

Student Handbook 2015-2016



**BEAVERCREEK HIGH SCHOOL**  
**“Home of the Battling Beavers”**

---

2660 Dayton-Xenia Road, Beavercreek, Ohio, 45434, (937) 429-7547

*This agenda belongs to:*

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

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

City/Town: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Student No. \_\_\_\_\_

Homeroom No. \_\_\_\_\_ Homeroom Code: \_\_\_\_\_

# Welcome

Dear Student:

We welcome you and encourage you to take advantage of the many opportunities available at 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 intramurals.

There is a history of outstanding success in all of the above. By becoming a participant, you can prepare for life's challenges as well as perpetuate the success of Beaver Creek High School.

We want your time at Beaver Creek High School to be successful. Please take time to read the material in the handbook and then share it with your parents. The better your understanding of the rules and procedures, the better your chance of a successful 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.



# HALL PASSPORT

---

Name \_\_\_\_\_  
Grade \_\_\_\_\_ Semester \_\_\_\_\_

<i>Date</i>	<i>Time Out/In</i>	<i>Destination</i>	<i>Teacher</i>

Codes for    G=Guidance    L=Locker    LR=Library/Resource  
Destination:   N=Nurse    O=Office    R=Restroom

# HALL PASSPORT

---

Name \_\_\_\_\_  
Grade \_\_\_\_\_ Semester \_\_\_\_\_

<i>Date</i>	<i>Time Out/In</i>	<i>Destination</i>	<i>Teacher</i>

Codes for    G=Guidance    L=Locker    LR=Library/Resource  
Destination:   N=Nurse    O=Office    R=Restroom



# HALL PASSPORT

---

Name \_\_\_\_\_  
Grade \_\_\_\_\_ Semester \_\_\_\_\_

<i>Date</i>	<i>Time Out/In</i>	<i>Destination</i>	<i>Teacher</i>

Codes for    G=Guidance    L=Locker    LR=Library/Resource  
Destination:   N=Nurse    O=Office    R=Restroom

Month	Date	Day	Description	Students & Teachers In Session	Teacher Meeting Days	Classified Staff Holidays
2015	17	M	New Professional Staff Member Orientation			
Aug	18	T	New Professional Staff Member Orientation			
Aug	19	W	New Professional Staff Member Orientation			
Aug	21	F	Professional Staff Development Day			
Aug	24	M	First Day for Professional Staff			
Aug	25	T	First Day of School for Students			
Sept	7	M	Labor Day – No School/All Offices Closed			
Sept	8	T	2 Hour Delay – All School Buildings			
Oct	12	M	Professional Staff Development Day – No School			
Oct	14	W	2 Hour Delay – All School Buildings			
	23	F	<b>End of First Grading Period</b>			
Oct	30	F	K-8 Parent/Teacher Conference/No School*			
Nov	6	F	K-8 Parent/Teacher Conference/No School*			
Nov	12	Th	2 Hour Delay – All School Buildings			
Nov	25	W	Thanksgiving Vacation – No School			
Nov	26	Th	Thanksgiving Day – No School/All Offices Closed			
Nov	27	F	Thanksgiving Vacation – No School/All Offices Closed			
Dec	9	W				
Dec	21-23	M - W	Winter Vacation – No School			
Dec	24-25	Th-F	Winter Vacation – No School/All Offices Closed			
Dec	29-31	M-Th	Winter Vacation – No School			
2016	1	F	New Year's – No School/All Offices Closed			
Jan	4	M	First Day of School After Winter Vacation			
	15	F	<b>End of Second Grading Period</b>			
	15	F	<b>End of First Semester</b>			
Jan	18	M	Martin Luther King Jr. Day – No School/All Offices Closed			
Jan	19	T	Start of Second Semester			
Jan	19		2 Hour Delay – All School Buildings			
Feb	15	M	President's Day – No School/All Offices Closed			
Mar						
	24	Th	<b>End of Third Grading Period</b>			
Mar	25	F	Spring Vacation – No School			
Mar	28-31	M-Th	Spring Vacation – No School			
Apr	1	F	Spring Vacation – No School			
May	20	W	2 Hour Delay – All School Buildings			
May	28	Sat	Class of 2016 Graduation Nutter Center			
May	30	M	Memorial Day – No School			
Jun						
	3	F	<b>End of Fourth Grading Period</b>			
	4	F	<b>End of Second Semester</b>			
Jun	6	M	Last Day for Professional Staff			
			<b>Total for School Year</b>	<b>180</b>		
Jun	13	M	Start of Secondary Summer School			
Jul	4	M	Independence Day – No School/All Offices Closed			1
				7		
Jul	22	F	End of Secondary Summer School			

## **TABLE OF CONTENTS**

---

<b>Hall Passport.....</b>	<b>3 – 6</b>
<b>Calendar.....</b>	<b>6 – 7</b>
<b>Mission Statement.....</b>	<b>9</b>
<b>Daily Schedules.....</b>	<b>11</b>
<b>Attendance.....</b>	<b>12 – 14</b>
<b>Homeroom.....</b>	<b>14</b>
<b>Academic Policies.....</b>	<b>14</b>
<b>Student Code of Conduct.....</b>	<b>17 – 24</b>
<b>Beavercreek High School Procedures.....</b>	<b>25 – 33</b>
<b>Co-Curricular and Extra-Curricular Activities.....</b>	<b>34 – 38</b>
<b>Beavercreek Board of Education Policy.....</b>	<b>39 – 45</b>
<b>Substance Abuse</b>	
<b>Federal Law and Access to Student Records.....</b>	<b>46</b>



## **MISSION STATEMENT**

Beavercreek 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 Beavercreek 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 an atmosphere that encourages mutual respect.

## **General Janet C. (Libby) Wolfenbarger Campus**

Beavercreek City Schools General Janet C. (Libby) Wolfenbarger Campus consists of the following:

- Beavercreek High School Main Building
- Ferguson Hall 9<sup>th</sup> Grade Building
- Land Lab
- Frank Zink Field at Miami Valley Hospital Stadium
- Mark Stewart Baseball Field

*“The education I received at Beavercreek High School gave me the foundation to succeed as a cadet at the U.S. Air Force Academy and as an*

*officer in the U.S. Air Force. I am ever thankful for the dedication and inspiration of my teachers and school administrators. I challenge all students who enter this campus to reach for your dreams. You are far more capable than you think you are – if you think you can, you will!”* General Janet C. Wolfenbarger

Ferguson Hall is part of Beavercreek High School. The policies, rules and procedures for staff and students are the same for both buildings. The Student Code of Conduct, School Calendar, Academic Policies, Co-Curricular and Extra-Curricular Policies and Attendance Policies are the same for students in grades 9 – 12.

The Beavercreek High School Web Address:

<http://www.beavercreek.k12.oh.us/bhs>

## Assistance Directory

Absence Excuses	Attendance Office
Adult Education	Adult Education Office (G.C.C.C.)
Attendance Records	Attendance Office
Cafeteria Debit	Food Service
Careers and Jobs	Counseling Office
Change of Address	Main Office
College Information	TBA
Early Dismissals	Attendance Office
Greene County Career Center	Counseling Office
Illness	Clinic or Attendance Office
Locker Problems	Main Office
Lost and Found	Main Office
Parking Permits	Main Office, Dale Wren
Personal Issues	Counseling Office
Schedule Issues	Counseling Office
Scholarships	TBA
Summer School	Main Office
Tardy to School	Attendance Office
<b>Transcripts:</b>	
Current Student Transcripts	Counseling Office, Registrar
Graduate Transcripts	Counseling Office, Registrar
Work Permit Applications	Main Office
Withdrawing from School	Counseling Office

# SCHEDULE

---

These are the three bell schedules for Beaver Creek High School and Ferguson Hall for the 2015-2016 school year.

## DAILY SCHEDULES

### Normal School Day #1

1 <sup>st</sup>	7:45 - 8:40
<i>Wed. only 1<sup>st</sup> pd</i>	7:45 - 8:30
<i>Homeroom</i>	8:35 - 8:45
<i>2<sup>nd</sup> period</i>	8:50 - 9:35
2 <sup>nd</sup>	8:45 - 9:35
3 <sup>rd</sup>	9:40 - 10:30
4 <sup>th</sup>	10:35 - 12:00
<b>Lunch</b>	
1st)	10:30 - 11:05
2 <sup>nd</sup> )	11:00 - 11:35
3 <sup>rd</sup> )	11:30 - 12:05
5 <sup>th</sup>	12:05 - 12:55
6 <sup>th</sup>	1:00 - 1:50
7 <sup>th</sup>	1:55 - 2:45

### #2 Assembly-1 Hour Early Dismissal Schedule

1 <sup>st</sup>	7:45 - 8:20
2 <sup>nd</sup>	8:25 - 9:05
3 <sup>rd</sup>	9:10 - 9:50
4 <sup>th</sup>	9:55 - 10:30
5 <sup>th</sup>	10:35 - 12:00
<b>Lunch</b>	
	A) 10:30 - 11:05
	B) 11:00 - 11:35
	C) 11:30 - 12:05
6 <sup>th</sup>	12:05 - 12:55
7 <sup>th</sup>	1:00 - 1:45
Assembly/Dismissal	1:45 - 2:45

### #3 Two Hour Delay Schedule

1 <sup>st</sup>	9:45 - 10:10
2 <sup>nd</sup>	10:15 - 10:40
3 <sup>rd</sup>	10:45 - 12:10
<b>Lunch</b>	
1 <sup>st</sup> )	10:40 - 11:15
2 <sup>nd</sup> )	11:10 - 11:45
3 <sup>rd</sup> )	11:40 - 12:15
4 <sup>th</sup>	12:15 - 12:45
5 <sup>th</sup>	12:50 - 1:25
6 <sup>th</sup>	1:30 - 2:05
7 <sup>th</sup>	2:10 - 2:45

# ATTENDANCE

Beavercreek High School (BHS) 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.

## A Note to Parents

If our attendance procedures seem to be too strict, please remember that we have developed these procedures and policies to protect your child. When a faceless voice calls in an early dismissal, we do not know if it is a parent or someone who is impersonating the legal parent and/or guardian. We need actual proof or documentation of medical, dental, or legal appointments. When we contact you about absences, unexcused absences, or tardies, we are doing this to keep you informed and not to harass you or your child. We keep on file all excuses so that parents may see if their child has been forging absence, tardy, and early dismissal notes. If someone comes to pick up your child, who is not in our files as a parent, family member, or emergency contact **we will not release your child.**

## Reporting an Absence:

Parents must call the Attendance Office when their child is going to be absent from school. The day following the absence the student **must** bring in a note (see *Absence Excuse Procedure*). Because of the growing number of students missing in excess of 20 days of school, we must have written documentation of why a student was absent to present to state auditors and truant officers.

This note should be brought to the student's first period teacher who will issue an "Excused Absence" slip. Students will then show the "Excused Absence" slip to each teacher in order to receive make up work.

Parents will still be required to send in a note when a student is going to miss more than 1 day of school due to a college visit or vacation. (See Vacation & College visits.)

## Absence Excuse Procedure:

Each student who has been absent must bring a written excuse on the day of his/her return to their **first period teacher**. The note must include the following:

- \* Student's Full Name
- \* Date of absence
- \* Reason for absence (please be specific as possible)
- \* Parent's signature with phone number

## Excuses for Absence:

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

1. Personal illness. (Doctors slip is required for entry if the absence is three days or more.)
2. Illness in the family.
3. Medical or dental appointments. (A doctor's note maybe required.)
4. Death in the family or funeral.
5. Work at home due to illness of parent or other hardship.
6. Physicals for scholarships and/or induction into military programs.
7. Parents are discouraged from taking students out of school for vacations. Vacations and educational trips may be excused only if approved by the principal.
8. Religious holidays.
9. Driver's License Exam.

*Students will have only 2 days after their absence to bring in a note, after that it is considered unexcused and consequences will be issued. See unexcused absences.*

### **Make-up Work:**

Schoolwork missed due to a day of excused 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 days missed will be given to complete make-up work.

Students are held responsible for all tests and homework assignments which are given on or due on the day of return, if the assignment was made prior to the absence.

### **Unexcused Absences:**

An unexcused absence becomes a truancy when a student does not have a legitimate reason for missing school and does not receive an authentic admit slip. Possible reasons for unexcused absences include skipping class, oversleeping, missing the bus, shopping, baby-sitting, working, attending personal appointments (beauty, tanning etc.), and failing to bring a note from a parent/guardian. Consequences: (1) Two Saturday Schools; (2) Out-of-School Suspension.

Students will receive a grade of 0% F on all work missed during an unexcused absence.

### **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 truant officer or principal.

Once a student has missed 10 days in a semester, documentation may be required from a healthcare professional on office stationary to excuse the absences.

### **Late Arrival and Early Dismissal**

If a pupil is excused for a doctor, dental, driving exam, or court appointment and is not absent from the building for more than fifty-nine (59) minutes, then he/she shall not be counted absent or tardy. **The only notes accepted for these absences will come directly from the**

**doctor, dentist, parent, or court/BMV official.**

Students must sign in and sign out in the Attendance Office. Beaver Creek High School is a large building. Please meet your parent or guardian at the Attendance Office if they are coming to pick you up.

**Unexcused tardies—One detention.**

### **Late Arrival:**

Pupils arriving at school within one hour after school begins will be counted tardy, unless the office excuses their reason for absence. A dental, doctor, BMV, parent or court note is required for an **excused** late arrival from an appointment.

Students arriving at school after 7:45 a.m. will sign-in at the Attendance Office.

Students arriving at school after 8:45 a.m. and before 11:15 a.m. will be counted as absent one-half day.

Students arriving at school after 11:15 a.m. will be counted absent one full day.

### **Early Dismissal:**

Because BHS 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.

**Parents: If you have not sent a note for an early dismissal, please do not call the school. Come into the Attendance Office at least 5 minutes before you need your child. Early dismissals called in by phone will not be accepted. (See FAX option) For the safety of your child, the parent needs to come to the Attendance Office in person if no advance note for early dismissal was written. (Students will be released to parent/guardian only.) Students leaving school without a note on file prior to leaving, or who leave before their dismissal time on file in the attendance office, will be considered skipping.**

**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.

**Fax Option:**

You may fax us a note (**fax number: 429-7546**). All early dismissal notes must contain the legal signature of the parent.

**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 may face the following consequences:

1. Parents/Guardians will be contacted immediately
2. Saturday School
3. Out-Of-School Suspension

**Vacation and College Visits**

Students and parents who plan to take vacations or 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 due to vacation or college visits.

**HOMEROOM**

The number of credits successfully completed at the beginning of each school year determines homeroom placement. Homerooms are assigned by alphabetical order and by grade level and posted the first day of school.

No homeroom changes will be made at the semester except for downgraded juniors who earn enough credits to acquire senior status according to the below chart. Also, early graduates will be transferred to senior homerooms at the beginning of the second semester. For homeroom attendance purposes, a student must progress grade level by grade level.

**Homeroom Assignment Chart**

<b><u>School Year</u></b>	<b><u>Credits</u></b>
Grade 9	0
Grade 10	5
Grade 11	10
Grade 12	15

**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.

**Official Transcript**

The official transcript, which is available to colleges and employers, will contain grades in letter form only.

## **Semester Exams**

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

## **Withholding Credit**

1. Students removed from a class permanently for disciplinary reasons may be failed. They may not receive credit for that class for the year.
2. Any assignment must be completed and turned in on or before the date specified by the teacher if the project is to be graded.
3. Participation in classroom activities may be a requirement throughout each grading period in order to receive credit.
4. A student may petition for  $\frac{1}{2}$  credit for a year-long course if he/she fails one semester of the course.

## **Out-of-School Suspensions**

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 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. The highest grade possible for make up work during a suspension is a 75%. 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 for exams missed during the expulsion unless special provisions are placed in the expulsion letter for being readmitted to school.

## **Unexcused Absences**

A student who has an unexcused absence will **not** be allowed to make up missed work. Students who do not bring in a written note upon returning to school after an absence will receive a grade of 0% on all missed work (see *Attendance Procedures*). Teachers may allow a student who was absent to make up missed work, **but** not record the grade until the absence is excused. Skipping a class is considered an unexcused absence. Students who skip class will receive disciplinary consequences from the administration as well as zeros on all missed work.

## **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 7<sup>th</sup> semester.

The valedictorian and salutatorian selection will be made at the conclusion of the 7<sup>th</sup> 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 8<sup>th</sup> grade, which receive high school credit. The final GPA will be rounded to the nearest tenth.

Students taking courses under the provisions of the "Post-Secondary Educational Option" 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.

### **Second Semester Exam Policy For Graduating Seniors**

Seniors are required to take First Semester Exams. Seniors are not required to take Second Semester Exams unless they are failing a class.

If a graduating senior is failing a class during the second semester, they are required to take the Second Semester Final Exam in that class.



# **STUDENT CONDUCT**

---

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.)

**Consequences are not listed in any progressive order.**

## **Academic Honesty**

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 crib notes, etc. 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. Cheating a second time may result in an automatic "F" for the grading period. 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.

## **Alcohol**

Any student in possession of or under the influence of alcohol will face disciplinary action. Under the influence includes the smell of alcohol on the student's breath or admission of drinking by the student. **Consequences:**

**First Offense:** Ten (10) days Out-of-School suspension reduced to five (5) days if the student receives counseling.

**Second Offense:** Ten (10) days Out-of-School suspension with a recommendation for Expulsion.

**Distribution:** Ten (10) 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 appropriate authorities
3. Counseling
4. Expulsion

## **Assault**

Physical assault including throwing objects at and/or spitting on other students or staff will not be tolerated. Assault is defined at Beaver Creek High School as an unprovoked attack upon someone who does not respond in kind (i.e.: not a fight or mutual combat).

### **Possible Consequences:**

1. Minimum five (5) days Out-of-School suspension
2. The Beaver Creek City Police Department may charge the student with assault.

## **Bus Rules Violation**

Bus rules are listed under Beaver Creek 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.

## **Cafeteria/Student Commons**

Students may either purchase lunch in the cafeteria or bring their lunch from home. Parents are discouraged from bringing in fast food orders for their child. Students are not permitted to leave school grounds during lunch and will be dismissed from the Student Commons to return to class. Students are not

allowed to go to the parking lot or get in vehicles during lunch without permission.

### **Cafeteria Violations and Possible Consequences:**

*Cutting in Line:* Saturday School and/or temporary loss of cafeteria privileges. Students losing privileges will brown bag it to school and eat in an assigned area.

*Failure to Clean Table:* Detention, Saturday School, and/or loss of cafeteria privileges for the year. Students losing privileges will brown bag it to school and eat in an assigned area.

*Throwing of Food:* Saturday School, Out-of-School Suspension, and/or loss of cafeteria privileges for the year. Students will also assist staff in cleaning up the mess.

*Leaving School:* Beaver Creek High School has a closed lunch. Students are not permitted to leave school grounds during lunch. One Saturday School will be issued for leaving school grounds without permission.

*Theft:* The non-payment of food and drink will not be tolerated. Out-of-School suspension, the loss of cafeteria privileges, and the notification of the proper authorities are the three **possible consequences**.

## **Class Attendance**

### **Class Skips:**

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. ALC
2. Saturday School
3. Out-of-school suspension
4. Expulsion

### **Class Tardies:**

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. Detentions issued
2. Referral to Principal of Attendance Officer

## **Cell Phones/Electronic Devices/Music Devices**

Students may use their **cell phones** and **iPods (music devices)** before school and after school. Students **are not** to use their **cell phones** or **iPods** during class unless a tool on the phone or music device is being used with teacher permission (example: calculator or translator). Students **are prohibited** from recording and/or distributing any digital audio, pictures, or video without permission from the staff. *If there is a need to use a phone, students may use the phones in the Main Office with staff permission.*

Students are strongly discouraged from bringing **personal electronic devices** to school. Students **are not** to use personal laptops, netbooks, tablets, Kindles or Ipads without the permission of the principal or classroom teacher.

It is important that students be aware of their surroundings between classes and not listen to their **music devices** or **use cell phones** while walking in the hallways. Students **should not** wear or listen to earbuds or earphones while driving on campus (Ohio Revised Traffic Code 4511.84).

*Students are personally and solely responsible for the care and security of any electronic equipment or devices 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 the unauthorized use of such devices. Policy 5136.01*

**Consequences for using Cell Phone or Music Device during class and during class change without staff permission:**

**First Offense: Confiscation of device until the end of the day, and verbal warning**

**Second Offense: Confiscation of device and detention**

**Third Offense: Confiscation of device and 1 day ALC**

**Fourth Offense: Confiscation of device and Saturday School**

**Fifth Offense: Confiscation of device and Out-of-School Suspension**

## 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:**

**1<sup>st</sup> Offense:** Loss of computer privileges or confiscation of device and Saturday School\*

**2<sup>nd</sup> Offense:** Loss of computer privileges or confiscation of device and Out-of-School Suspension.\*

**3<sup>rd</sup> Offense:** Out-of-School Suspension and recommendation for expulsion\*

*\*Authorities will also be notified*

## Dress Code and Appearance

Students are expected to dress in keeping with good taste and propriety. Our school takes pride in its students; therefore, our guide to proper dress is neatness, good grooming and common sense. This code applies to the school day as well as school activities.

### **Students must not...**

- A. wear extreme styles of suggestive jewelry or items that may be used as weapons (Examples: belt chains, wallet chains, spikes, etc.)
- B. wear revealing or sexually explicit clothing (Examples: tank tops, spaghetti straps, short shorts, skirts).
- C. wear clothing or logos which suggests or promotes violence, drugs, alcohol, or sex.
- D. wear hats or hoods (hoodies may be worn with hood down).
- E. wear sunglasses (unless a physician requires the sunglasses as necessary).
- F. wear masks or make-up to hide face.
- G. wear clothing or costumes which disrupts the educational process.

### **Students must...**

- A. wear footwear at all times.
- B. practice good hygiene.

***\*The principal has the right to make decisions on matters concerning dress and appearance.***

### **Possible consequences:**

1. Student will be asked to wear "Replacement Clothing."
2. Parents will be contacted.
3. Student may be sent home and given unexcused absence.
4. Detention may be issued.
5. ALC may be assigned.
6. Out-of-School suspension may result.

## Drugs

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-alike" drugs and counterfeit drugs).

### **Consequences:**

#### **Possession:**

**First Offense:** Ten (10) days Out-of-School Suspension reduced to five (5) if the student receives counseling and notification of authorities.

**Second Offense:** Ten (10) days Out-of-School Suspension with a recommendation for Expulsion and notification of authorities.

**Distribution:** Ten (10) days Out-of-School suspension with a recommendation for Expulsion and notification of authorities.

## Electronic Cigarettes

The possession, use and/or smoking of electronic cigarettes is prohibited in any area under the control of and/or in any activity sponsored or supervised by Beaver Creek Schools. The prohibited areas include the drug free school zone, which is defined as a 1,000 foot perimeter around the vicinity of the school.

### **Consequences:**

First Offense: a three (3) day out-of-school suspension

Second Offense: a five (5) day out-of-school suspension

Third Offense: a ten (10) day out-of-school suspension

Fourth Offense: a ten (10) day out-of-school suspension with recommendation for expulsion.

## Explosive Devices

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

**Possible Consequences:**

1. Out-of-School Suspension
2. Counseling
3. Expulsion
4. Notification of the appropriate authorities including the Beavercreek Police Department.

**Fighting**

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

*Mutual Combat:* when 2 or more students stand toe to toe and exchange blows.

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

*Self-Defense:* when a student uses physical force in order to flee or escape a dangerous situation. Standing toe to toe and trading blows is not self-defense; neither is retaliation. Hitting someone for pushing you or calling you a name is **not** self-defense.

**Consequences:**

1. **First Offense:** 3-5 days Out-of-School Suspension\*
2. **Second Offense:** 5-7 days Out-of-School Suspension\*
3. **Third Offense:** 10 days Out-of-School Suspension with recommendation for Expulsion\*

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

**Intimidation**

Threats, verbal or written abuse of staff or students, obscene gestures, or menacing will not be tolerated.

**Possible Consequence:**

1. Detention
2. Saturday School
3. Counseling
4. Out-Of-School suspension
5. Expulsion
6. Notification of the appropriate authorities.

**Gang Activity**

In order to insure a safe and violence-free school, gangs and gang activities are prohibited at Beavercreek 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 Beavercreek 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.

**Possible consequences:**

1. Out-of-School suspension
2. Expulsion
3. Notification of the proper authorities and any applicable criminal and civil penalties.

**Graduation Ceremony Expectations**

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

1. All requirements established by the State Department of Education and the Beavercreek Board of Education must be met.

**This includes passing all sections of the OGT.** All financial obligations to the high school or Board of Education must be paid.

2. All disciplinary obligations must be satisfactorily completed.

3. Students participating in the ceremony must wear the prescribed cap and gown and appropriate clothing under the gown. This includes white or light colored shoes for female students and dark shoes for male students.

4. In early March students/parents will receive and sign a letter outlining expected student behavior during the graduation ceremony. **Failure to comply with these expectations may result in immediate removal from the ceremony.**

**Harassment and Bullying**

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.

In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment/bullying shall also include any written, verbal, electronic act (e.g. texting, computer, or personal communication device) or physical action which creates a hostile, intimidating, or offensive learning environment.

All such incidents should be reported initially to a counselor or principal.

**Possible Consequences:**

1. Out-of-School Suspension
2. Counseling
3. Notification of the proper authorities
4. Expulsion

**Inappropriate Language**

The use of obscenities, racial slurs, gestures, or the making of threats against other students will not be tolerated. **Possible**

**Consequences:**

1. Out-of-school suspension
2. Additional days of out of school suspension
3. Expulsion
4. Notification of the proper authorities

**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 extracurricular events, and/or during the normal school day. A student shall not violate reasonable rules properly established by teachers for the conduct of a specific program or class. **Possible Consequences:**

1. Detention
2. Notification of Parents
3. ALC
4. Saturday School
5. Out-of-School suspension
6. Expulsion

**Parking Violations**

Students who drive to Beavercreek 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 1000 feet of any 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 administration.
- 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 7:45 am – 3:30 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 seatbelts 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 to school without a parking pass because of unique or unusual circumstances. *Students are to place a slip of paper with their name and grade level on the dash so that it is visible. Students should park in the area designated by the administration.*
- 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 vehicle on school grounds, when there is reasonable suspicion that vehicle contains items described above.**

- l) Not use a cell phone while operating the vehicle on school property.

The Beavercreek 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 the **Beavercreek High School Parking Pass Application** located in the Main Office/Security 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. Violations of these regulations will be punished.

#### **Consequences:**

After 3 sticker violations for driving without a pass, security refers student names to principal and **detention** is issued. **Consequences** for sticker violations **after** meeting with principal:

1. Saturday School
2. Out of School Suspension
3. Vehicle Towed
4. Expulsion

### **Profanity/Threats 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. **Possible consequences:**

1. 3-10 days Out-Of-School Suspension
2. Expulsion

### **Public Displays of Affection (PDA)**

The demonstration of affection between two individuals is a personal matter and not meant for public display. 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. ALC

## **Reckless and 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
4. Leaving school grounds without permission
5. Extorting of money from students
6. Gambling on school property
7. Loitering in unauthorized areas (i.e. field house lobby, parking lot, restrooms, the school woods, etc.)
8. Disregarding of 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 any 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).
15. Playing hacky-sack in the hallways before, during, or after school.
16. Playing card games during the school day unless part of the curriculum.

### **Possible Consequences:**

1. Detention
2. Counseling
3. Saturday School
4. ALC
5. Out-Of-School Suspension
6. Notification of the appropriate authorities
7. Expulsion

## **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 expulsion.

## **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 or after school. Once at school, bikes should be secured 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 skateboard, skates, or bike until parent can pick up after school
3. ALC
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. Expulsion
3. Individual financial responsibility

## **Theft/Breaking and Entering**

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. Notification of the proper authorities
4. Out-Of-School Suspension
5. Expulsion

## **Tobacco**

The possession, use and/or smoking of tobacco in any form (including smokeless tobacco, lighters, pipes, rolling papers, and electronic cigarettes) is prohibited in any area (including vehicles) under the control of and/or in any activity sponsored or supervised by Beaver Creek 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 (3) day out-of-school suspension

Second Offense: a five (5) day out-of-school suspension

Third Offense: a ten (10) day out-of-school suspension

Fourth Offense: a ten (10) day out-of-school suspension with recommendation for expulsion.

**Unauthorized Entry to a Restricted Area (Trespass)**

In order to provide for a safe learning environment and to protect school property, certain areas of Beaver Creek High School are off limits to students. Students are not allowed in the High School when classes are not in session, unless they are participating in a co-curricular or extra-curricular activity with proper adult supervision. Students are not allowed in the following areas without permission:

- A) Band room and music practice rooms
- B) Choir Room
- C) Auditorium and all supporting areas (i.e. control rooms, catwalks)
- D) All library and audio-visual facilities
- E) Computer Labs
- F) Athletic Office, Counseling Office, Department Offices, or Main Office
- G) Teacher workrooms
- H) Elevators
- I) Field House balcony
- J) Faculty Restrooms
- K) Custodial supply closets
- L) Wrestling Room
- M) Classrooms when school is not in session
- N) Art Rooms

**Possible Consequences:**

- 1. Out-of-School Suspension
- 2. Expulsion

- 3. Notification of the proper authorities

**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 caught destroying, defacing, or tampering with the school's and/or private vendor's equipment/property. **The disciplinary consequences are:**

- 1. Out-of-School suspension
- 2. Notification of Parents
- 3. Filing of criminal damaging report with police
- 4. Financial restitution to the Beaver Creek Board of Education
- 5. Expulsion

**Weapons**

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

**Possible Consequences:**

- 1. Out-of-School Suspension
- 2. Counseling
- 3. Notification of the appropriate authorities including the Beaver Creek Police
- 4. Expulsion

**Student Assemblies/In-School Plays**

There are some assemblies throughout the school year that require students to purchase tickets. Students are required to get a field trip pass signed by the teachers whose classes they will miss. A student may be denied permission from a teacher if the student's grade in that class is a D or F at the time of the request. Students must present the signed field trip pass when purchasing the ticket. 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. ALC
- 3. Out-of-School Suspension



# 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. When leaving the bus in the morning, students must go straight into the building. 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 busses; they must not loiter in the halls or near the buses. Buses leave promptly at 3:30 p.m.
3. All students must board the buses from the front. No students are to be in back of the buses.
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. A student **MUST NOT CHASE** a moving bus.
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 buses 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.

### 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 in the school calendar.
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.

## **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 be able to deliver Valentine's Day and birthday gifts directly to the student's classroom.

## **COUNSELING OFFICE PROCEDURE**

The counseling office is open each day from 8:00 a.m. to 3:30 p.m. Other arrangements can also be made. If a student has an urgent need, he/she should feel welcome in the office at any time. Under normal conditions, the following procedure is in place.

1. Students should fill out a 'Counseling Appointment Request' in the counseling office before school, 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 urgency.
3. All students must have passes signed by the counselor to be excused for an appointment (except in an emergency).
4. before a student goes to the counseling office for an appointment, he/she must first report to the study hall or class, have the teacher sign the pass, and take the pass with him to the counselor.
5. The counselor will sign the pass and indicate the time when the student leaves.

6. If the student wants to browse through materials in the counseling office, no appointment is necessary. He/she should get a pass before school, during lunch, or after school.

## **DETENTION**

Detention punishes students for misconduct and/or rule violations. Detention requires students to study 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. In-School Suspension
2. Saturday School
3. Out-of-School Suspension

## **Student Nutrition Department**

*Dear Parent/Guardian,*

*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 lowfat milk for one low price. All ala carte foods and beverages follow the latest USDA regulations.*

*For current Student Nutrition Department information, I would like to invite you to please*

visit [www.beavercreek.k12.oh.us](http://www.beavercreek.k12.oh.us). Click on the fork and spoon on the orange ribbon.

There you will find our menu, meal price(s), the ala carte milk price, the National School Meals application, our meal charging procedure 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).

Connie Little, SNS  
Supervisor of Student Nutrition  
Beavercreek City Schools

## **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the Beavercreek City Schools will notify families by School Messenger and notify the following radio and television stations:

WHIO	Channel 7
WDTN	Channel 2
WKEF	Channel 22
Cable	Access Channel 24
WHIO	1290 AM
WHKO	99.1 FM
WMMX	107.7 FM

Parents and students are responsible for knowing about emergency closings and delays.

School may be delayed one or more hours on those mornings when conditions are poor, but predictions indicate rapidly improving weather or road conditions later in the morning. All students are to report to school following a one or two hour delay.

In unusual circumstances, we may dismiss school early (weather, heating or water problems etc.). Please instruct your child on what to do in these cases, especially if both parents work.

When schools are open, during bad weather, the decision to send a student to school rests

with the parent/guardian. It is the parent/guardian's prerogative to keep children home if they think it best. (The building principal will determine if the absence is excused or unexcused.)

## **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 Procedures**

**Hours:**

The library is open each day from 6:45 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. On-line subscription resources are available and students are encouraged to access these sites from home as well as at school. Passwords are available upon request.

**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, stamped with the time upon entrance to the library and left at the table near the entrance. Upon leaving the library, the pass should be stamped with the time and returned to the teacher issuing the pass. Students are expected to be engaged in individual study, homework, or recreational reading.

**GRADES, DISCIPLINE, AND EXTRA-CURRICULAR ACTIVITIES**

See the Student Activities sections

**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. A Hall Passport is provided for students in this agenda.

**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 Beavercreek 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 numbers 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.

**ALTERNATIVE LEARNING CENTER(ALC)/SATURDAY SCHOOL PROGRAM**

Alternative Learning Center (ALC) requires students to work under adult supervision in an assigned classroom for one/two periods or the entire day. Most suspensions will be assigned as ALC or as Saturday School. However, in some cases, out-of-school suspension will be necessary. The principal's decision is final.

If the student continues to violate school rules and regulations, out-of-school suspensions will result. These suspensions may include a 3-day out-of-school suspension, then a 5-day out-of-school suspension, and finally a 10-day out-of-school suspension with a possible recommendation of expulsion to the Superintendent.

### **ALC PROCEDURES AND DISCIPLINE PLAN:**

1. Students must bring all their books and classroom supplies (paper, pencils and pens) with them to the ALC monitor.
2. Students must complete work given by his/her teachers in addition to an essay assigned by the monitor. ALL ASSIGNMENTS MUST BE COMPLETED BEFORE RETURNING TO EACH PERIOD WHICH ASSIGNED WORK.
3. Students will receive a reduction of 1 letter grade for work completed in the ALC Room.
4. Students will not be allowed to sleep, eat, or drink during their ALC.
5. 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 ALC monitor.
6. Students will be given two scheduled restroom breaks per day, one in the morning and one in the afternoon. The time for restroom breaks will be at 9:50 a.m. and 1:40 p.m. Students will be escorted to and from the restrooms.
7. Students will be escorted to and from the lunchroom at 12:20 p.m. They will have the opportunity to purchase lunch items and return to the ALC Room. They will be eating in the room.
8. The discipline plan for the ALC Room is as follows:

**First Step: Verbal warning from monitor**

**Second Step: Verbal warning from monitor**

**Third Step: Office warning from principal**

**Fourth Step: Removal from In-School Suspension Room with Out-of-School Suspension**

This plan will be implemented over the course of the day a student is assigned in the ALC Room and will be accumulative. A student who receives two monitor warnings on the first day of ALC will start with an office warning on the next day.

### **Rules for Saturday School Program:**

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. Enter through the main entrance to the Student Commons area.
3. Remain the entire session until 12:00 p.m. (Noon) in order to receive credit for serving the suspension. No exceptions exist.
4. Behave properly at all times obeying all school rules or face removal with no credit for serving the suspension.
5. Bring academic work and stay wake and alert at all times. The supervisor may assign additional work.
6. If a student fails to attend his/her assigned Saturday School, he/she will receive the following consequences:  
First Offense: 3 days In-School Suspension  
Subsequent Offenses: 2 days Out-of-School Suspension.

In case of illness or emergency, the parent must call the appropriate office between 7:45 a.m. and 8:15 a.m. on the Saturday morning of the assigned Saturday School. One change for emergency or illness will be allowed with a parent verification.

## 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 Beaver Creek 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. Beaver Creek High School 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

The Beaver Creek City School District is now providing access for students to electronic resources such as the Internet. Students are responsible for good behavior on the 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 always 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 e-mail

**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 Security Office for a one-day driving pass. Any car illegally or improperly parked may be towed away 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 security.**
- 3. Pay the parking permit fee.**
- 4. Properly display the parking permit at all times.**

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 (ex.: band, sports, choir).

Students who drive to school must adhere to the set of rules listed in the Student Agenda and on the Parking Pass Application Form.

**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.

Students will receive a Beaver Creek High School Fee Invoice in homeroom. The payment and invoice should be returned to the Main Office.

**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, [www.beavercreek.k12.oh.us/forms](http://www.beavercreek.k12.oh.us/forms). All forms must be returned to either the student's school office or to a school official.

### **SUSPENSION PROCEDURES**

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, and credit for make-up work during the time of suspension is limited to 75% C. If a student is to be suspended or expelled, there are specific procedures which must be followed.

### **SUSPENSION PROCEDURES**

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. The form used is: Discipline Referral Form: Beaver Creek High School.
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 PROCEDURES**

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.

### **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 Beaver Creek High School, the parent must notify the



Counseling Office. 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. If 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 Beavercreek High School 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 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

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

Beavercreek High School offers extensive co-curricular and extra-curricular activities. **BHS 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 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 BHS 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.

The following lists are provided to assist in selecting activities in which students may have interest:

## **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 Beaver Creek 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 Beaver Creek High School Athletic telephone number is 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?

1. Call and set up an appointment with the athletic director to discuss the situation.
2. 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 Beaver Creek Schools athletic program less stressful and more enjoyable.

## **INTERSCHOLASTIC**

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 (Boys' and Girls')  
Gymnastics non-GWOC sport  
Swimming & Diving (Boys' and Girls')  
Ice Hockey non-GWOC sport  
Wrestling
- Spring:** Baseball  
Softball  
Tennis (Boys')  
Track and Field (Boys' and Girls')  
Volleyball (Boys') sport

## **INTRAMURALS**

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 freshmen, sophomore, junior and senior classes elect officers yearly and plan activities under the direction of class sponsors. Their primary responsibilities include executing class business and planning/organizing the prom (junior class) and graduation (senior class).

## **CO-CURRICULAR ACTIVITIES**

**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. Sponsor: Dennis Diehm

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

**DIRTT (Dedicated Individuals Rebuilding Tomorrow Today)** is Beaver Creek High School's community service organization.

**Drama Club** is a group for everyone who enjoys theatre and wishes to be a part of theatre and drama; the gateway into Thespians.

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

**Environthon** 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.

**Fellowship of Christian Athletes** meets every Thursday morning at 7:30 A.M. They have Bible study, fun activities, once a month speaker meetings, two pizza buffet meetings, and two banquet meetings during the year. FCA's purpose is to challenge students to live out their faith by serving Jesus Christ.

**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.

**Link 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.

**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.

**Orchestra Club** is open to all string players. You must own your own instrument to participate.

**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.

**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.

**Science Bowl** consists of teams of 5 students who participate in a regional science and math quiz bowl competing for the chance to go to the national competition in Washington, DC.

**Science Olympiad** competes against other schools' science knowledge.

**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.

**Student Mediation** trains students to mediate between BHS students who are experiencing friction/tension in their relationships.

**TEAMS** is the Test of Engineering Aptitude, Mathematics and Science, 8 varsity members and 8 junior varsity members, an academic program that culminates in a one day, two-part competition; students are presented with real life engineering problems to solve as a team; It competes at state and national levels.

**Thespians** is an international organization that supports and promotes high school theater arts; membership is an honor earned by being involved with multiple theater productions and receiving points toward the title of Thespian.

**Visions** is a student-produced magazine for student generated work that includes poetry, short stories, essays, and artwork.

**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, 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**

**Drill Team** 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.

**Freshman Girls Choir.**

## **Beavercreek Board of Education** **Policy- Substance Abuse**

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 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 co-dependency.

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 as school administrator has reason to believe that a student is in violation of the drug/alcohol policy, the following action 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 co-dependent, 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**

- A. 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).

#### **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.

- 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.

**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.

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

**1. First Offense:**

**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 Beaver Creek 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 Beaver Creek 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 Beaver Creek 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 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 student 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. 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/performances 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 award 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 Dr. Patricia Shannon at the Pupil Services Office, 937-458-2414.