fear of retaliation. Beavercreek High School seeks to treat all students in an equitable manner.

In an attempt to resolve any complaint or problem as quickly and effectively as possible, school officials ask that the following procedure be followed:

1. **Concern or Complaint about Staff Member:** parents should make arrangements to have a conference with the staff member of concern as quickly as possible. The person most directly involved can best answer most questions or concerns. If satisfaction is not obtained, arrange a conference with the building principal or department supervisor (transportation, cafeteria, buildings and grounds) whose telephone numbers are listed on the school website.
2. **Concern or Complaint about Interscholastic Athletic Program.** If the athletic program, procedure or activity is connected to a particular coach, make arrangements for a conference with that coach. If satisfaction is not gained, make arrangements to confer with the Director of Athletic Services. If the complaint is still not resolved, contact the appropriate person. If the concern or complaint pertains to more than one sport, perhaps the Director of Athletic Services should be contacted first followed by contacting the building principal, if necessary.
3. **Concern or Complaint about a Non-Athletic Program, Procedure, or Activity.** If the program, procedure, or activity in question is connected to one person, then make arrangements for a conference with that person. If the program or procedure is building or department-wide, then the first person to contact is the building principal or department supervisor.

## COMPUTER/INTERNET

Students will not use computers, computer networks, printers, or on-line services for disruptive, illegal, immoral, or unethical purposes. Any act that violates the rules outlined in the Student Computer Network Agreement may result in a loss of network accounts and privileges. The network supervisor reserves the right to inspect the files and mail of any user. Consequences may be issued for inappropriate use of technology and authorities may be notified if necessary.

## COUNSELING OFFICE PROCEDURE

The Beavercreek High School counseling office is open each day from 8:00 am to 3:15 pm. Other arrangements can also be made by appointment. If a student has an urgent need, he/she should feel welcome in the office at any time. Under non-emergency conditions, the following procedure is in place:

1. Students should fill out a 'Request to see counselor' form in the main office before school, during class change, during lunch, or after school.
2. The counselor will then send for the student during study hall or during the last 10 minutes of a class. Exceptions to this may occur due to an emergency or other urgent situation.

All students must have passes signed by the counselor to be excused for an appointment (except in an emergency) or must report to their class and ask for a pass from their teacher before they go see the counselor.

## DELIVERIES

If a family member or friend delivers flowers, helium balloons, or other gifts to students during the school day, a note will be sent to the student receiving the delivery that they can be picked up in the main office at the end of the school day. The main office will not deliver gifts directly to the student's classroom.

## DRESS CODE

Education is about more than learning academic content. BHS provides a supportive transition from Ferguson Hall which helps students meet our high academic standards and prepares them to navigate real world challenges while demonstrating excellent character. Part of navigating the real world is understanding the importance of context. Choosing the right attire for different contexts is an important life skill. The High School's Dress for Success Norms encourage students to keep their focus on learning, maintain age-appropriate expectations, and provide an environment that allows students to feel comfortable and express their individuality appropriately. Ferguson staff have taken great strides to ensure that these Dress for Success Norms are gender-neutral. We strive to enforce these rules respectfully and without judgment. With these interests in mind, BHS has derived its Dress for Success Norms.

1. Clothing must completely cover students from mid-thigh to top of chest in non-see-through materials.
2. The front and back of the shirt (or top of any kind) must be connected over both shoulders.
3. Clothing must cover all undergarments.
4. Hats, hoods, and head coverings (except for those worn for religious purposes) are not allowed (including sunglasses, masks, and makeup that covers the face.)
5. Clothing must be free of obscene, violent, or inappropriate words and/or logos.
6. Clothing that could be used as a weapon (wallet chains, spikes, belt chains) is not permitted.

When a student's outfit does not meet the Dress for Success Norms, he or she will be asked politely to address the issue. This can be

done in whatever way the student feels works best for him/her. Options include:

- Adjusting the fit of the clothing (if possible to do so and still meet the guidelines) or putting on something that is already at school (e.g. PE clothes, a jacket, etc.)
- Calling home and requesting a change of clothes.
- Placement in ISS for the day.

The high school staff will address non-compliance with the Dress for Success Norms in a respectful and professional manner; our intent is not to shame students for their wardrobe choices. We would expect that no student should need to be asked more than twice, in one school year, to adjust their attire to meet the norms. Having to ask more than twice becomes an issue of disrespect rather than an issue about dress. We appreciate parent and student cooperation in our efforts to make our Dress for Success Norms and their enforcement fair, balanced, and gender-neutral.

### **EMERGENCY CLOSINGS AND DELAYS**

If a situation, such as severe weather, causes the high school to be closed, delayed, or to dismiss early, Beaver Creek City Schools will attempt to contact families as soon as possible through the website, Sangha, and communication with local television and radio stations.

Parents and students are responsible for knowing about emergency closings, delays, and early dismissals. Please instruct your child on what to do in cases of unexpected delays, closings, or early dismissals.

The complete policy about emergency closings, delays, and early dismissals can be found on the district's [website](#) under the "about us" tab.

### **HALL PASS PROCEDURE**

All students must have a hall pass any time they are not in the classroom. A hall pass is obtained from the teacher in charge of the room and permits a student to leave the room. A hall pass at no time permits a student to leave the building. Only one student is allowed to use a pass at a time. *Any permission to go to the parking lot or leave campus must be granted by the main office.*

### **HEALTH SERVICES PROCEDURES**

If a student becomes ill during the school day the student is to obtain a pass from his/her teacher and go directly to the clinic in order to be granted an excused absence from class. Students will not be admitted into the clinic without a pass from the classroom teacher. The nurse will assess the nature of the illness and contact the parent/guardian if a student is to be sent home.

Any student who desires to take medication (prescription or OTC) at school must have the completed MEDICATION REQUEST FORM (PPSH-1) on file in the nurse's office. The Beaver Creek City Schools Medication Procedure and Request for Administration Forms are available in the nurse's office (clinic).

School personnel will administer medication after receiving a two-part form "**Request for the Administration of Prescribed/Non-Prescribed Medication at School**" that has been completed and signed by both the prescribing physician and the parents.

If a student's parents are going to be out of town, the school needs a note from the parent/parents indicating what to do in case of an emergency. The note should include the name and phone number of the person/persons responsible for the student while the parent/parents are gone. It would be advisable to leave an emergency medical card with this overseeing adult.

Clinic visits will be limited to the last 10 minutes of each period except in cases of medical emergency and daily medications. Students are not permitted to phone a parent regarding an illness except from the nurse's office.

### **GANG ACTIVITY**

In order to insure a safe and violence-free school, gangs and gang activities are prohibited at Beaver Creek High School according to the following:

#### **A. Definition:**

A "gang" is any group of two or more persons whose purposes include the commission of illegal acts and/or displays or communication of any visible aspects of a gang or acts in violation of disciplinary rules of the Beaver Creek Schools. Students will not...

1. wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other item that evidences or reflects membership in, or affiliation with, any gang.
2. engage in any act, either verbal or nonverbal, including gestures or handshakes, demonstration of membership, or affiliation with any gang.
3. engage in any act that furthers the interests of any gang or gang activity, including, but not limited to:
  - a. soliciting any person to pay for "protection", or threatening any person, explicitly, or implicitly, with any other illegal or prohibited act;
  - b. painting, writing, tattooing or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property or personal property;
  - c. engaging in violence, extortion or any other illegal act or other violation of school policy;
  - d. soliciting any person to engage in physical violence against any other person.

**B.** Students are not allowed to belong to a fraternity or 'fraternity-like' organization which is not affiliated with the school. Students

dressing of like kind constitute such a group which promotes more than individuality and will not be permitted.

### **C. Groups, Clubs, Organizations, or Crews:**

Any group of individuals or students which dresses alike, is organized, has a name, and or recruits students to participate must have the approval of the building principal to exist. The group, club, crew, or organization must have the following:

1. Faculty sponsor
2. Mission Statement: explaining the purpose of the organization and how it serves the school community.
3. Non-selective membership open to all. No initiation rites.

### **GIFTED CHILDREN**

*(The Policy and Plan for the Identification of)*

The state of Ohio defines children who are “gifted” as students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others their age, experience, or environment. Ohio law requires the Beavercreek City School District to identify gifted students annually under Ohio Revised Code 3321.03. Children in grades K-12 may be identified as gifted in one or more of the following areas:

1. Superior cognitive ability
2. Specific academic ability in one or more of the following content areas: mathematics, science, reading, writing, or a combination of these skills, and social studies.
3. Creative thinking
4. Visual or performing arts ability such as the visual arts, music, dance, or drama.

The district policy and plan for identification of children who are gifted, which complies with the Ohio rule regarding screening and identifications, is accessible to parents in each building office. Brochures that explain the identification process and gifted education services are available too. Formal screening periods will be scheduled in the fall and spring. Parents may refer their children for screening in any or all of the four areas. Referral forms may be obtained at the school office and should be submitted to the building principal. Parents of students transferring into the district who have been identified as gifted in other school districts in Ohio or out-of-state should use the referral form to initiate a review of data to determine compliance with Ohio standards.

### **LIBRARY (IMC) PROCEDURES**

#### **Hours:**

The library is open each day from 7:45 a.m. until 3:15 p.m.

#### **Circulation:**

Books may be checked out for two weeks. Reference books may be checked out overnight. Fines on overdue material paid at the time they are returned will be half the price of the fine.

#### **Computers:**

The library computers are for student and staff use. Students must follow the Acceptable Use Policy for all technology. No personal e-mail or games are permitted. No food or drinks are permitted during library hours. Online subscription resources are available and students are encouraged to access these sites from home as well as at school. Passwords are available upon request.

#### **Chromebooks:**

These devices are available for checkout on a daily basis for educational use if students do not have their assigned Chromebook with them for the day. Students must follow the Acceptable Use Policy for all technology. No personal e-mail or games are permitted. Chromebooks must be returned to the library before the end of the day, and another may be checked out the following school day. Students are only permitted to check out one Chromebook at a time from the IMC.

#### **Consequences for not returning a Chromebook include:**

- 1st Offense:** Warning and parent contact
- 2nd Offense:** Saturday School, contact parents
- 3rd Offense:** ISS, suspend privilege for one week, contact parents
- 4th Offense:** Meeting with family, suspension of privileges to be determined by the outcome of meeting with family.

#### **Library Patron Procedure:**

Students coming to the library must have a pass throughout the school day including the lunch period. The student pass must be signed by a teacher, and students must sign in using the library google sheet. Upon leaving the library, the student should sign-out using the library google sheet. Students are expected to be engaged in individual study, homework, or recreational reading.

### **LITERATURE AND SALES**

Individuals or groups wishing to distribute literature or conduct fund raising through sales, collections, and/or donations of any kind on school property must first obtain permission from the superintendent.

### **LOCKERS**

Student school lockers and storage areas are the property of Beavercreek City Schools and are assigned to students for their usage

during a school year, **subject to the following conditions:**

1. The school administration has the right to search and/or inspect lockers and storage areas at any time, with or without a reason or cause to do so, and with or without prior notification to the student.
2. The BHS staff and administration encourage all students to place locks on their lockers to protect their personal property from theft; however, the administration may remove these locks if they deem it necessary for the safety and welfare of the student body. Any such personal locks may be removed by the administration at any time.
3. Students may not place or have in their lockers or storage areas any alcohol, drugs, tobacco products, weapons, knives, or other items which students are prohibited from having on school property under the rules, regulations, and/or policies of the school. Neither may they place other items deemed by the administration to be detrimental to the health and safety of students.
4. Any illegal or prohibited items found in a locker or storage box may be confiscated and will result in appropriate discipline of the student in accordance with applicable school policies, and may result in the student being prosecuted.
5. In performing any search/inspection of any locker or storage box, school administrators may utilize police officers and devices or animals trained in locating particular items.

### **NETWORK & INTERNET ACCEPTABLE USE AGREEMENT FOR STUDENTS**

Beavercreek City School District is now providing access for students to electronic resources such as the Internet. Students are responsible for good behavior on school computer networks just as they are in the classroom or school hallway. **Following is a brief outline of the district policy and procedure regarding network and Internet acceptable use and safety. Please refer to policy 7540.03 and administrative guideline 7540.03 for full information.**

The district uses Internet filtering software to prevent students from encountering inappropriate material. Unfortunately, no filtering software is 100% effective. Students are responsible for informing their teacher or staff member if they inadvertently encounter material that may be inappropriate and immediately leave the site. All internet usage is to take place in an area supervised by a staff member or volunteer.

Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers would be private.

Proprietary rights to a work product created using District technology at school shall remain the property of the District. The following are not permitted:

- a) Obtaining, sending or displaying offensive messages, pictures, or materials.
- b) Altering system software.
- c) Placing unauthorized information, computer viruses, or harmful programs on the system.
- d) Trespassing in others' folders, work, or files.
- e) Disrupting the operation of the network through abuse of the hardware or software (e.g. chain letters).
- f) Violating copyright laws
- g) Using the network for commercial purposes
- h) Downloading files, shareware, or software without the permission of the Director of Technology.
- i) Installing of software
- j) Interfering with others use of the network
- k) Misrepresenting other users of the network
- l) Sharing passwords with others
- m) Accessing personal email

#### **Sanctions for Misuse of District Technology:**

- 1) The use of the district computer networks is a privilege that may be revoked.
- 2) Additional disciplinary action may be determined commensurate with the offense.
- 3) Any fees, expenses, or damages incurred as a result of misuse of district technology are the responsibility of the student and his/her family.
- 4) When applicable, law enforcement agencies may be involved.

### **PARKING PROCEDURES**

Students who are permitted to drive must park in the lot they are assigned. Any student who drives due to an emergency situation should report to the main office for a one-day parking pass. Any car illegally or improperly parked may be towed at the owner's expense.

**Students who wish to obtain a parking permit must:**

1. Possess a valid driver's license.
2. Complete the parking pass application form and return it to the main office.
3. Pay the parking permit fee.
4. Properly display the parking pass at ALL times and follow all rules displayed on the application and parking pass itself.

Due to limited parking spaces, student passes are limited to Seniors and Juniors. Sophomores may apply for any remaining parking spaces if they are actively involved in a daily school sponsored extracurricular program.

Students who drive to school must adhere to the set of rules in the student handbook and on the parking pass application form. Those who do not adhere to the rules may be subject to disciplinary action as outlined in the parking violations section.

## **PARKING VIOLATIONS**

Students who drive to Beaver Creek High School must adhere to the following set of rules. **Students must:**

- a) park in the assigned student lots only. Parking in any undesignated area on the school grounds is prohibited.
- b) not speed or operate vehicles in an unsafe manner while on school property; or within 1,000 feet of and Board of Education property.
- c) display parking pass in car window as long as vehicle is on school grounds. Parking privileges may be revoked if the pass is not properly displayed.
- d) not go to the parking lot or to their vehicle during the school day without permission from the main office.
- e) not sell or give their parking pass to another student. The student the pass was issued to is the only authorized individual to be in possession of the parking pass. The student issued the pass must be the driver of the vehicle.
- f) not move their vehicle without permission during the hours of 8:15 am - 3:00 pm. Students who move their vehicle to another lot or to the front of the line prior to dismissal may forfeit their driving privileges.
- g) wear seat belts when operating or riding as a passenger in the front or back of the vehicle. The student issued the pass is responsible for the safety and conduct of his/her passengers.
- h) be courteous to staff and student pedestrians when operating their vehicles on school property.
- i) report immediately to security or the main office if they are driving without a parking pass because of unique or unusual circumstances.
- j) follow directions given by security officers, administrators, and teachers performing traffic control duties.
- k) not have in any vehicle parked on school property any alcohol, drugs (except prescription medication for which a school form has been filed in the clinic), tobacco or other items which students are prohibited from having on school property. **The school administration has the right to search and/or inspect vehicles on school grounds, when there is a reasonable suspicion that the vehicle contains items described above.**
- l) not use a cell phone while operating the vehicle on school property.
- m) parking in any lot without properly purchasing a parking pass for that lot or not having purchased a parking pass at all.
- n) surrender their parking pass at the request of security, staff, or administration in the case of a suspected violation.

Beaver Creek City School District and its employees are not responsible for damage to vehicles while on school property or for the loss of any personal property from such vehicle while on school property. Students must fill out a parking pass application in the main office and abide by the conditions stated on the application. Students will be issued only 1 pass for the school year. If the parking pass is lost, students will be required to buy another pass if space is available. Those that violate these regulations is subject to discipline.

**Possible Consequences** which can include:

1. Parking pass revoked for a time period or permanently (no refund will be issued).
2. Saturday School
3. In-School Suspension (ISS)
4. Out-of-School Suspension (OSS)
5. Vehicle towed at owner's expense
6. Expulsion

## **PAYMENT PROCEDURES**

Acceptable methods of payment for fees, workbooks, or any other charges for students can be made in cash, personal check, certified check, money order, debit card or credit card.

Checks or money orders should be made payable to Beaver Creek City Schools, regardless of which school building your student attends. There will be a \$15.00 collection fee assessed for personal checks that are returned by the bank for any reason. Grades, transcripts, diplomas, and/or school records will not be released for any students that have unpaid fees.

## **PUBLICATION OF STUDENT LIKENESS OR WORK IN THE MEDIA**

Consent for Beaver Creek City Schools to use pictures, videotapes, film and/or recordings of a student's likeness and/or voice or student work for news or promotional purposes is assumed unless a parent or 18-year-old student completes and submits a form 9120af3 *Refusal for Publication of Student Likeness or Work*.

This consent does **not** include the use of materials that specifically identify the student. In the event that personally identifiable information is to be used, the appropriate release form 9120af2, *Consent for Publication of Student Likeness or Work in the Media*, must be signed by a student's parent or guardian, or by the student if he or she is 18 years of age or older.

This consent releases Beaver Creek City Schools and its agents, successors or assigns from any liability for any violation of privacy or personal property rights which said parent or 18-year-old student has in connection with such materials. Said consent also affirms that parties waive any right to approve such material.

Consent and approval forms can be obtained from any school secretary or downloaded from the district's [website](#).

## REPEATED VIOLATIONS

Students who chronically violate school rules and accumulate a total of 7 disciplinary actions (a combination of In-school suspensions, Saturday schools, and out of school suspensions) may be recommended for alternative educational and disciplinary support.

## SCHOOL RESOURCE OFFICER

Since 1999 Beaver Creek City Schools has worked with local law enforcement agencies to provide School Resource Officers in schools. School and law enforcement officials have developed a beneficial, cooperative working relationship to enhance school safety.

The School Resource Officer is in school to ensure the peaceful operation of school-related programs. The School Resource Officer is, first and foremost, a police officer and must fairly and consistently enforce laws. With regular attendance in schools, the officers have become more involved in student discipline and have taken action in incidents such as fights, theft, and harassment. The net effect has been a safer school environment.

School Resource Officers also have made presentations to classes and acted as resources to teachers. The officers, while not professional counselors, have worked with students showing signs of extreme stress, anger, and peer conflicts, as officers have notified school officials and parents that danger signs are evident and the student needs some personal attention.

A School Resource Officer is NOT the school disciplinarian. It is not this individual's job to check hall passes or to enforce school dress codes or to conduct routine locker searches. However, the School Resource Officer cannot turn a blind eye to violations of the law, whether the violation takes place at school or elsewhere in the community.

## SKATEBOARDS, SKATES, AND BIKES

Students who ride skateboards, skates, and bicycles to school should dismount and walk to class once on school property. When leaving school, students should not ride their boards, skates, or bikes until off school property. Students should **NEVER** ride these devices through the parking lot before, during, or after school. Once at school, bikes should be secured to bike racks outside and skateboards should be secured either in the student locker or in the main office for safe keeping.

### Possible Consequences:

1. Saturday school
2. Confiscation of skateboards, skates, or bike until parent can pick up after school
3. In school suspension
4. Out of school suspension

## SPIRIT AND CLASS APPAREL

All clubs, sports teams, and class officers must have the prior approval of the administration for any article of clothing or uniform. Individual students are not allowed to sell or distribute apparel which bear the school name, mascot, or school colors without prior approval from the school administration. The misrepresentation of the school mascot, school name, or school colors will **not** be tolerated. No references to alcohol, drugs, or sexual innuendos will be allowed on club or spirit apparel.

### Possible Consequences:

1. Out of school suspension
2. Recommendation for expulsion
3. Individual financial responsibility

## STUDENT ASSEMBLIES/IN-SCHOOL PLAYS

There are some assemblies throughout the school year that require students to purchase tickets. Students must purchase their own tickets from the sponsoring group or teacher and make sure they sign their own name at point of purchase. Students are **not permitted** to resell tickets to other individuals. Students attending an assembly with a ticket not legitimately acquired will also receive consequences.

### Possible Consequences:

1. Saturday school
2. ISS
3. OSS

## STUDENT DROPOFF AND PICKUP LOCATION

Students should be dropped off and picked up in the East Parking Lot or the Athletic Loop. (\*Note, the athletic loop will be unavailable for pickup on the nights of home football games.)

## STUDENT NUTRITION DEPARTMENT

The Student Nutrition Department is pleased to provide healthy school meals for your child(ren) each and every school day. Our school meals provide protein, whole grain bread, fruits, vegetables and low-fat milk for one low price. All ala carte foods and beverages follow the latest USDA Smart Snack regulations. For current Student Nutrition Department information, please visit [our webpage](#). There you will find our breakfast and lunch menus, meal price(s), the ala carte milk price, the National School Meals application, allergy medical form

and other helpful information. If you have any additional questions, please contact the Student Nutrition Office at 937-458-2446. We are here to help! Thank you for allowing the Student Nutrition Department to serve you and your student(s)

### **STUDENT SUGGESTIONS/CONCERNS**

The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, he/she should feel free to offer them. Written suggestions may be presented directly to the principal or to student council. If a student has a serious concern, grievance, or complaint, he/she should consult the complaint procedure discussed above.

### **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer from BHS, the parent must notify the counseling office and the registrar.. Parents and students must fill out withdrawal forms, circulate the grades/fees form among all of the student's teachers who will fill out the form and initial it, and pay all fees owed the Beavercreek City School District. Once all fees have been paid, Beavercreek High School will send the student's official transcript when the new school sends its request. Students moving overseas may receive a sealed copy of their transcript prior to leaving.

### **USE OF TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive telephone calls.

Students are not to use telephones or to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

### **VISITORS**

While the high school administration encourages parents to visit the facilities during the school day, for security reasons we ask that all visitors register in the main office. Students may not bring visitors to school without first obtaining written permission from the principal. No unauthorized person is allowed in the school building to see or converse with students during school hours. Persons wishing to confer with a member of the staff should call for an appointment prior to coming in the school, in order to prevent any inconvenience.

### **WITHDRAWAL FROM SCHOOL**

The Board of Education has an established policy regarding students withdrawing from school before the legal age of 18. The Beavercreek School administration does not condone students withdrawing from school, for any reason, prior to graduation. Counseling services are available for students and parents wishing to consider options other than completing high school.

No student under the age of 18 will be allowed to withdraw from school without the consent of his/her parents. Students under the age of 18 may withdraw from school only if the following criteria are met:

1. Provide a letter from the student's parent/guardian.
2. Complete a full-time work permit request form;
3. Complete a full-time work contract;
4. Present a letter from the employer confirming at least 35 hours per week;
5. Obtain a letter of employment
6. Commit to obtaining a G.E.D.;
7. Obtain approval by Pupil Services



## STUDENT CODE OF CONDUCT

### BEAVERCREEK CITY SCHOOLS STUDENT CODE OF CONDUCT

(Zero Tolerance)

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive, harassing, intimidating, bullying or any other inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. Students are also subject to discipline, as outlined in the student code of conduct for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process. The Superintendent/designee develops regulations that establish strategies ranging from prevention to intervention to address student misbehavior, and provides continuing instruction in dating violence prevention in education courses in grades seven (7) through twelve (12).

Students and parents receive, at the opening of the school year or upon enrolling in the Districts schools during the year, written information on the rules and regulations to which they are subject while in school or participating in any school related-activity or event. The information will include the types of conduct that will make them liable to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

The student code of conduct is made available to students and parents. If a student violates this policy or the student code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances.

A student may be expelled for up to one (1) year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

The Superintendent is authorized to expel a student from school for a period not to exceed one (1) school year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Individual factors are considered when determining disciplinary action which include the student’s mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

Any pupil engaging in the types of conduct, either specifically or generally, like the kind of conduct listed below is subject to expulsion, suspension, emergency removal from curricular or extracurricular activities or transportation pursuant to S3313.661, Ohio Revised Code.

The types of conduct prohibited by this policy are as follows:

### BCS Infraction

### BCS Description

Academic Dishonesty	Students shall not give or receive unauthorized information regarding assignments or assessments. This includes claiming the work of other individuals, groups or agencies as one's own.
Alcohol	Students shall not use, possess, transmit, sell or offer to sell, buy or attempt to buy, or conceal alcoholic beverages, narcotics or other drugs including counterfeit drugs, or any paraphernalia capable of being used to use drugs. Evidence of use of alcohol or drugs at school or school-related event is a violation of the Code of Conduct.
Arson or unauthorized use of fire	Arson or use of fire which may result in property damage.
Bullying	Unwanted and repeated written, verbal, electronic, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation.
Class Skip	Purposely not attending an assigned class.
Dangerous Weapon	A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such a term does not include a pocket knife with a blade of less than 2 1/2 inches in length (18 U.S.C. section 930).
Dishonesty	Falsely represent or attempt to falsely represent any information given to school officials.
Disobedient/Disruptive Behavior	Unwillingness to submit to authority, 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.

Disrespectful Behavior	Disrespectful actions or words directed towards students and staff.
Dress Code	Failure to abide by reasonable dress and appearance guidelines as outlined in the school handbook.
Drugs/Other Illegal/Controlled Substances	Students shall not use, possess, transmit, sell or offer to sell, buy or attempt to buy, or conceal alcoholic beverages, narcotics or other drugs including counterfeit drugs, or any paraphernalia capable of being used to use drugs. Evidence of use of alcohol or drugs at school or school-related event is a violation of the Code of Conduct.
Explosives	Any destructive device, which includes a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce and a mine or similar device. 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, and that has any barrel with a bore of more than one-half inch in diameter.
Failure to fulfill consequences	Failure to fulfill assigned disciplinary actions.
False Alarm/Bomb Threat	Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, to harm students or staff, or induce panic. This may include falsely reporting fires, tornadoes, bombs, or disaster alarms.
Fighting	Fighting is mutual participation in an incident involving physical contact.
Firearm	A firearm is any weapon which 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 firearm silencer; or any machine gun. This includes zip guns, starter guns, and flare guns.
Firearm Look-a-likes	Any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring loaded device or air pressure by which to propel an object or substance (i.e., toy guns, cap guns, bb guns, pellet guns).
General Misconduct	Any activity by a student which the student knows or should know will disrupt the academic process or a curricular or extracurricular activity while on school premises or while in the control or custody of the school district regardless of whether on or off school premises, or while at a school-related activity regardless of location. Any atypical behavior that adversely impacts the educational environment.
Harassment/Intimidation	Any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or as the effect of substantially disrupting the orderly operation of a school. Discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as "unlawful harassment") is prohibited.
Instigating/Abetting	Willfully aiding another person to violate school regulations and/or interfering in school investigation. This may include: assembling to observe, record, or encourage a fight and/or disruptive behavior.
Misuse of Technology	Misuse of technology including but not limited to audio/videotaping without permission, internet use, and electronic devices, as outlined in the Acceptable Use of Technology Policy.
Motor Vehicle Violation	A student shall abide by the school's automobile regulations and parking privileges while on school property or while attending school-sponsored events in other venues.
Out of Assigned Area	Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of a school staff member.
Over the Counter Medication	Use, possession, sale or distribution of over the counter medication not in accordance with the district's policies.
Physical Aggression	Physical aggression/actions involving unauthorized physical contact.

Profanity/Obscenity	Use of abusive, obscene, profane, or offensive language, gestures, or signs.
Property Damage	Vandalism is the willful destruction or defacement of school or personal property.
Public Display of Affection	Public displays of affection that disrupt the educational environment.
Serious Bodily Injury	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 (18 U.S.C. 1365(3)(h)).
Theft	Theft is the unlawful taking of property belonging to another person: Act of possessing, attempting to possess, having passed on, disposing of, or depriving the owner of private or school property.
Threatening Behavior (does not meet the definition of harassment)	Written, verbal, or electronic threat to harm another person; including threatening gestures.
Tobacco/Nicotine/Vapor	Use, possession, or distribution of tobacco, tobacco substitutes, electronic cigarettes, vaporizers, or paraphernalia on school grounds or any school sponsored event.
Truancy	Truancy is unexcused absences or chronic tardies from school.
Unwelcome Sexual Conduct	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).
Violation of Bus Rules	Disregard or failure to abide by transportation rules and regulations.

The following regulations apply to student behavior/conduct during the school day, within the school building and/or at any school sponsored activity on or off school premises. (See Student Activities for possible consequences for extra-curricular participants.)

**Possible consequences are not listed in any progressive order.**

### **ACADEMIC DISHONESTY**

Cheating on academic work will not be tolerated. Cheating may take many forms including copying the work of another student, giving information to another student, plagiarism, using cheat sheets, using a personal communication device (phone, tablet, iPod/iPad), etc. Personal communication devices are also not allowed to be used during quizzes and tests unless approved by the teacher during the testing time. Students who purposely destroy the work or project of another student will face disciplinary action as well. A student caught cheating on any academic assignment will receive a zero (0) on the assignment, and the parents will be contacted. The student may also receive school discipline. Cheating a second time may result in an automatic "F" for the grading period and the student will receive school discipline. Students caught forging academic transcripts will face the same consequences. In addition the student runs the risk of being denied admission to the National Honor Society, losing out on scholarship opportunities, etc.

**Possible Consequences:**

1. Zero on assignment
2. Student/parent conference
3. Saturday School
4. In-School Suspension
5. Failure of the grading period

### **ALCOHOL**

Any student in possession or displaying evidence of consumption of alcohol will face disciplinary action. Evidence of consumption includes the smell of alcohol on the student's breath or admission of drinking by the student.

**Consequences:**

**First Offense:** Ten days out of school suspension reduced to five (5) days if the student receives counseling.

**Second Offense:** Ten days out of school suspension with a recommendation for expulsion.

**Distribution:** Ten days out of school suspension with a recommendation for expulsion.

**These offenses accumulate over the course of your high school career.**

### **ARSON**

Tampering with fire alarms, spraying chemicals, or setting fires will result in disciplinary action.

**Possible Consequences:**

1. Out of school suspension

2. Notification of the authorities
3. Recommendation for expulsion

### **BULLYING**

Bullying is defined as 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). Bullying is not tolerated in any form by Beavercreek City Schools.

#### **Possible Consequences:**

1. In School Suspension
2. Out of School suspension
3. Recommendation for expulsion
4. Referral to counseling

### **CLASS SKIP**

An unexcused class absence for one, two, or three periods is considered a class skip. Students will not receive credit for the work missed during the class skip.

#### **Possible Consequences:**

1. Saturday school
2. ISS
3. OSS
4. Recommendation for expulsion

### **CLASS SKIP**

Students late to a class must have a pass or note. A student detained by a teacher should obtain a pass from the teacher. A student should not come to the office for an excuse unless detained by the office. "Went to my locker" is not an acceptable excuse for being late to class.

#### **Possible Consequences:**

1. Detentions issued
2. Referral to Administration

### **DANGEROUS WEAPONS/FIREARMS**

The possession of a dangerous weapon or "look-alike" weapon (gun, knife, etc.) is not allowed.

#### **Possible Consequences:**

1. Out of School Suspension
2. Notification of the appropriate authorities including the Beavercreek Police
3. Recommendation for expulsion

### **DISHONESTY**

Falsely representing or attempting to falsely represent any information given to school officials is considered dishonesty. This includes lying, forging documents, cheating on assignments, refusing to cooperate with an investigation, etc. Any student who assists another student in committing dishonest behavior will be deemed equally responsible and may receive the same consequence.

#### **Possible Consequences:**

1. Student/parent conference
2. Loss of credit for assignment
3. Saturday School
4. ISS
5. OSS

### **DISOBEDIENT/DISRUPTIVE BEHAVIOR**

It is essential for the effective operation of a school that students respond to reasonable requests and act in such a way as to not disrupt the school or extracurricular environment. It is not possible or necessary to list all instances of disobedience or disruptive behavior but some examples are: excessive noise, distracting gestures, leaving school grounds without authorization, interfering with the discipline of another student, refusing to follow a staff member's instructions, and causing a disruption through social media.

#### **Possible Consequences:**

1. Student/parent conference
2. Saturday School
3. ISS
4. OSS

## DISRESPECTFUL BEHAVIOR

Any student who is disrespectful or defiant toward staff or other students may be referred to the office for discipline. They were disrespectful to me first is not an acceptable reason to act disrespectfully.

### Possible Consequences:

1. Student/parent conference
2. Saturday School
3. ISS
4. OSS

## DRESS CODE

Students who fail to abide by the high school's dress code may be referred to the office.

### Possible Consequences:

1. Change clothes
2. Student/parent conference
3. Saturday School
4. ISS

## DRUGS/OTHER ILLEGAL/CONTROLLED SUBSTANCES

Anyone possessing, using, or distributing drugs will face disciplinary action. This includes possession of steroids and objects that are used for drugs (including paraphernalia, "look-a-like" drugs, and counterfeit drugs). In any case where there is a reasonable suspicion of drug use, administrators may offer the following consequences contingent on a negative urine drug test by a licensed physician within 24 hours. The cost of this test is not the responsibility of the school or the district.

### Consequences of Possession:

**First Offense:** Ten days out of school suspension reduced to five if the student receives counseling and notification of authorities.

**Second Offense:** Ten days out of school suspension with a recommendation for expulsion and notification of authorities.

**Consequences of Distribution:** Ten days out of school suspension with a recommendation for expulsion and notification of authorities.

## EXPLOSIVES

The possession, manufacture, involvement with, or use of any explosive device will not be tolerated.

### Possible Consequences:

1. Out of school suspension
2. Recommendation for expulsion
3. Notification of the authorities including the Beaver Creek Police Department.

## FAILURE TO FULFILL CONSEQUENCES

Students who fail to fulfill assigned disciplinary actions will be given further consequences.

## FIGHTING

**Fighting between students is prohibited.** Below are some important definitions for students and parents to be aware of:

**Assault:** when a student attacks another student without provocation.

**Mutual Combat:** when 2 or more students exchange blows.

**Retaliation:** when one student pushes, slaps, punches, or kicks another student in response to a verbal or physical provocation.

**Self-Defense:** when a student uses physical force in order to flee or escape a dangerous situation.

### Consequences for assault, mutual combat, and retaliation:

1. **First Offense:** 10 days out of school suspension\*
2. **Further Offenses:** 10 days out of school suspension with recommendation for expulsion\*

\*Students may be cited by the Beaver Creek Police Department for either disorderly conduct or assault.

**\*\*Students not involved in a fight, but actively encouraging the process of students fighting, filming of the fight, or distributing a filmed fight, may also face consequences.**

## GENERAL MISCONDUCT

Any atypical behavior which impacts the educational environment will be investigated by school officials. Maintaining a safe and productive school environment is our primary concern.

### Possible Consequences:

1. Parent/student conference

2. Detention
3. Saturday School
4. ISS
5. OSS

### **HARASSMENT/INTIMIDATION**

Harassment of a student(s) by other students or any member of the staff is a violation of Federal Law and is contrary to the Board of Education's commitment to provide a physically safe environment in which to learn. All such incidents should be reported to a counselor or principal.

#### **Possible Consequences:**

1. ISS
2. OSS
3. Notification of the proper authorities
4. Recommendation for expulsion

### **INSUBORDINATION**

All students must comply with school rules and regulations. A student shall not disregard or refuse to obey directions given by staff members while on school property, during extra-curricular events, and/or during the normal school day. A student shall not violate reasonable requests properly established by teachers for the conduct of a specific program or class.

#### **Possible Consequences:**

1. Parent/student conference
2. Detention assigned by teacher
3. Saturday School
4. ISS
5. OSS
6. Recommendation for expulsion

### **INSTIGATING/ABETTING**

Encouraging or assisting another student in violating the code of conduct or hindering an investigation may result in consequences.

#### **Possible Consequences:**

1. Parent/student conference
2. Saturday School
3. ISS
4. OSS
5. Notification of the proper authorities

### **MISUSE OF TECHNOLOGY**

Students must use technology in an acceptable manner as outlined in our technology use policies.

#### **Possible Consequences:**

1. Parent/student conference
2. Loss of Chromebook privileges
3. Saturday school
4. ISS
5. OSS
6. Notification of proper authorities

### **OUT OF ASSIGNED AREA**

In order to provide for a safe learning environment and to protect school property, certain areas of the high school are off limits to students. Students are not allowed in the school when classes are not in session, unless they are participating in a co-curricular or extracurricular activity with proper adult supervision. Failure to comply with this rule could constitute unlawful breaking and entering. Students are not allowed in the following areas without permission:

- A. Any office or classroom without a teacher present
- B. Gymnasium/Weight Room
- C. Locker Rooms
- D. Athletic Lobby
- E. Computer Labs
- F. Teacher Workrooms
- G. Elevators
- H. Faculty restrooms
- I. Other inappropriate areas

**Possible Consequences:**

1. Warning
2. Saturday School
3. ISS
4. OSS
5. Recommendation for expulsion
6. Notification of the proper authorities

**OVER THE COUNTER MEDICATION**

Students shall not use, possess, or distribute over the counter medication in school without first having a form filled out in the main office.

**Possible Consequences:**

1. Counseling
2. Saturday School
3. ISS
4. OSS
5. Recommendation for expulsion
6. Notification of the proper authorities

**PHYSICAL AGGRESSION**

Students are not permitted to act physically aggressive toward staff, students, or objects. This includes horseplay, punching lockers or walls, pushing, shoving, slapping, holding, and other acts of physical aggression.

**Possible Consequences:**

1. Counseling
2. Saturday school
3. ISS
4. OSS
5. Recommendation for expulsion

**PROFANITY/OBSCENITY**

The use of obscenities, racial slurs, obscene gestures, or profanity against other students will not be tolerated even as a joke.

**Possible Consequences:**

1. Detention
2. Saturday school
3. ISS
4. OSS
5. Recommendation for expulsion
6. Notification of the proper authorities

**PROFANITY/OBSCENITY DIRECTED AT STAFF MEMBERS**

Students are not permitted to make obscene or inappropriate statements to or about staff members. Threats made by students against staff members will not be tolerated even as a joke.

**Possible Consequences:**

1. Out-of-School Suspension
2. Recommendation for expulsion

**PUBLIC DISPLAYS OF AFFECTION (PDA)**

The demonstration of affection between two individuals is a personal matter and not meant for public display. Actions include but are not limited to: excessive hugging or touching, kissing, sitting in laps, etc. Students who are not able to set reasonable limits on their behavior will be subject to disciplinary action.

**Possible Consequences:**

1. Detention
2. Parents contacted
3. Saturday school
4. ISS

**RECKLESS/INAPPROPRIATE BEHAVIOR**

Beavercreek High School does not permit the following:

1. Forging/Falsifying information or using forged notes.
2. Using unacceptable language.
3. Being insubordinate and/or disrespectful.

4. Leaving school grounds without permission (truancy).
5. Extortion of money from students.
6. Gambling on school property.
7. Loitering in unauthorized areas.
8. Disregarding rules and regulations,
9. Inappropriate and/or immoral behavior.
10. Placing false emergency 911 calls (Ohio Revised Code 2917.32)
11. Hazing (this refers to an initiation that might subject a student to physical risk or emotional and mental abuse in any school-sponsored activity).
12. Endangering the safety or welfare of the school or community.
13. Two students in one bathroom stall.
14. Serving as a “lookout” for students engaged in inappropriate behavior (i.e. smoking, fighting)
15. Pretending to be someone you are not, or signing in as someone else.
16. Students not involved in a fight, but actively encouraging the process of students fighting, filming the fight, or distributing a filmed fight.
17. Making threatening statements to students or staff.
18. Breaking and entering.
19. Theft/Possession of stolen property.
20. Recording and/or distributing any digital audio, pictures, or video without an individual’s permission.

**Possible Consequences:**

1. Notification of parent
2. Notification of authorities
3. Saturday School
4. ISS
5. OSS
6. Recommendation for expulsion

**THEFT**

The stealing or destruction of property belonging to students, staff, or the Beavercreek Board of Education will not be tolerated. The act of breaking into and entering a locked or secured school district building, student locker, or other school facility is prohibited.

**Possible Consequences:**

1. Financial reimbursement
2. Saturday School
3. ISS
4. Notification of the proper authorities
5. OSS
6. Recommendation for expulsion

**THREATENING BEHAVIOR**

Written, verbal, nonverbal, or electronic threatening of any person or property in the school is not tolerated even as a joke.

**Possible Consequences:**

1. ISS
2. Notification of the proper authorities
3. OSS
4. Recommendation for expulsion

**TOBACCO/NICOTINE/VAPOR**

The possession, use and/or smoking of tobacco or electronic cigarettes (vapes) or paraphernalia in any form (including smokeless tobacco, lighters, pipes, rolling papers, or vape chargers) is prohibited in any area (including vehicles) under the control of and/or in any activity sponsored or supervised by Beavercreek Schools. The prohibited areas include the drug free school zone, which is defined as a 1,000-foot perimeter around the vicinity of school.

**Consequences:**

- First Offense:** a three day out of school suspension
- Second Offense:** a five day out of school suspension and referral to counseling
- Third Offense:** a ten day out of school suspension and referral to counseling
- Fourth Offense:** a ten day out of school suspension with recommendation for expulsion

**TRUANCY**

Students will receive a detention if they are tardy to school without an excuse. A school tardy is defined as a student not being in their class when the bell rings for school to begin. If students have chronic tardiness they may be placed on a tardy contract.

Students late to class must have a pass or note. A student detained by a teacher should obtain a pass from the teacher. A student should not come to the office for an excuse unless detained by the office. “Went to my locker” is not an acceptable excuse for being late to

class.

**Possible Consequences:**

1. Saturday school
2. ISS
3. Referral to attendance officer

**UNWELCOME SEXUAL CONDUCT**

Unwelcome sexual conduct of any kind is not tolerated.

**Possible Consequences:**

1. In school suspension
2. Notification of the proper authorities
3. Out of school suspension
4. Recommendation for expulsion

**VANDALISM**

The reckless disregard (pranking) of high school property or the wanton destruction or defacing of high school property is prohibited. Students may be prosecuted if destroying, defacing, or tampering with the school's and/or private vendor's equipment/property.

**Disciplinary consequences are:**

1. Notification of parents
2. OSS
3. Filing of criminal damaging report with police
4. Financial restitution to the Beavercreek Board of Education
5. Expulsion

**VIOLATION OF BUS RULES**

Bus rules are listed under Beavercreek High School procedures. Bus rules are posted in each bus.

**Consequences:**

**FIRST NOTICE** requires a parent signature and the slip to be returned to the bus driver. Students may not ride until the slip is returned.

**SECOND NOTICE** results in suspension of bus privileges for a designated period.

**THIRD NOTICE** results in suspension of bus privileges for the remainder of the current semester. Discipline procedures will be handled as per Board of Education Policy.

**DESCRIPTION OF SCHOOL CONSEQUENCES**

The following is a description of some possible school consequences which are assigned for violating the code of conduct. This list is not exhaustive - other consequences can be assigned by staff as needed.

**DETENTION**

Detention punishes students for misconduct and/or rule violations. Detention requires students to stay either before or after the regular school day. Teachers have the option of assigning detentions before or after school. The detention will be served in a designated location. Detention may be assigned by a teacher or principal and requires the student to return a form signed by a parent or guardian.

*\*Only the teacher or principal who assigns the detention may change it. Students may replace detention with school service if approved by the teacher or principal involved.*

When assigned a detention, students must...

1. Inform their parents/guardians that a detention has been issued
2. Return the signed detention form or face an additional day's detention
3. Make arrangements for transportation before/after detention
4. Serve the detention on the day it is assigned. Athletic practices, extra-curricular/co-curricular activities, and work are not legitimate excuses for missing assigned detention.

**Possible Consequences for not serving detention:**

1. Saturday School
2. In school suspension
3. Out of school suspension (for repeated offenses)

**SATURDAY SCHOOL**

Saturday School is held at Beavercreek High School. Students are to report to the BHS student commons before the beginning of their Saturday School.

**Students must:**

1. Report at 8:00 a.m. The doors will be closed promptly at 8:10 a.m. Therefore, a student must be on time and seated or he/she will not be admitted. No exceptions exist.
2. Present your Beaver Creek issued identification with photo or another form of a photo I.D. with your picture clearly showing who you are.
3. Enter through the main entrance to the BHS student commons area.
4. Remain the entire session until 12:00 p.m. (Noon) in order to receive credit for serving. No exceptions exist.
5. Behave properly at all times obeying all school rules or face removal with no credit for serving.
6. Bring academic work and stay awake and alert at all times. The supervisor may assign additional work.
7. If a student fails to attend his/her assigned Saturday school, he/she will receive the following consequences:

**First Offense: ISS****Subsequent Offenses: OSS**

In case of illness or emergency, the parent must call the appropriate office by 8:00 a.m. on the Saturday morning of the assigned Saturday school.

**IN-SCHOOL SUSPENSION (ISS)**

1. Students must bring all their books and classroom supplies (paper, pencils, pens, and Chromebook) with them to the ISS monitor.
2. Students must complete work given by his/her teachers.
3. Students will not be allowed to sleep, eat, or drink during their ISS. Students in ISS will be given a 30 minute lunch period.
4. Students are in a restricted classroom environment and will not be able to talk aloud or interrupt others in the classroom. Students must stay in their seats at all times unless given permission by the ISS monitor.
5. Students will be escorted to and from the lunchroom. They will have the opportunity to purchase lunch items and return to the ISS Room. They will be eating in the room.
6. Students will follow classroom rules and procedures established by the ISS monitor. A referral to administration for additional consequences may be given if students disobey ISS rules.

**SUSPENSION**

Suspension and expulsion are disciplinary measures used for repeated or severe misbehavior. A student who is suspended from school is not permitted to attend school or school activities for a period of one to ten days, unless specifically granted permission by the principal. Suspension is considered an unexcused absence. If a student is to be suspended or expelled, there are specific procedures which must be followed.

1. The principal or superintendent may suspend.
2. No suspensions are to exceed 10 school days per offense.
3. The student must be given written notice of intention to suspend and the reasons for the suspension.
4. The pupil will have a chance to meet with a school official in an informal hearing to ask questions, give their side of the story, question the reasons for the punishment and explain what they did or what happened. The hearing may take place immediately.
5. The school will attempt to contact the parent/guardian by phone to notify them of the suspension.
6. The parent/guardian of the student will also be notified by mail as to the reasons for the suspension.
7. Suspensions may be appealed to the Board's designee/High School Principal within two (2) days of the parent's receipt of the written suspension notice. The written appeal must contain the reason(s) that the suspension is being appealed.

**EXPULSION**

1. Only the superintendent can expel.
2. The superintendent will give the student and his/her parents written notice of the expulsion hearing.
3. The expulsion notice or letter will contain the following information:
  - a. the reasons for the intended expulsion
  - b. the right of the parent or representative to appear before the superintendent to challenge his/her action or to offer any additional information that the superintendent should consider before a final decision is rendered.
  - c. the time and place to appear
4. The superintendent will listen to all parties during the expulsion hearing.
5. The superintendent will then adjourn the hearing and consider his/her options before rendering a decision.
6. The parent/guardian of the pupil will be notified of the superintendent's final decision.

## BEAVERCREEK CITY SCHOOLS SUBSTANCE ABUSE POLICY

The Drug Free Schools and Communities Act of 1989, Public Law 101-226, requires that standards of conduct, applicable to all students, be in place that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities. This act requires that all parents and students be given a copy of the standards and notification that compliance with the standards is mandatory.

The material contained in this handbook is intended not only to satisfy the standards of conduct requirement of the Drug Free School and Communities Act, but also to provide our students and parents with this important information.

### BOARD OF EDUCATION POLICY: ABUSE

#### Approved December 1993 Substance Abuse Philosophy

The Beavercreek Board of Education recognizes that chemical dependency is a treatable disease which is often preceded by misuse and abuse of mood-altering chemicals, including alcohol. The Board of Education also recognizes that the use of chemicals has the potential to interfere with the learning process and student's normal physical and emotional development.

The health problems of our students are primarily the responsibility of the home and community, because chemical dependency and/or "co-dependency" problems (problems students are experiencing due to someone else's chemical use) often disrupt the educational process, it is the prerogative of Beavercreek City Schools to intervene with students whenever behavior is observed or an incident occurs suggesting chemical use or codependency.

Beavercreek City Schools will take positive action through establishment of a comprehensive K-12 prevention/intervention program. This program may include: Education, counseling, parental involvement, appropriate referral, support groups, and a program of continuous training for all staff members.

The Beavercreek City Schools recognizes that punitive actions – unless coupled with prevention and treatment – offer little encouragement to students to confront problems associated with their use and abuse of chemicals. Therefore, the District is establishing a policy and procedure which couple disciplinary action for violation of its Student Code of Conduct, along with motivations for self-improvement.

This policy will be subject to enforcement and/or disciplinary action by the administration during the course of any school year including summer school sessions and school-sponsored activities.

### STUDENT AND PARENT NOTIFICATION

#### A. Introduction

The Beavercreek City Schools will make parents and students aware of the student substance abuse policy and all related disciplinary sanctions.

1. At the beginning of each school year the student substance abuse policy and standard of conduct will be distributed to all parents and students. This handbook is notification of substance abuse policy and standard of conduct.
2. Compliance with the standard of conduct is mandatory.

### SUBSTANCE USE EDUCATION

#### A. Introduction

It is the goal of the Beavercreek City Schools, along with families and community, to provide staff and students factual information regarding the effects of substance use/abuse.

#### B. Position of the Schools

1. School officials shall survey and attempt to determine the extent of usage and abuse, and convey that information, as needed to students, parents, and community.
2. School officials shall provide continuing in-service to staff personnel which will enable them to identify symptoms of drug and alcohol abuse.
3. School officials shall work cooperatively with other agencies to educate students, parents, staff, and community members.
4. School officials will endeavor to instruct students in areas including: physical, emotional, mental, social, and legal ramifications of drug and alcohol involvement.
5. The school shall encourage activities that are compatible with a chemical-free lifestyle.

### SUBSTANCE USE BY STUDENTS

#### A. Introduction

It is a primary objective of the Beavercreek City Schools to assure that the education of all students shall proceed in an efficient, orderly, and non-disruptive manner. The sale, use, or possession of intoxicants, mind-altering drugs, or other controlled substances, including alcohol, on school premises, is an obstacle to that objective and an interference with the rights of students to receive quality academic instruction. While student drug education and referral to counseling resources will continue to be made available, such measures should be viewed as instructional or rehabilitative and will not be considered as an alternative to the disciplinary measures.

#### B. Responsibility of Students

No student shall use, have on his person or possession, have within his assigned school locker, automobile, be within easy access of, be under the influence of, sell, intend to sell, transport, give away or conceal any unauthorized mind-altering chemical or substance. Those substances included as mind-altering chemicals include, but are not limited to the following: stimulants such as diet medications, caffeine

pills, amphetamines, cocaine, crack, etc.; depressants such as alcohol, barbiturates, sleeping medications, tranquilizers, muscle relaxants, etc.; narcotics such as heroin, steroids, morphine, codeine, etc.; hallucinogens such as LSD, PCP, peyote, psilocybin; marijuana or any of its derivatives including hashish or marijuana seeds; inhalants such as butyl nitrite, thinners, solvents, aerosols, etc. Also included in this category are “look-alike” or counterfeit controlled substances according to the Ohio Revised Code #2925.01 (P). This policy applies to the following areas:

1. On or in close proximity to any property owned, leased by, or under the control of the Beavercreek Board of Education, including vehicles used for the transportation of students.
2. At any school-sponsored or sanctioned activity or event away from or within the school district.

The Board wishes to cooperate fully with students, parents, and the medical profession to assure that any student receives prescribed medication; therefore, prescribed medication may be taken in accordance with Beavercreek Board of Education Policy 5330 (Use of Medications).

### **C. Responsibility of Staff**

Staff members in the Beavercreek City Schools will be made aware of their responsibilities for reporting all cases of drug and/or alcohol use to the appropriate building administrator. All staff members will report to the building administrator alleged possession, use, or selling of drugs, alcohol, and/or drug paraphernalia or instruments. Staff members will be provided with information and procedures to allow them to fulfill their responsibilities.

### **D. Responsibilities of School Administrators**

When a school administrator has reason to believe that a student is in violation of the drug/alcohol policy, the following actions will be taken:

1. If the student is in need of medical attention, the school nurses and/or the emergency squad will be notified to render medical attention.
2. The parent(s) / legal guardian(s) may be notified and asked to meet with school officials.
3. School administrators will cooperate fully with law enforcement agencies and report to them any information that would be considered beneficial in their efforts to stem the use of drugs and alcohol.
4. The incident will be reported to the student assistance team leader for possible intervention, referral, and support.

## **STUDENT ASSISTANCE**

### **A. Introduction**

The Beavercreek City Schools will provide a program of support, assistance, and intervention to students experiencing problems which may be related to the use of substances including alcohol. Because the types of assistance may vary, the program may include, but it is not limited to, the following:

1. A functioning prevention/intervention team in each building that will assist staff and administration in the identification, intervention and referral, and facilitation of support groups.
2. Support groups that meet during the school day to aid in positive growth for students in recovery, students who are codependent, and students who may be considered at “high risk” for use. Groups will be conducted by trained staff.
3. Academic tutoring may be provided to the student enrolled in a residential treatment program who qualifies according to Beavercreek Board of Education Policy no. 5530 (Substance Abuse).

## **DISCIPLINARY ACTION**

The administration shall establish rules and regulations which combine disciplinary action for violating of student code, with incentives for self-improvement. Disciplinary action for student use, possession, distribution, or under the influence of drugs or alcohol or drug paraphernalia shall conform to the Board of Education Policy no. 5610 (Removal, Suspension, Expulsion, and Permanent Exclusion of Non-disabled Students).

### **1. First Offense:**

- a. Parent(s)/legal guardian will be notified immediately and the student will be removed from school for the remainder of the day.
- b. The police may be notified of the incident.
- c. The clinic may be notified and the emergency squad called if necessary.
- d. Consultation with parent(s)/legal guardian(s) and the student emphasizing available services for referral will be conducted.
- e. The student assistance team leader will be notified.
- f. The student shall be suspended from school for ten (10) days, or

The student shall be suspended for five (5) days if the student has initiated within such five- (5) day period an assessment by a trained chemical dependency counselor and agrees to follow the recommendation of the assessment. All cost or expense incurred as a result of assessment and/or recommendation will be covered by parent(s)/legal guardian(s). A written copy from the evaluator will be requested by school officials including findings and recommendations for the student.

- g. If the student fails to follow recommendation of the assessment, the remaining five (5) days of suspension will be reinstated in accordance with Ohio Revised Code 3313.66.

### **2. Second and Subsequent Offenses:**

- a. Parent(s)/legal guardian(s) will be notified, and the student will be removed from school for the remainder of the day.
- b. The police may be notified of the incident.

- c. The clinic may be notified and the emergency squad called if necessary.
- d. Consultation with parent(s)/legal guardian(s) and the student, emphasizing available counseling and treatment, will be conducted.
- e. The student assistance team leader will be notified.
- f. The student shall be suspended for ten (10) days and may be recommended for expulsion for the remainder of the semester.
- g. Student, parent(s)/legal guardian(s) will have a readmission conference.

Selling and/or distributing any quantities or possessing any bulk amount (as defined by Ohio Revised Code 2925.37) of intoxicants, illegal drugs, controlled substances, or counterfeit controlled substances.

**1. First Offense:**

- a. Parents will be notified and the student shall be removed from school for the remainder of the day.
- b. The police will be notified of the incident.
- c. Consultation with parent(s)/legal guardian(s) and the student emphasizing available services for referral, will be conducted.
- d. The student assistance team leader will be notified.
- e. The student will be suspended for ten (10) days from school and recommended for expulsion.
- f. A readmission conference will be required.

## **CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES**

Beavercreek High School offers extensive co-curricular and extracurricular activities. **BHSI reminds students that school rules and policies are in effect during all school-sponsored activities.**

Unless the principal approves the absence students must be in school at least one-half day in order to participate in an extra-curricular activity or school sponsored after-school event.

Any student displaying conduct unbecoming or observed using or admitting to using, possessing, or selling drugs, alcohol or tobacco may be suspended from extra-curricular and co-curricular activities from the time of the infraction and/or may be placed on probation for the remaining time the student is enrolled at Beavercreek High School. This policy includes drug paraphernalia, “look-alike,” and counterfeit drugs, for the specific Board Policy, please see the appendix in this agenda.

### **ACADEMIC ELIGIBILITY**

In accordance with OHSAA rules for athletic eligibility and Beavercreek Board of Education policies any Beavercreek High School student involved in a competitive extra-curricular activity must:

- 1. Be enrolled in at least six (6) academic classes;
- 2. Pass at least five (5) academic classes;
- 3. Receive no more than one (1) F for the grading period; and,
- 4. Maintain a G.P.A. of 1.5.

For further information students should contact the main office or the athletic office for the name of the advisor, director, or coach.

### **ATHLETIC ACTIVITIES**

#### **Beavercreek High School Battling Beavers Athletic Parents Information**

#### **HEALTH INSURANCE**

It is the sole responsibility of the parents/guardians to see that their child is covered by his/her own health insurance prior to participation in practice or contest since Beavercreek City School District does not provide any such coverage.

#### **PAPERWORK**

Before your student athlete can try out for an athletic team he/she must have the following information on file in the Athletic Office: a current physical card (good for one fiscal year), a rules and regulations card, and a medical release form.

#### **TRANSPORTATION**

It is the school board’s policy that a student athlete who is transported by bus to an event must ride the bus back to school following that event. The only exception to this rule is when an unusual circumstance occurs and the parent/guardian of the student athlete fills out an alternative transportation request form at least one day before that aforementioned event.

#### **PARENTS’ NIGHT**

Most sports will have a parents’ night at some point in the season. It is the Athletic Department’s policy that parents buy a ticket for that event unless they make other arrangements with the Athletic Office at least 48 hours before the event occurs.

#### **PARENT / COACH RELATIONSHIP**

Both parenting and coaching can be extremely difficult. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your children. This begins with clear communication from the coach of your child’s program.

#### **COMMUNICATION YOU SHOULD EXPECT FROM YOUR CHILD’S COACH**

- 1. Philosophy of the coach.

2. Expectations the coach has for your child and all the players on the squad.
3. Locations and times of all practices and contests.
4. Team requirements, i.e. fees, special equipment, off-season conditioning.
5. Procedure should you child be injured during participation.
6. Discipline that results in the denial of your child's participation.
7. That your child will be treated with dignity and respect.

**COMMUNICATION COACHES EXPECT FROM PARENTS**

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Specific concern in regard to a coach's philosophy and/or expectations.

As your children become involved in programs at Beavercreek City Schools, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged.

**APPROPRIATE CONCERNS TO DISCUSS WITH COACHES**

It is very difficult to accept your child not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things such as those that follow must be left to the discretion of the coach.

**ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES**

1. Playing time.
2. Team strategy.
3. Play calling.
4. Other student athletes.

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

**CONCERNS? THE PROCEDURE YOU SHOULD FOLLOW**

1. Call to set up an appointment
2. The Beavercreek High School Athletic telephone number is 937-429-7547 extension 2465.
3. If the coach cannot be reached, call the athletic director. He/she will set up the meeting for you.
4. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

**THE NEXT STEP**

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

2. Call and set up an appointment with the athletic director to discuss the situation.
3. At this meeting the appropriate next step can be determined.

Since research indicates a student involved in co-curricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided makes both your child's and your experience with the Beavercreek Schools athletic program less stressful and more enjoyable.

**INTERSCHOLASTIC SPORTS**

The following sports complete interscholastically in the Greater Western Ohio Conference (GWOC)

**All Year:** Cheerleading

**Fall:** Cross-Country (Boys' and Girls')

Football

Golf (Boys' and Girls')

Soccer (Boys' and Girls')

Tennis (Girls')

Volleyball (Girls')

**Winter:** Basketball (Boys' and Girls')

Bowling (Boy's and Girls')

Swimming & Diving (Boys' and Girls')

Wrestling

Gymnastics (non-GWOC sport)

Ice Hockey (non-GWOC sport)

**Spring:** Baseball  
Softball  
Tennis (Boys')  
Track and Field (Boys' and Girls')  
Volleyball (Boys')

### **INTRAMURAL SPORTS**

Students participating in intramurals form teams and compete against one another.

**Fall:** Co-Ed Volleyball

**Winter:** Boys' and Girls' Basketball

**Spring:** Softball

### **CLASS ACTIVITIES**

The sophomore, junior, and senior class elects officers yearly and plans activities under the direction of class sponsors.

### **CO-CURRICULAR ACTIVITIES**

A complete list of resources for extracurricular activities is available on the [website](#).

**Academic Team** is a vehicle for multi-academically talented students (grades 9-12) to match wits with students from other schools.

**Art Club** is made up of students who love to create and learn about art, share ideas, participate in fun art related activities and attend art exhibits.

**Book Club** offers students and staff members an opportunity to meet and share information about books they have read. Meetings are held once a month during lunch in the Library Research Room. One field trip is planned each year to the Children's Medical Center to read, play and entertain some of the patients there. More information can be found on the Book Club web page.

**Chess Club** encourages students to teach, play, and enjoy chess; the club develops varsity and reserve teams who compete in Greater Western Ohio Conference play for a league trophy; the team also competes in various other chess tournaments.

**Christians In Action** encourages its members through faith-sharing, music, Bible study, service and fun.

**Creek Crew** is available to Junior and Senior students. It provides opportunity for leadership and fellowship. Incoming freshmen are placed on 10 person Link crews, which are led by two Junior/Senior students. The link Crew participates in activities to promote responsibility and respect among the student body.

**DECA** is a Marketing Program.

**Environmental Activist Club (EAC)** students meet monthly and run the school's recycling program.

**Envirothon** is sponsored by soil and water districts of Ohio; each high school may enter 2 teams of 5 members each in 5 test areas: wildlife, forestry, soils, environmental issues, aquatic ecology. Competitions are held in the spring.

**French Club** is for anyone who loves the French language and culture; members view French films, enjoy the antics of Jerry Lewis, observe French holidays, eat at French restaurants, meets once a month after school.

**German Club** is for anyone who loves the German language and culture.

**Math Club**, sponsored by the Math Department, participates in Math Competitions and Examinations locally and nationally.

**Muse Machine** is for anyone who loves the arts: contemporary dance, ballet, opera, philharmonic orchestra, theater and visual arts and participate by attending the theater, workshops, or by working in/on the Muse musical.

**National Honor Society.** All Second-Semester Juniors who have a minimum of 3.6 GPA will be invited to participate in the selection process.

**Network** consists of drug-free students who promote a drug-free society by their own personal example and by taking part in activities preventing drug use.

**Newspaper** (*Creek Chronicle*) is for students interested in journalism. The staff writes, designs, lays out and distributes the high school newspaper.

**Peer Listening and Peer Mediation** help students with problems; peer listeners are trained in listening skills that should help someone solve problems; peer listeners meet during a regular class period. Peer Mediators are students trained to help mediate disputes between students.

**Spanish Club** is for anyone who loves the Spanish language and culture.

**Speech and Debate Team** provides students with an opportunity to develop and refine public speaking and performance skills; students compete statewide in original oratory, interpretation, duet acting, debate, and other defined categories.

**Student Council** is for students who want to help the school, community and area; runs annual Homecoming, collects food for the area food bank, works for United Cerebral Palsy and the Community Blood Bank; meets during a regular class period daily.

**Yearbook** (*Beaver Tales*). Members of the yearbook staff (who meet during a regular class period) produce the high school yearbook; staff responsibilities include layout & design, writing, photography, public relations, etc. Staff members are chosen through an application, recommendation, and interview process prior to class registration.

### **MUSICAL ACTIVITIES**

Our music department offers a wide variety of performance groups through which students may develop and expand their talents.

### **INSTRUMENTAL PERFORMANCE**

**Dance Team (Beaverettes)** is a choreographed, precision dance line; competes at state and national levels; performs with marching Band during football season.

**Fall Color Guard** is a flag, rifle, and dance group, which performs at all Marching Band events and contests.

**Jazz Ensemble** (I and II) practices after school and performs at concerts and contests (December-June).

**Marching Band** meets during the school day, marches for football games, parades, and other events; and participates in band competitions. (Grades 9-12).

**Pep Band** is for Marching Band or Concert Band members who wish to perform at all home boys' basketball games and select home girls' games. (November- March, grades 9-12).

**Winter Color Guard** is a flag, rifle, and dance ensemble; competes at state and national levels (November-April, grades 9-12).

**Winter Percussion Ensemble** is an indoor marching percussion ensemble (January-April, grades 9-12).

### **VOCAL PERFORMANCE**

**A'Cappella Choir** is a mixed chorus, which performs with and without accompaniment; competes at the state level; meets during a regular class period daily.

**Concert Chorus** is a mixed chorus performing with piano accompaniment; competes at the state level; meets during a regular class period daily.

**Friends** is a mixed choreographed show choir, performs with live accompaniment; competes at the state level.

## **CO-CURRICULAR/EXTRA-CURRICULAR COMPETITION, CONTEST, PERFORMANCE CODE TOBACCO, ALCOHOL AND OTHER DRUG USE**

### **PURPOSE**

The Board recognizes that participation in co-curricular and extra-curricular activities is a privilege. In the Beavercreek City Schools participation in co-curricular/extra-curricular activities that include competition, contest or performance, affords students many growth and learning opportunities centered around the commitment to reach one's potential while contributing to team and/or organizational success. These are priceless opportunities that we want to make available to students.

The Board expects that students who choose to represent the Beavercreek City Schools in highly visible positions of leadership and/or competition/performance understand their responsibility not only to the rules and regulations detailed in the student handbook but also to the additional rules and regulations contained in the co-curricular/extra-curricular code of conduct.

### **THE CODE OF CONDUCT**

#### **I. Possession and/or Use**

Use of alcohol, tobacco or other drugs inhibits fulfillment of individual potential: it is illegal and creates an environment which compromises the individual student's health, safety and well-being as well as the health, safety and well-being of all student participants in the co-curricular/extra-curricular program; therefore, the use of alcohol, tobacco or other drugs (as listed in the student handbook and to include the illegal use of prescription drugs) by student participants will not be tolerated.

#### **II. Selling or Distributing**

The selling, distributing or trafficking of illegal drugs, harmful intoxicants, controlled substances, counterfeit controlled substances, or any other substance prohibited by Chapter 2925 of the Ohio Revised Code will not be tolerated by student participants.

### **VALID PROGRAMS UNDER POLICY**

In Beavercreek City Schools, activities that are school-sponsored, voluntarily engaged in by students, and result in competition, contest, or performance apply under the policy. Classes, clubs, or groups that students are selected and/or appointed to apply under the policy.

### **LIFETIME OF CODE**

All students will be considered "participants" and bound by the Code of Conduct beginning with the date the student enrolls in their respective middle and/or high school. Students may be additionally informed by athletic director/coordinator and/ or coaches at initial meetings for sports, clubs, activities, etc. The Code of Conduct is in effect twelve (12) months of year for the duration of the student's career.

### **GRADE LEVEL(S) AFFECTED**

Consequences are cumulative in grades 6-8 and 9-12 respectively. A second violation in grades 6-8 may carry over to the next grade level. A third violation in grades 6-8 will carry over to grades 9-12. A failure to be in compliance with Student Assistance requirements may result in a carry over of consequence.

### **PROOF OF VIOLATION**

The infraction should have been observed by:

- Any principal, or other school district employee (i.e. teacher, teacher aide, secretary, coach, custodian, bus driver, maintenance personnel, security personnel) adult chaperone or advisor during the school day or during school related activities; or
- Any principal, faculty member or advisor/coach at any time or any law enforcement officer or agency at any time, or be established by a court or other tribunal having jurisdiction to make such a determination; or
- Local law enforcement agencies will share information with school officials, when applicable, in an effort to promote a lifestyle among students that is tobacco, alcohol and other drug free.

## REFERRAL/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 can self-refer/refer one time if they have no prior violations of the code and do not have police documentation of an incident. Once a police report is filed, then no self reporting is allowed. Students will be considered referred for assistance if:

1. Participant approaches a coach, athletic director, or counselor about use and voluntarily seeks assistance; or,
2. Information is received from peers, community members, law enforcement, district employees and/or parents that leads the coach/advisor or other school officials to believe that the student participant may have violated the co-curricular/extra-curricular policy. In this case, the student participant must confirm the validity of the information received, except when the participant's guardian (s) refers the student or confirms information.

Participants that fall under the Referral/Self-Referral category will not serve a penalty, however they must enter the Student Assistance Program and agree to follow program procedure. Failure to comply will result in the denial of privilege to participate.

## CONSEQUENCES FOR A VIOLATION

1. Use and/or Possession of Tobacco, Alcohol, or Other Drugs

### First Violation:

If a student participant is found to be in violation of the Code of Conduct, the student will be denied the privilege of participation (competition/contest/performance) for one calendar year from the date the violation is determined to have occurred.

Or:

If a student is found to be in violation of the Code of Conduct, the student and his/her parent(s) may choose to enter the Student Assistance Program and the one-year denial of privilege to participate will be reduced to 20% of the contests/performance scheduled during the current season and extended as necessary, into the next season in which the student participates. See section Student Assistance Program for specific requirements of the program.

### Second violation:

If a student participant is found to be in violation of the Code of Conduct, the student will be denied the privilege of participation (competition/contest/performance) for two calendar years from the date the violation is determined to have occurred.

Or:

If a student participant is found to be in violation of the Code of Conduct, the student and his/her parents may choose to enter the Student Assistance Program as an option to qualify for possible reinstatement after one calendar year from the date the violation was determined to have occurred. Participation in the Student Assistance Program does not necessarily guarantee reinstatement after one calendar year. See section Student Assistance Program for specific requirements of the program.

### Third violation:

If a student participant is found to be in violation of the Code of Conduct, the student will be denied the privilege of participation (competition, contest, performance) for the remainder of the student's career from the date the violation was determined to have occurred.

2. Selling and/or Distributing

### First Offense:

Reasonable cause to believe that a student participant is selling and/or distributing any quantities or possessing any bulk amount (as defined in Chapter 2925 of the Ohio Revised Code 2925.37) or intoxicants, illegal drugs, harmful intoxicants, controlled substances, counterfeit controlled substances or any other substance prohibited by Chapter 2925 of the Ohio Revised Code will result in denial of participation for the remainder of the student's career. This disciplinary action is in addition to any other disciplinary action which can be taken pursuant to board policy.

## APPEALS

A written request for an appeal should be directed to the Building Administrator, and must occur within five school days following notification of the infraction. The participant will not be allowed to participate in contests/events during the appeal process. The Building Administrator will hear the appeal and arrive at a final decision on the case. There will be no further appeals.

## STUDENT ASSISTANCE PROGRAM

The Student Assistance Program incorporates assessment, education, drug testing, and service into a program of support for behavior change. It is our goal through the Student Assistance Program to build strong school, family, and community connections so that students are supported in pursuing their commitment to the Code of Conduct.

Program requirements are dependent on the level of violation and the level of intervention deemed necessary upon review and assessment of each student's case. At minimum, program requirements are as follows, but are not limited to:

### First Violation:

1. Contact the Prevention/Intervention Coordinator within two school days of being notified of the violation to arrange for program requirements to be completed.
2. Complete four (4) hours of drug and alcohol education, approved by the Prevention/Intervention Coordinator within 60 days of the violation.
3. Complete ten (10) hours of approved service to their respective school within 60 days of being notified of the violation. Student participants have the opportunity to waive five (5) of these hours if they choose to address their respective peers and coach/advisor regarding the impact their violation has made on their life and their respective team/club. Students must work

with the Prevention/Intervention Coordinator to prepare prior to addressing team/club.

4. Comply with drug testing for the remainder of their participation in extra-curricular/co-curricular activities. Drug testing will be completed at a laboratory selected by the school. All costs incurred will be the responsibility of the student if over 18 years of age, or if under 18 years of age, the student's parent/guardian.

**Second Violation:**

1. Contact the Prevention/Intervention Coordinator within two school days of being notified of the violation to arrange for program requirements to be completed.
2. Develop an individualized plan for assessment and intervention of student's substance use with Prevention/Intervention Coordinator and any other appropriate professionals in the area of chemical dependency.
3. After one calendar year, student and/or parent(s)/guardian(s) must submit a written request for reinstatement explaining how they have successfully completed the intervention plan to the building principal for possible reinstatement to participate in extra-curricular/co-curricular activities.

**Third Violation:**

While students do not have the option to reduce this violation, Beavercreek City Schools are willing to support and assist the student and family in securing appropriate services for substance use and/or abuse.

## **FEDERAL LAW GUIDES ACCESS TO STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right for a hearing to challenge the contents of the record and to insure records are not inaccurate, misleading, or otherwise inappropriate.

A provision that students records will not be accessible in any form to any individual, agency, or institute without a written consent of the parent, except for the following: a) professional staff members of the schools; b) officials of other school systems provided the parent knows of the transfer, receives a copy of the record if desired, and has an opportunity for a hearing to challenge the contents of the record; c) authorized representatives of a federal or educational agency, in compliance with a judicial order or subpoena, provided that parents are notified in advance of the compliance by the school; and information connected with a student's application for financial aid.

The school may disclose personally identifiable information from the education record of a student who is in attendance at the school if that information has been designated as 'directory information'. Directory information may be used by schools in such school publications as school directories, athletic programs, school annuals, newsletters, media releases, videos, and other mediums of communication.

Military recruiters must also be given access to directory information. The parent or student, 18 years or older, must complete an "Opt Out" form, which is available in the BHS guidance office, BHS main office, or on the web if they do not want this information released.

Categories of information designated as "Directory Information" are as follows: student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

Deleting Directory Information: Parents and eligible students 18 years or older must inform the School in writing each school year if all or part of the "Directory Information" should not be released.

Any questions regarding the Federal Law, or Beavercreek Schools' policy may be answered by telephoning Bobbie Fiori, Director of Pupil Services, 937-458-2414.

