Jacob Coy Middle School

Student Handbook
2015-2016

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Pupil and Teacher School Calendar

2015 - 2016

BEAVERCREEK CITY SCHOOLS

August 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Legend
Professional Development - No School
First/Last Day – Students
No School and All Offices Closed
No School
No School, K-8 Only (Conferences)
End of Grading Period – Early Dismissal
Staff Work Day – No School
2 Hour Delay (PD) – All Schools

1st Quarter = 42 days; 2nd Quarter = 47 days – **1st Semester = 89 days**
3rd Quarter = 47 days; 4th Quarter = 44 days – **2nd Semester = 91 days**
TOTAL = 180 DAYS

Coy Bell Schedule
2015-16

2-Hr Delay	
Lockers	10:30-10:45
1st	10:45-11:16
4th	11:20-12:25
2nd	12:29-12:58
3rd	1:02-1:31
5th	1:35-2:04
6th	2:08-2:37
7th	2:41-3:10
8th	3:14-3:45
Lunch Schedule	
Lunch A	Lunch 11:23-11:53 Class 11:56-12:25
Lunch B	Class 11:20-11:30 Lunch 11:33-12:03 Class 12:06-12:25
Lunch C	Class 11:20-11:49 Lunch 11:52-12:22

Regular Schedule	
Lockers	8:30-8:45
1st	8:45-9:31
2nd	9:35-10:19
3rd	10:23-11:07
4th	11:11-12:31
5th	12:35-1:19
6th	1:23-2:07
7th	2:11-2:55
8th	2:59-3:45
Lunch Schedule	
Lunch A	Lunch 11:14-11:44 Class 11:47-12:31
Lunch B	Class 11:11-11:33 Lunch 11:36-12:06 Class 12:09-12:31
Lunch C	Class 11:11-11:55 Lunch 11:58-12:28

1-Hour Early Release	
Lockers	8:30-8:45
1st	8:45-9:22
2nd	9:26-10:03
3rd	10:07-10:44
4th	10:48-12:01
5th	12:05-12:42
6th	12:46-1:23
7th	1:27-2:04
8th	2:08-2:45
Lunch Schedule	
Lunch A	Lunch 10:51-11:21 Class 11:24-12:01
Lunch B	Class 10:48-11:08 Lunch 11:11-11:41 Class 11:44--12:01
Lunch C	Class 10:48-11:25 Lunch 11:28-11:58

Building Voice Levels

VOICE LEVELS

5	• Outside voice • Never used indoors
4	• Presentation voice • Loud enough for all to hear
3	• Normal conversation • Those nearby can hear
2	• Hushed conversation • Use for public spaces
1	• Whispering • Only 1 person can hear
0	• Absolute silence • Assemblies & Lectures

CMS Mission Statement

The mission of Jacob Coy Middle School is to prepare all of our students to meet the academic, social, civic, and career needs of the twenty-first century. This will be accomplished by providing programs that emphasize the skills necessary to be active, lifelong learners and effective communicators for these are the skills that will contribute to the useful and productive lives of its students.

Purpose of Handbook

This Handbook was developed to answer many of the commonly asked questions that you and your parent/s may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or building principals. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student. It only reflects the current status of the Board's policies and the School's rules as of Fall 2015. If any of the policies or administrative guidelines referenced herein is revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's website.

ATTENDANCE POLICIES & PROCEDURES

Absence Reporting Line: 429-7577 Option #1

Beavercreek City Schools has a commitment to provide a formal quality education to its students. To achieve this goal, students must consistently be in attendance at school. Attendance and promptness to class is the responsibility of each student and his/her parents or guardian. Attending classes and being on time allows students to benefit from the school's program in addition to developing habits of punctuality, self-discipline, and meeting responsibilities.

Without consistent student attendance, it is difficult for teachers to meet these educational goals. Continuity in the learning process is seriously disrupted by a student's excessive absences. Makeup work cannot be adequately substituted for classroom work. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving high school. The lack of good attendance causes students to achieve at a level below their potential and frequently results in experiencing difficulty in school.

Therefore, to ensure the highest level of student success, Beavercreek City Schools will work cooperatively with parents and students to promote increased student attendance. This policy will be based on state attendance standards, clear and enforceable guidelines, and positive motivation for good attendance.

Absence Notification Procedure

Parents are required to call the school attendance line when their child is going to be absent from school. The message should state the student's name, date and reason for absence.

The day following the absence the student must then provide a parent or doctor's note detailing the absence reason. This note should be brought to the Attendance Desk in the Main Office beginning 15 minutes prior to the start of classes. Failure to supply written documentation of the absence will result in an unexcused absence, and the student may be considered truant.

Excused Absences

Section 3321.04 of the Ohio Revised Code provides that every parent, guardian or other person having charge of any child of compulsory school age must send the child to a school which conforms to the minimum standards prescribed by the State Board of Education for the entire time school is in session. The statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school. The following conditions constitute reasons for excused absence from school according the *Beavercreek BOE Policy 5751*:

1. Personal illness
2. Illness in the family necessitating the presence of the child
3. Quarantine of the home
4. Death in the family
5. Observation or celebration of a bona fide religious holiday
6. Necessary work at home due to absence or incapacity of parent(s) / guardian(s)
7. Out-of-state travel (up to a maximum of four (4) days per school year) to participate in a District-approved enrichment or extracurricular activity
8. Such good cause as may be acceptable to the Superintendent
9. Medically necessary leave for a pregnant student in accordance with Policy 5751
10. Service as a precinct officer at a primary, special or general election in accordance with Policy 5725.

Unexcused Absences

Unexcused absences are absences by consent of the parent or with the parent's knowledge for a reason not acceptable to the school based on state and district guidelines. Absences that are not followed by written documentation from the parent or doctor are also considered unexcused. **Unexcused absences prevent a student from receiving credit for schoolwork done during the period of the student's absence**. Examples of unexcused absences include: music lessons, hair appointments, oversleeping, missing the bus, babysitting, traffic, non-school athletics, etc.

Excessive Absences/Truancy

A student with a serious or long-term illness may qualify for home-instruction (contact counseling office for more information) or other alternative services. If absences become excessive within a grading period or semester, the student may be referred to the truant officer or principal, and the student may be required to provide a doctor's note for all future absences.

The following factors are primary indicators of excessive absences:

- 5 or more consecutive days absent
- 7 or more total days absent in a 30 day period
- 12 total days in a school year

If a student is truant and the student's parent has failed to take steps to improve the student's attendance, the District will take intervention actions that will include filing a complaint with the Judge of the Juvenile Court. Accumulation of excessive absences or truancy may result in any of the following intervention measures:

- assign the student to a truancy intervention program
- provide counseling to the student
- request or require the student's parent to attend a parental involvement program
- request or require the student's parent to attend a truancy prevention mediation program

- take appropriate legal actions or consider assignment to an alternative school

The District is required to refer an educational program for parents of truant students, which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program will be reported to law enforcement authorities for neglect of parent education, a fourth class misdemeanor if found guilty.

The disciplining of truant students shall be in accordance with Board policies, due process (as defined in Policy 5611) and the Student Code of Conduct.

Early Dismissal

Students who need to be excused from school before the end of the day must present a written, dated request from the parent or guardian at the Attendance Desk. The student will receive an early dismissal slip that must be shown to the teacher at the start of the class from which he/she is dismissing. The student must then go to the main office and wait for the parent or guardian.

No student may leave the building without a parent or guardian signing them out in the office, unless the express permission of the principal is obtained prior to such a dismissal**. Early dismissals will not be taken over the phone except in cases of emergency**. Please send a note with your child if you intend to take them out of school early. No student will be called to the office until after the time noted on the early dismissal note has passed.

Early dismissals are marked in a student's attendance record the same as tardies.

1. If an early dismissal causes a student to miss 59 minutes or less during the school day, it is marked an ED in the student's attendance record.
2. Early dismissals that cause a student to miss between 60 minutes and 3 hours and 15 minutes are marked as a half day absence.
3. Early dismissals in which a student misses more than 3 hours and 15 minutes will be marked as a full day of absence

Parents: If you do not send a note for an early dismissal, please do not call the school. Instead, come to the Main Office at least 10 minutes before needing your child. Early dismissals called in by phone will not be accepted. For the safety of your child, the parent needs to come to the office in person as students will only be released to the parent/guardian. 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.

Late Arrivals

Any student arriving after school starts or without sufficient time to make it to first period on time (5 minutes) must sign in at the Main Office.

1. Students who arrive within one hour of the start of school will be considered tardy.
2. Students absent from school less than one-half of the school day, but more than one hour will be counted absent one-half day.
3. Students absent from school more than one-half the school day will be counted absent for the full day.

Students will be allowed one unexcused tardy each grading period. More than one tardy will result in penalties progressing from detentions to suspension. Late bus arrivals are not considered a tardy. Students will be issued a late bus pass or a general announcement will be made to excuse students from a late bus.

Tardy

Class Tardy - A student is considered tardy if he/she is not at his/her workstation at the scheduled time. Habitual tardiness to class in the same grading period will result in disciplinary action.

School Tardy - Please remember that oversleeping, a missed alarm clock, traffic, inclement weather, a missed bus, parents running late, etc., are not considered excused tardies. The consequences for unexcused tardies (class or school) are as follows and start over with each grading period:

- 1st - Warning
- 2nd – Lunch Detention
- 3rd - AM Detention
- 4th/5th - Saturday School
- 6th Tardy or more – In-School Suspension day

Attendance Monitoring

A school staff member will monitor student attendance on an ongoing basis. Student absence, tardiness, and early dismissals will be considered as a percentage of the number of days due and/or in terms of the total number of days absent to that point in the school year.

The parent/guardian will be contacted when child's absence/tardiness reaches specified levels:

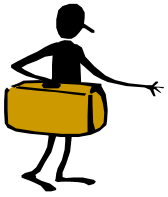
1. When the pupil's absence reaches 10% of the number of days due to that point in the school year the absence/tardiness NOTICE will be sent home by the school. However, the person monitoring attendance is to work with the classroom teacher and others, as appropriate, in determining the reason for absence. If the excessive absence is quite early in the year and is due to a natural extended childhood illness, a modifying note might be written on the letter before it is sent.
2. When the pupil's absence rate reaches 15%, the school will send home the absence warning; 15% --a form letter signed by the attendance officer, with a copy of that letter as well as a copy of the preceding absence/tardiness NOTICE going to the attendance officer. The attendance officer might choose to make a phone call or personal contact as a follow-up to the sending of this letter.
3. When the pupil has been absent from school 20% of the days due, the school will send home the absence warning/meeting; 20% --a form letter signed by the attendance officer--convening a meeting to determine a course of action. (The building principal will work with the attendance officer in scheduling this meeting date and time.) The building principal, attendance officer, and other relevant school personnel will be present at this meeting. The parent/guardian and student, when appropriate, will also attend and bring information pertinent to the absenteeism. The course of action may include contacting the doctor who has signed the student's notes, requiring doctor's notes for all absences, sending a warning letter from the Greene County Court system or taking the parents and student to the Greene County Juvenile Court for court involvement.

Vacations/Extended Student Absence

Students are **strongly discouraged** from vacationing during the school year. Vacations are governed by the following guidelines:

A. Students and parents who plan to take vacations while school is still in session must notify the principal in written form at least 5 days prior to vacation.
B. If a student is provided classwork prior to leaving on a vacation, then the assignments are due the first day of return

to school. Any scheduled test that occurred during the course of the vacation must also be made-up on the first day a student returns to school unless otherwise scheduled by the teacher.



SCHOOL POLICIES & PROCEDURES

***Alphabetical by topic

Arrival

In the morning, school doors will remain locked until 45 minutes before the start of classes. Students are discouraged from arriving any earlier as they will not be under direct supervision. If students must arrive before these times, they are to remain outside the building unless prior arrangements have been made to be with a teacher or coach. Once the building is open, students are to report directly to the gym and remain there until 15 minutes prior to class. Students loitering in hallways or in unauthorized areas without a pass will be subject to disciplinary action ranging from detention to suspension.

Assemblies

During assemblies, students are expected to act according to the highest standards of courtesy and civility. Inappropriate clapping, whistling, or rude outbursts will not be tolerated. Students are not to use electronic devices or sleep. Students represent our school/ community, as well as themselves, so consideration of others is imperative.

Backpacks

Students are permitted to carry a book bag or backpack throughout the school day. All other totes are to be placed in lockers upon arrival at school and should not be taken to class. Reasonably sized purses are allowed; however, the principals retain the right to determine what is "reasonable." This would generally be no larger than the size of a typical shoe box.

Bus Passes

Students must present a bus change request to the office before the start of school. Bus passes are approved only with the principal's signature and a valid reason explained in writing from the student's parents. **A valid reason must involve some type of unanticipated emergency or student safety issue.** Social reasons, like staying overnight with a friend, working on a school project, or attending a dance, are not valid reasons for a bus change pass and such requests will be denied. If approved, the principal will issue a bus change form. No parent phone calls or last minute emails will be accepted as the basis for a bus pass request. Bus change requests made at dismissal, whether with a parent note or not, will not be honored and the student will be required to ride home on his/her regular bus.

Cell Phones – see student code of conduct

Clinic

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. Students may be asked to wait until the final 10 minutes of class to go to the clinic if it is not an emergency situation. Students will not be admitted to the clinic without a pass from the classroom teacher.

If a student is to be sent home, a parent must be contacted by the office for permission before the student is released from school. **Students are NOT to call or text home requesting parent pickup. All contact with home must be handled through the office or clinic.** Disciplinary action may be taken if a student contacts home without office or clinic approval.

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. Forms are required for all medications, including over-the-counter medications. The completed form is valid for the entire school year if medication is required on an as-needed basis. All medication is to be stored and administered in the clinic except asthma inhalers. Medication must be brought in the original prescription container. **Reminder: students are not to carry *any* type of medication on them (purses, pockets, book bags, in lockers) except asthma inhalers prescribed by a doctor. This includes over-the-counter medicines like Tylenol, Advil, aspirin, cough drops, etc.** Students may face disciplinary action for violations of this policy.

Any time a registered nurse is not on duty, the clinic will be considered closed. If the clinic is closed, students experiencing serious health issues should report directly to the main office for assistance. Except in emergencies, clinic passes will be limited to the last 10 minutes of class.

Parents: please contact the school nurse with any questions concerning clinic policies or procedures.

Counseling Services

The counselors' offices are located in the main office complex. The school counselors are here to assist students with personal, social and academic needs. Through prevention and intervention in individual, small group and whole class settings, the counselors strive to address these needs. All counselling services are provided to students in a safe, caring, and confidential manner.

Teacher notification and permission are required prior to visiting the counseling office. An appointment request form can be obtained from the Main Office. Parents are invited and encouraged to contact the counseling office with any information which may impact their student's academic progress or emotional well-being. Counselors may be reached by phone, email or prior appointment.

Dismissal Process

Students must proceed quickly to their lockers and then buses at the end of the school day. The bus line forms outside Door N18 at the rear of the building. Loitering, bus-hopping and other delaying activities are prohibited. Once a student gets onto their bus, they should not exit it again until arrival at their bus stop. Buses will pull out of the parking lot at 3:55 PM. Any student not on their bus by this time will need to report to the office to make alternate arrangements for pick-up. Students are never to run after or try to enter a moving bus.

Students need to be in their assigned location for after-school activities within 15 minutes of the school dismissal bell. All other students must be out of the building by this time. Students loitering in hallways or in unauthorized areas without a pass will be subject to disciplinary action ranging from demerits to suspension.

A student may return to the building in the evening if they have forgotten something in a locker and are accompanied by a parent. Parents and students are encouraged to be mindful of the custodians and their

normal duties should the need for assistance arise. Entry should be made through Door N18 in the back of the school.

Drills

The safety of all students is important. To be sure that all students are aware of what to do in cases of an emergency, drills (fire, tornado and lockdown) will occur periodically throughout the year. Students should remember to check the drill procedures posted near the door in each classroom. Also, students need to walk quickly and silently both to and from the designated shelter area so important instructions from staff members may be heard. No talking or disruptive activity is allowed during the staging of a drill.

Enrollment

Students are expected to enroll in the attendance district in which they live. Students that are new to Coy are required to enroll with their parent/legal guardian.

When enrolling, the parent/guardian will need to bring the original birth certificate, immunizations records, any custody/adoption papers (if applicable), and a proof of residency (Utility bill, DP &L, Vectren) and the complete address of the previous school. Once you have obtained all required documents, please contact the Central Registration office at 937-426-1522 to schedule an appointment for registration.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. School officials will assist with the necessary forms to obtain the transcripts/records, if it is not presented at the time of enrollment.

Hallway Conduct

Students are expected to exercise proper indoor etiquette and care when in the hallways moving between classes, lunch or moving to and from any other school activity. Quiet voices, orderly movement and awareness of those around them are essential behaviors. No running, horseplay, shoving, tripping, screaming, loitering, etc., should take place in the halls

Homework

As a middle school student, you will be expected to do homework that is assigned to you by your teachers. Teachers post homework in the classroom and may also post homework on Progress Book. A good guideline to expect for nightly homework is about 10 minutes per grade level. (6th grade 60 minutes, 7th grade 70 minutes, and 8th grade 80 minutes).

Immunizations

Each student must have the immunizations required by law or have an authorized waiver. Immunizations required prior to the seventh grade are **tetanus, diphtheria, and acellular pertussis vaccine** (TDAP: also known as Boostrix or Adacel). Parents must provide documentation (vaccine name and date administered) to the school nurse prior to the 15th day if school. If a student does not have the necessary shots or waivers by the deadline, the principal must remove the student from school until compliance is documented. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the school nurse.

Instructional Media Center (IMC)

The library media center has many resources available to support students' classwork and personal interests. IMC operating hours are posted. Students need a pass from a teacher to visit during the school day. Three week check-outs are enforced and fees and/or discipline may result if materials are not returned on time.

Lockers

Lockers are provided for students and may be accessed between all classes. Students are required to keep locks on their lockers and are strongly urged to keep their combinations confidential. Lockers should be locked at all times. Locker switching is not permissible. **The school assumes no responsibility for personal items or other materials kept in lockers.**

Lockers are property of the school and are subject to inspection by authorized personnel whenever it is deemed necessary by school officials or law enforcement officers. Student locks are considered part of school lockers and may be cut and removed. **Titanium locks are prohibited**. Locker sharing or swapping is not permissible. Unofficial use of an unassigned locker may result in disciplinary action. Use of tape, glue or other adhesives in/on lockers is prohibited. Lockers are to be maintained clutter-free and easily accessible at all times. Narrow shaft locks tend to work best.

Lost & Found

Lost items are placed on Lost & Found tables near the Commons. Items may be claimed or inquired about before school, during lunch, and after school until 5:00 PM. At the end of each quarter of the year, unclaimed items in lost and found will be donated to area charities. A School Messenger notice will be sent out a minimum of seven school days prior to such a donation.

Lunch

The Student Nutrition Department is pleased to provide healthy school meals for your student(s) each and every school day. School meals provide protein, whole grain bread, fruits, vegetables and low-fat milk for one low price. All ala carte foods and beverages follow the latest USDA regulations. For current Student Nutrition Department information, I would like to invite you to please visit the following web site and click on the fork and spoon overlay 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 Student Nutrition at (937) 458-2446.

Be advised that you can access your child's lunch account by knowing the student's ID number and going to www.mealpay.com. Please follow the directions on the site. Student ID numbers are on their schedules and grade cards and may also be obtained by calling the school's main office.

Students are expected to be on time to lunch and conduct themselves using proper manners. Students may bring their lunches to school; however, they shall not bring beverages in glass containers. Students shall not consume food, candy, gum or beverages in hallways, classrooms and/or restrooms. All beverages and food must be consumed in the lunchroom. After eating, students should dispose of their tray and trash in a trash can and report directly to the assigned supervised area. If you are not eating lunch, enter and exit through the lunchroom and report to the assigned supervised area.

Parents may not drop off fast food, pizzas or any other type of outside lunch as it causes a disruption in the lunch room and often fails to meet the national school lunch nutrition guidelines. Additionally, no food may be dropped off for the purpose of class celebrations. This includes cupcakes, donuts, cake, etc. The food will be turned away if brought to school. No food, candy, or gum is allowed in school unless provided by a teacher as part of the instructional program.

Make-up Work

Assignments done during an absence may be done for credit if the absence is excused by the main office. Time equal to the amount of time absent will be given to complete make up work EXCEPT in cases of

long-term project deadlines and previously announced tests. Students may be held responsible for projects/tests which are given on the day of return if the assignment was made prior to the absence. It is the student's responsibility to obtain and submit make-up work.

A student out of school **3 consecutive days** or longer may request homework assignments by having parents call the office.

Assignments will be available for pick up **24 hours after the request** has been made. For absences less than three days, check Progress Book for assignments.

Messages/Deliveries

If parents/guardians need to leave an important message for their child at school, they should call the main office and ask one of the administrative professionals to handle this for them. Students will not be called to the phone for a message unless it is an emergency situation. Due to the size of the building and our concern about minimizing interruptions to the learning environment, we will not personally deliver non-emergency messages or items dropped off by parents until the last 10 minutes of the class period during which they are dropped off to the office. It should be noted that parent deliveries to students are discouraged as they tend to disrupt class and fail to teach students accountability. We ask for your cooperation and discretion in making these requests.

Payment Procedure

Acceptable methods of payment for fees, workbooks, or any other charges for your student can be made in cash, personal check, certified check or money order. Checks or money orders should be made payable to "BEAVERCREEK CITY SCHOOLS" regardless of what 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, diploma and/or school records will not be released for any student who has unpaid fees. Payments can also be processed online at:
https://www.spsezpay.com/Beavercreek/ezpay/Login.aspx

Recess

When weather permits, students may go outside as soon as they have finished eating. Otherwise, students should report to the designated inside area. On outside days, students are allowed to use school-provided basketballs or four-square balls. Students should not bring their own playground balls or equipment to school. Students are not permitted to play tackle football, chasing games or any other games that might involve physical contact. Students are not to leave the designated recess area until the entire grade level is dismissed to return to class. All students in a grade level will return to class at the same time.

Schedule Changes

Students at each grade level are given some choice regarding their schedule. Students and their parents choose electives for the current year during the previous spring. Students and parents are encouraged to select these courses with care. Courses chosen during the scheduling process are considered to be final selections unless changes are necessary due to: 1) computer error 2) shifts in enrollment 3) staff adjustments or 4) counselor, parent, and administrative agreement that a change is educationally beneficial for the student.

Any schedule change request must be made before or during the first 7 days of the course start date. Dropping of a high school credit course must be done prior to the end of the first semester. Requests of this nature should be made by the student or parent through the school counseling office.

School Closings

All school closings and delays will be announced on the district website, local media and School Messenger phone calls/texts. Announcements of such delays or closings will be made as early as possible given the circumstances. Please plan ahead to prepare for the possibility of morning delays or school closings. Students should not be dropped-off at school early on delay days as they often become closings by mid-morning. Additionally, students are not permitted inside the school building until 45 minutes prior to the start of classes.

In the event that school is closed early due to inclement weather or other circumstances during the school day, buses will pick-up and drop students at home according to a revised schedule. Parents and their children should have a pre-determined plan for such unanticipated dismissals. Please plan ahead whether your child is to be picked-up at school or is to ride the bus home should an early dismissal occurs.

School Messenger Service

The district uses an automated phone notification system for both calamity-related and informational calls. Every student in the district is able to enroll in this system. If you have a child in the district, you may add up to three additional numbers to the system so you can receive messages on more than just the default student phone number. For more information on this system, please contact the school office.

Security

During the day, all doors to the building will be locked and on a security system except the front door closest to the office (Door S9). The interior office door and lobby access doors are also locked throughout the instructional day. This requires that a staff member must "buzz" in all school visitors. All visitors must check-in at the office and obtain a visitor/volunteer badge before proceeding to any part of the building. In addition to the building security systems, a security guard is on-site during normal school hours.

Staff Directory Information

Teacher voicemail numbers, website addresses and e-mail information are listed on the school's website. You may also call the school and press "8" for a directory of staff names and voicemail boxes.

Student Activities

Beavercreek Middle Schools have many before and after school activities for students. Examples include athletics, dances, academic competitions, tutoring programs, etc. If students wish to attend, parents must be notified and informed by their child when to arrive for pick-up. **All students are required to be in school for at least one-half of a day in order to participate in an extra-curricular, co-curricular or other school sponsored event.**

Students are expected to follow the student code of conduct at all school-related events. If not, he/she may be asked to leave, parents will be called for pick-up and the student may not be able to attend any future school activities for a period of up to nine (9) weeks.

Any student who is assigned an In-School Suspension (ISS) or an Out-of-School Suspension (OSS) will not be allowed to attend any after school or evening activities sponsored by the district during the suspension. This will include but not be limited to socials, choral or music concerts, athletic events, etc. The loss of these privileges will be in effect until completion of school on the final day of ISS or OSS. Activities required as part of a course grade may still be attended.

Student Aides

Teachers are welcome to employ student aides if desired; however, there are certain guidelines that apply. Only one (1) student aide may serve a specific teacher in a given period**. Aides must report to their**

assigned study hall every day for attendance before moving on to the assigned teacher's classroom. Student aides must carry an A/B average in his/her classes. Should the aide's grade average fall below this standard, the student will be returned to study hall for the duration of the year. Abuse of the privileges accorded a student aide may also lead to his/her return to study hall for the year.

Telephone Use

Students will not be permitted to use the office telephone except in the case of an emergency or office request, nor will they be called from class to answer the phone except in case of an emergency. Students are not to use classroom or personal electronic devices to communicate with others during the instructional day. This includes texting or calling a parent with requests to bring items to school or picking her/him up due to illness.

Textbooks

Each student will be held responsible for any damage or undue wear to books assigned to them. If books are lost or destroyed, students must notify the teacher and pay for them before replacement textbooks will be issued. Students may be required to put covers on textbooks. They may also be required to access online textbooks as part of some classes.

Travel to School

Considering safety factors, students are not permitted to ride bicycles, skateboards, scooters or skates to school without permission from the principal. Students are not to ride to and from school in a vehicle driven by anyone other than their parents without written, dated parental permission on file in the school office. Student participants in any school-sponsored activity requiring transportation are to ride in district vehicles approved by the person(s) directly responsible for the activity involved. Student participants riding a bus to a school sponsored activity must ride the bus back to school unless an A*lternate Transportation Form* is completed and given to the coach/advisor in advance of the event.

Tutoring

Options do exist if a student is in need of extra academic assistance. Many teachers offer review sessions and others are happy to assist students during conference periods or in pre-arranged before/after school sessions. Please contact the teacher or school office for information on available tutoring opportunities.

The BHS National Honor Society sponsors tutoring every morning at BHS from 7:15-7:45 AM on a drop-in basis and they allow middle school students to participate. Contact Melissa Miller or Debbie Hermane at BHS for more information about this program. Parents are responsible for transporting students to and from the high school for tutoring.

Visitors

All visitors, including parents, must enter through the doors nearest the school office (Door S9). Visitors or guests going beyond the office lobby must register in the office immediately upon arrival and wear a visitor's badge in a manner clearly visible to staff and students. Students are not permitted to bring visitors to school without prior permission of a principal.

Water Bottles

Water bottles are allowed as long as they are reusable, clear and spill proof. Tumblers with straws are not included in this policy. Only water may be used to fill water bottles. Refill stations are located throughout the building. Areas where water bottles are prohibited include the IMC, recess and computer labs. Misuse of water bottles may result in loss of the privilege.

Withdrawal

Students withdrawing from school will be given a checkout list to be signed by teachers and returned to the office. Any fees owed, library books borrowed, or other obligations must be taken care of before records will be forwarded to another district. Contact the school financial secretary to initiate the withdrawal process.

ACADEMICS

Academic Honesty

Teachers will explain the importance of academic honesty to their students. Students who cheat, copy the work or assignments of another student or misrepresent computer network information as their own work may face academic and disciplinary consequences ranging from a conference to expulsion. Examples of cheating practices include:

- Any form of plagiarism.
- Use of someone else's work as your own.
- Copying homework, quiz or test answers from another
- Allowing someone else to copy your work.
- Theft of an answer key for a test, quiz or assignment.
- Use of cheat sheets both paper and electronic
- Deliberately communicating to students the questions that were on a test, quiz or assignment that you have taken but they have not yet taken.

Plagiarism

With today's technology, students have a vast array of information at their disposal. Students are encouraged to use these resources; however, credit must be given appropriately. Webster's New World Dictionary states that plagiarism is "the act of taking (ideas, writing, etc.) from (another) and passing them off as one's own." In order to avoid plagiarism, students will learn correct citation rules in English/ESL class and will be required to cite sources used in assignments. Should a student choose to plagiarize material, the following discipline procedure will be followed:

First offense: Student will earn a 0 on the assignment and parent/guardian will be notified.

Second offense: Student will earn a 0 on the assignment and an AM detention, a parent conference will be held with an administrator, and a discipline referral will be kept on file.

Third offense: Student will earn a "0" on the assignment, a parent conference will be held with an administrator and the student will be assigned Saturday School or suspension. The final quarter grade will be lowered by one letter grade (11%).

Grades

All nine-week and semester grades are to be recorded as percentages. The two (2) nine-week grades shall be averaged to determine the semester grade. The four (4) nine-week grades shall be averaged to determine the yearly grade. A student must pass with a yearly average of 60% or higher to pass the year. Students failing two or more academic classes for the year may be retained unless they successfully complete Summer School. For these purposes, the Language Art course counts as two classes, Reading and English.

Grade Scale

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

F Under 60 %

Honors & Enriched Grading

The honors grading policies will affect only those students who are currently enrolled in these courses. The grading policies will be reviewed with each student at the start of each school year by that particular subject matter teacher. Copies of such grading policies are found in the middle schools' *Program of Studies* available online.

Identification of Gifted Students

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 of 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:

- Superior Cognitive Ability
- 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
- Creative Writing
- Visual or Performing Arts Ability such as the visual arts, music, dance, or drama.

The district policy for gifted identification policy complies with the Ohio rules regarding screening and identification. This policy is accessible to parents in each building office and online. Brochures that explain the identification process and gifted education services are available as well.

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 gifted 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 should use the referral form to initiate a review of data to determine compliance with Ohio Standards.

Incomplete Grades

Any incomplete grade may be changed to an "F" two weeks after report cards are issued unless a special extension is granted by the principal. It is the responsibility of the student to complete all necessary work so that final grades can be calculated.

Report Cards

Report cards are issued four times during the school year. Report cards are sent home with the students during the week following the end of each quarter. Year-end report cards are mailed home.

STUDENT CODE OF CONDUCT

It is the goal of the staff and administration to provide quality educational opportunities for all students without undue interruption of the educational process. Rules governing student conduct are necessary to accomplish this goal and are in effect any time students are on school property, on a school bus, or in attendance at any school related activity. It is our intent to establish and implement the code of conduct to instruct students in acceptable types of behavior, to provide incentives for self-improvement, and to provide a safe learning environment for all students.

By design, the student code of conduct should afford the understanding that there are positive/negative consequences that accompany all behavior. Students are encouraged to STOP, THINK, and MAKE A GOOD CHOICE. Students need to understand that they will be accountable for the choices they make and will be expected to assume responsibility for their behavior. Attempts will be made to keep parents informed of student misbehavior. Parents should anticipate that the initial school contact will be made by the classroom teacher with subsequent contacts, if necessary, to be made by a counselor or building administrator.

Bullying

In order to address bullying behavior in our school, BCS has a bullying prevention program in place. The purpose of the program is to minimize bullying behaviors and make our school a safe, positive place where students may best learn.

Bullying is when someone **repeatedly** and **purposefully** does or says **hurtful things to another person** who is **not equal in power/influence**. Bullying examples include hitting, verbal harassment, spreading false rumors, excluding someone from a group, and sending hurtful messages on a cell phone or over the internet. For more information regarding the bullying policy, please see *BOE Policy 5517.01*

Anti-bullying rules:

- We will not bully others.
- We will try to help students who are bullied.
- We will try to include students who are left out.
- If we know that somebody is being bullied, we will tell an adult at school and at home.

Bus Misconduct

Student misbehavior on the bus presents a significant safety concern for both riders and the driver. Common misbehaviors include student harassment, loud or unnecessary distractions, seat hopping, tossing of objects and generally distracting behavior that could pose a safety threat to those onboard. Bus misbehavior is turned over to building administrators to determine appropriate disciplinary consequences ranging from warnings to suspension of bus riding privileges for the remainder of the year.

Bus Violations - Below is a list of inappropriate behaviors that will result in immediate suspension of transportation privileges by a school administrator. The building administrator will make a determination of the appropriate bus suspension length ranging from 1 day to a year-long suspension:

1. Physical harm or threat
2. Fighting
3. Weapons
4. Smoking or the use of drugs.
5. Refusal to obey the bus driver.
6. Disruption
7. Harassing and/or bullying.
8. Any action which puts the safety of riders at risk

Computer Misuse

Students who fail to appropriately utilize the computer network and technology equipment will be subject to consequences as described in the network *Acceptable Use Policy*.

Cell Phones

Cell phones should be placed in a student's locker and locked securely during the instructional day. Students are not permitted to possess a cell phone, place/receive calls, text or in any other way use a cell phone during school hours. **All communication with home during school hours should take place through the office or clinic, not via student cell phone**. Violations of this policy will result in the following:

1st Violation – Phone confiscation by teacher for remainder of day
student pick-up of phone required

2nd Violation – Phone confiscation by office; parent pick-up of phone is required

3+ Violations – Phone confiscation by office + Saturday School; parent pick-up of phone is required

Using a cell phone to contact a parent(s) during school hours without permission from the office/clinic staff

1st violation - – Lunch detention

2nd Violation – AM detention

3+ Violations – Saturday School

Character Card

Students are required to carry a behavior tracking form known as a C*haracter Card* with them throughout the school day. Teachers will initial the form to indicate certain minor offenses, generally those related to a lack of preparation for class. Discipline will be issued as follows:

3rd weekly signature – Lunch detention

Additional weekly signatures – AM detention

Character card is not with student – Lunch detention

Dress & Appearance

All Beavercreek Middle Schools have a concern for the health, safety, and general well-being of each student in establishing dress guidelines. Therefore, we reserve the right to restrict dress, accessories, and/or other aspects of appearance that are inconsistent with safety, good health practices, community norms, and are disruptive to the educational process – both during the regular school day as well as at all school-related activities. Enforcement of the dress code is the joint responsibility of the parents and school staff.

Students should govern their dress and grooming by maintaining reasonable standards of neatness and cleanliness. It is desired that these dress guidelines will assist students in making appropriate choices that serve as an indication of their pride in themselves and in their school. Attempts by students to call undue attention to themselves and/or to cause disruption of the educational process will not be permitted. It is hoped that the following dress guidelines will promote understanding and cooperation among students, parents, and school.

The principal has the right to make final decisions on any matters concerning dress and appearance.

1. No hats, hoods or other types of headgear are to be worn inside the building.
2. No body piercing that poses a health or safety hazard.
3. Shorts/skirts must be at least mid-thigh in length.
4. Pants must be secured at the natural waistline. Underwear should not be visible.
5. No shirts that expose the midriff and/or low-cut necklines.
6. Muscle shirts may not be worn.
7. Tank tops may be worn if no undergarments are visible and the neck line is not low-cut. The arm hole of the tank shall not extend much below the pit of the arm.
8. Jeans with holes may only be worn if skin-exposing holes do not appear above mid-thigh.
9. Clothing or accessories that are exceedingly torn or that advertises alcohol, tobacco, or other drugs; contains gang-related symbolism; is suggestive, offensive, or profane; has sexual connotations; promotes put downs, insults, threatens, or harasses any member of the school staff or student body based upon issues such as gender, sexual orientation, race, religion, or disabilities; or creates a hostile, intimidating, harassing, or offensive learning environment is unacceptable and cannot be worn in school or at school-related activities.
10. Shoes will be worn at all times.

Detention (Lunch)

Lunch detentions are issued by teachers for violations of class or school rules (see chart). Students assigned to lunch detentions will report immediately to the detention monitor in the Commons/Cafeteria with the parent-signed detention form. Failure to do so means that a student cannot serve the detention and it will be considered a skip.

After being given sufficient time to eat, students will work alongside lunch monitors performing housekeeping duties including trash removal, wiping tables clean and sweeping floors.

Misbehavior or lack of cooperation during a detention will result in the student's removal from the detention and it will treated as a skip regardless of how much time had been served up to that point.

First skip – Reassignment of lunch detention

Second/Third skip – Conversion to AM detention

Fourth skip or more – Saturday School

Detention (AM)

AM detentions are issued by teachers for violations of class or school rules (see chart).Morning detentions will occur on Monday, Wednesday, and Friday from 8:00-8:40 AM in the IMC.

Students assigned to morning detentions will report to the detention room on time with a parent-signed detention form and should be prepared with assignments to work on throughout the session. Failure to meet these conditions means that a student cannot serve and the detention will be counted as a skip. Misbehavior or lack of cooperation during a detention will result in the student being removed from the session and will be considered a skip regardless of how much time had been served up to that point.

During the detention, students will be expected to complete a reflective writing and will be allowed to use the remainder of the time to complete school assignments.

First skip – Reassignment of AM detention (unless it originated as a lunch detention; these become Saturday Schools)

Second/Third skip – Saturday School

Fourth skip or more – In-School Suspension

Infractions Chart

Lunch Detention	AM Detention	Saturday School	ISS/OSS
Minor Infraction	***More Severe***	***Originate with office referrals***	***Originate with office referrals***
1st Possession/ use of cell phone 2nd Tardy 3rd mark on character card or no character card Dress code violation Gum/ food/ candy Hallway misbehavior Profanity Texting for parent pick-up without office involvement Unprepared for class Violation of class rules	2nd Possession/ use of cell phone 3rd Tardy 4th+ mark on character card for week 2nd/3rd lunch detention skip Class disruption Dishonesty Texting for parent pick-up without office involvement (2+) Failure to return IPad for nightly storage Forgery Horseplay Locker switching Pass abuse PDA	3rd Possession/ use of cell phone 4/5th Tardies Vandalism Harassment 4th (+) lunch detention skip 2nd/3rd AM detention skip Fighting (push/shove) Class skip Disrespect to staff Misuse of IPad/tech.	Bullying Defiance 6+ Tardies Drugs/alcohol/tobacco Endangering act(s) 4th (+) AM detention skip Fighting (punches) Leaving school grounds w/o permission 2nd + Misuse of IPad/technology Saturday School skip Theft Weapons

Progressive Discipline (Rule of 3's)

Progressive discipline is based on the concept that ineffective consequences should be abandoned in favor of those that effectively shape behavior. Consequently, no single disciplinary consequence can be used repeatedly if it is not developing desired behavior. In keeping with this concept, the number of lunch and morning detentions issued to the same student will be capped at three (3) per quarter. Continued misbehaviors or similar infractions beyond this cap will result in Saturday Schools or suspension at the discretion of the building administrators. The totals reset at the beginning of each quarter.

Office Referrals

Office referrals are used for major inappropriate behavior infractions and rule infractions. These are handled by building administrators. Actions necessitating an office referral will result in the assignment of Saturday Schools or suspensions depending on severity (see chart). In extreme cases, an office referral may result in suspension with a recommendation for expulsion.

Saturday School

The Saturday Alternative Program is a disciplinary consequence issued by building administrators for serious rules infractions. (See chart) It consists of an extended academic work session supervised by a staff member.

Saturday School lasts three hours and occurs from 9:00 AM – Noon. Dates/locations are posted on the school calendar and included on the Saturday School form itself. Should a student be unable to attend a scheduled session, contact between the parent and a building administrator must take place prior to the session start date or it will be considered a skip.

Misbehavior, failure to attend, or failure to follow directed guidelines of the Saturday School program may result in dismissal from the Saturday School session, forfeiture of future Saturday School options and will result in a suspension.

Suspension/Expulsion

Suspensions are removal from class and/or school for a specified number of days due to a major rules violation. Suspensions are issued by building administrators and may be of differing types including in-school suspensions (ISS) or out-of-school suspensions (OSS). They range from 1-10 days depending on the severity of the infraction (see chart).
A ten (10) day out-of-school suspension with a possible recommendation for expulsion may result if behavior continues or in cases involving violations of the Board of Education policies. Expulsion is the official removal from school for disciplinary reasons.

Detailed procedures regarding suspension, expulsion, and removal from school are outlined in Board Policy Section 5610. (Removal, suspension, expulsion and permanent exclusion of non-disabled Students) and are available online at the district website.

Suspension Make-Up Work Policy

The following guidelines will be used for make-up work when students are suspended (ISS or OSS) during the school year.

- First Suspension: Student must request work from teacher and 100% credit will be given;
- Second Suspension: Student must request work from teacher and 50% credit will be given
- Third Suspension & Thereafter: Student must request work from teacher. NO credit will be given.

Work need not be given If a suspension is given as a result of use, possession/selling of drugs/legal involvement/or any act that warrants ten (10) days out.

Due Process Rights

When a student is being considered for an out-of-school suspension by the Superintendent, principal, or other administrator: The student will be informed in writing of the potential suspension and the reasons for the proposed action. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.

An attempt will be made to notify parents or guardians by telephone/email if a suspension is issued. Within one (1) school day of the suspension, the Superintendent, principal, or other administrator will

notify the parents/guardians/ custodians of the student and the Treasurer of the Board of Education. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within two (2) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

Above guidelines do not apply to actions in which disciplinary actions will occur on school grounds such as In-School Suspensions or Saturday School. Expulsion procedural rights are detailed further in BOE Policy 5611. BOE policies can be accessed on the district website.

BOARD OF EDUCATION POLICIES

Co-Curricular/Extra-Curricular Activities

COMPETITIVE EXTRA-CURRICULAR ACTIVITIES ELIGIBILITY GRADES 7 & 8

Participation in co-curricular and extra-curricular activities is a privilege not a right. Extra-curricular activities are an important supplement to the academic education of each student. In accordance with the state requirement, the following guidelines have been adopted.

1. All beginning 7th graders are eligible insofar as the scholarship bylaw.
2. Eligibility for each grading period is determined by grades received the preceding grading period. Semester and yearly grades have no effect on eligibility.
3. To be eligible, a student athlete must be currently enrolled in a member school and must pass 75% of their classes with a minimum grade point average of 1.5 in the subjects in which they are enrolled the preceding grading period. All courses will be weighted equally and awarded points as follows: A=4, B=3, C=2, D=1. Students must be enrolled in at least five (5) classes, at least four (4) of which must be full-year core courses.
4. This policy shall apply to students participating in non-graded interscholastic, extra-curricular activities sponsored by the Beavercreek City School District. It includes, but is not limited to, all school athletic teams, and all other non-graded groups or teams that compete against other schools, such as choral and instrumental music, drill team, chess team, Guys & Dolls, Speech & Debate and all competitive academic teams. By statute, it does not apply to student participation in activities related to credit-granting classes that are included in the district's approved Course of Study.
5. Participation fees must be paid to the office. Payment of fees does not guarantee playing time in contests. Fees for middle school will be $100.00 per athlete per season per sport, maximum of $200.00 per athlete per year. There will also be a maximum of $450.00 per family. There will be no fees for managers, statisticians or student trainers.
6. Students must be in attendance at least ½ day to participate in an event held that day.

RULES AND REGULATIONS FOR BEAVERCREEK CITY SCHOOLS CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES - GRADES 6-8

Participation in co-curricular and extra-curricular activities is a privilege not a right, and students who represent their school assume the responsibility to follow all school rules in addition to the following:

1. Students and parents will be made aware of these rules in their entirety.
2. Disciplinary actions incurred by a student apply to all activities.
3. Additional rules may be established by the activity advisor.
4. A student under any disciplinary out-of-school suspension will not be eligible to participate.
5. Due process procedures will be followed.
6. If a student quits an activity, a written release from the coach or advisor must be obtained before joining another activity that season.
7. Students staying after school must be under the supervision of an administrator, teacher, or coach/advisor.

Co-curricular/Extra-Curricular Competition, Contest, Performance Code – Tobacco, Alcohol and other Drug Use

Purpose

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

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

The Code of Conduct

I. Possession and/or Use

Use of alcohol, tobacco or other drugs inhibits fulfillment of individual potential: it is illegal and creates an environment which compromises the individual student's health, safety and well-being as well as the health, safety and well-being of all student participants in the co-curricular/extracurricular 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 this Policy

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

Lifetime 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 Levels 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 carryover of consequence.

Proof of Violation
The infraction should have been observed by:

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

Student Hazing

The Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, at any school sponsored events, or in connection with any school activity, team, or purpose.

Administrators, faculty members, volunteers (including coaches) and other employees of the School District shall be alert to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered by the staff, the students involved shall be informed of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action.

The Superintendent shall distribute this policy to all students and District employees, and shall incorporate it into building, staff, and student handbooks. O. R.C. 2307.44, 2903.31

Student Harassment

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 and psychologically 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 shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment.

The Superintendent is to ensure that the Student Code of Conduct contains language prohibiting any form of sexual harassment and any use of racial or ethnic slurs. It should also provide a means for a student to report any incidence of harassing behavior from a fellow student, staff member, or a school visitor, in a way that avoids embarrassment and protects the confidentiality of the student.

All such reports are to be investigated by the Superintendent / Designee promptly. Anyone found to have violated this policy and/or the Code of Conduct shall be subject to appropriate disciplinary action up to and including removal from the District.. Board Policy # 5517

Substance Abuse Policy - 5530

Substance Abuse Philosophy

The Board recognizes that chemical dependency is a treatable disease which is often preceded by misuse and abuse of mind-altering chemicals, including alcohol. The Board also recognizes that use of chemicals has the potential to interfere with the learning process and students' 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 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.

The District 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 staff members.

The District 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 violations 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.

(*Co-dependency refers to problems students are experiencing due to someone else's chemical use, such as a close family member.)II.

Student & Parent Notification

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

At the beginning of each school year the student substance abuse policy and Code of Conduct will be distributed to all parents and students.

Compliance with the Code of Conduct is mandatory.

Substance Use Education

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

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

It is a primary objective of the District 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.

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 medication, 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. This policy defines counterfeit controlled substances according to R.C. 2925.01(P)

This policy applies to the following areas: 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; 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 the Beavercreek Board of Education Policy 5330 (Use of Medications).

Responsibility of Staff

Staff members in the District 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 drugs, alcohol, and/or drug paraphernalia or instruments. Staff members will be provided with information and procedures to allow them to fulfill their responsibilities
.

Responsibilities of School Administrators

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

1. If the student is in need of medical attention, the school nurse and/or the medical 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

The District 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 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 the Beavercreek Board of Education Policy **5330** (Substance Abuse).
4. 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 set forth in this Policy, in Policy 5610 (Removal, Suspension, Expulsion, and Permanent Exclusion of Nondisabled students), and in the Student Code of Conduct.

Disciplinary Action

The administration shall establish rules and regulations which combine disciplinary action for violation of student code, with incentives for self-improvement. Disciplinary action for student use, possession or distribution of drugs, alcohol or drug paraphernalia or for being under the influence of drugs or alcohol shall conform to the Board Policy 5610 (Removal, Suspension, Expulsion, and Permanent Exclusion of Nondisabled Students) and the Student Code of Conduct.

Use or Possession of Mind – Altering Drugs or Substances and/or Being under the Influence of Such Substances

First Offense:

1. Parent(s)/legal guardian(s) will be notified immediately and the student will be removed from school for the remainder of the day.
2. The police may be notified of the incident.
3. The clinic may be notified and the emergency squad called if necessary.
4. Consultation with parent(s)/legal guardian(s) and the student emphasizing available services for referral will be conducted.
5. The student assistance team leader will be notified.
6. 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 recommendations 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.

If the student fails to follow the recommendation of the assessment, the remaining five (5) days of suspension will be reinstated in accordance with R.C. 3313.66.

Second and Subsequent Offenses:

1. Parent(s)/legal guardian(s) will be notified, and the student will be removed from school for the remainder of the day.
2. The police may be notified of the incident.
3. The clinic may be notified and the emergency squad called if necessary.
4. Consultation with parent(s)/legal guardian(s) and the student, emphasizing available counseling and treatment, will be conducted.
5. The student assistance team leader will be notified.
6. The student shall be suspended for ten (10) days and may be recommended for expulsion for the remainder of the semester.
7. Student, parent(s)/legal guardian(s) will have a re-admission conference.

Sale and/or Distribution of any Quantities or Possessing Any Bulk Amount (as Defined by R.C. 2925.37) of Intoxicants, Illegal Drugs, Controlled Substances, or Counterfeit Controlled Substances

First Offense:

1. Parent will be notified and the student shall be removed from school for the remainder of the day.
2. The police will be notified of the incident.
3. Consultation with parent(s)/legal guardian(s) and the student emphasizing available services for referral, will be conducted.
4. The student assistance team leader will be notified.
5. The student will be suspended for ten (10) days from school and recommended for expulsion.
6. A re-admission conference will be required.

R.C.2925.37 3313.60(E),
3313.661,3313.662,3313.752,3313.95,3319.012 Public Law 101 - Drug-Free Schools and Communities Act of 1986
20 U.S.C. 3171, et seq.20 U.S.C. 3224A.

Dangerous Weapons in School

The Board is committed to providing the students and staff of the Beavercreek City School District with an educational environment which is free of the dangers of firearms, knives, and other dangerous weapons in the school.

A "firearm" includes any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined by federal law - 189 U.S.C. 921-924), which includes but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, or rocket having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.
A "knife" includes any cutting instrument consisting of a sharp blade fastened to a handle.

Students are prohibited from bringing any firearm or knife onto school property, onto any school vehicle, or to any school-sponsored activity and/or possessing any firearm of knife brought to school, onto any school vehicle, or to any school-sponsored activity by another person. If a student brings, possesses or conveys a firearm or knife onto school property, onto any school vehicle, or to any school-sponsored activity, the Superintendent shall expel the student from school for a period of one calendar twelve (12) month period. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. Procedures for notices, hearings, and appeals applicable to expulsions of up to eighty days apply to expulsions for violations of this rule.

The Superintendent may reduce the required twelve (12) month expulsion, on a case-by-case basis, in accordance with State Law, considering the following factors:

1. The student's age and grade level;
2. Academic, co-curricular and extracurricular record of the student;
3. Prior disciplinary record of the student;
4. Aggravating and/or mitigating circumstances related to the offense (including the type of dangerous weapon); and/or
5. The probable danger to the health and safety of other students or staff posed by the offense.

After an opportunity for a hearing, any student who has been expelled from another school district for bringing a firearm or knife onto school property may be denied admission to Beavercreek City School District, without regard to the requirements of O.R.C. 3313.64 or 3313.65. Such temporary denial of admission shall not extend beyond the expiration of the period of expulsion from the other school district.

Students who possess or use other dangerous weapons, such as metal knuckles, razors, clubs, or common fireworks may be subject to expulsion.

The Superintendent is authorized to establish instructional programs on the dangers of dangerous weapons which require students to immediately report knowledge of dangerous weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to discipline up to and including suspension and expulsion from school. Board Policy # 5772.

Emergency Removal of Students

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, then the Superintendent, principal or assistant principal may remove the student from curricular activities or from the school premises.

A teacher may remove the student from curricular activities under the teacher's supervision, but not from the premises. If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing, as soon as practicable.

No prior notice or hearing is required for any removal under this policy. In all cases of normal disciplinary procedures where a student is removed from a curricular activity for less than one (1) school day and is not subject to further suspension or expulsion, the following due process requirements do not apply.

1. If the emergency removal exceeds one (1) school day, then a due process hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reason for the removal and any intended disciplinary action will be given to the student as soon as practical prior to the hearing.

2. If the student is subject to out-of-school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or designee and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian of the student and Treasurer of the Board of Education. This notice will include the reasons for the suspension, the right of the student or parent(s)/guardian(s) to appeal to the Board or its designee and the student's right to be represented in all appeal proceedings.

If it is probable that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Policy **5611** – Due Process Rights. The person who ordered or requested the removal will be present at the hearing.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request and will be given written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the misconduct is disposed of either by reinstatement, suspension or expulsion

Internet Guidelines

Publication of Student Pictures(s) or Name on Beavercreek City School District's Web Pages

The purpose of the Beavercreek City School District's web site is threefold: (1) it provides information about our schools to the Beavercreek community (2) students and staff are recognized for their achievements (3) activities are announced It also reaches out to a much larger world community than more traditional media, allowing for continued contact from alumni as well as promoting the excellence of our school district to persons considering moving to our community.

In order to allow efficient publication of this information and to permit the timely display of information regarding student activity and achievement, the District will by default assume your consent as a parent or guardian to publish your child's work, first name, or picture on the district site. An individual picture of your child will not be displayed with name nor will a group picture be displayed in any such fashion that a name can be associated with an individual.

In the event that it is desirable to display more detailed information such as to recognize scholarship winners, academic award winners, athletic success, or other similar achievements, your permission will be expressly sought for that publication. If you do not approve, please complete the form Refusal to Publish Student Information and submit it to the office in the school your child attends. The form can be acquired from the office of any school in the District or from the District's web site.

Publication of Student Likeness or Work in the Media

Consent for Beavercreek 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 form 9120af3, Refusal for Publication of Student Likeness or Work in the Media, which can be obtained from any school secretary or downloaded from the district's web site and returned to either the school office or a school official. This includes print and broadcast media, Internet, social media, and other means or purposes. 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. This consent releases Beavercreek City Schools and its agents, successors or assigns from any liability for any violation of privacy or personal or property rights which said parent or 18-year-old student has in connection with such materials. Said consent also means that parties wave any right to approve accompanying material.

Network and Internet Acceptable Use Agreement

The Beavercreek City School District provides access for students to electronic resources such as the Internet. Students are responsible for good behavior on school computer networks just as they are in a 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 other staff member if they inadvertently encounter material that may be inappropriate and should 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 will 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:

1. Obtaining, sending or displaying offensive messages, pictures or materials
2. Altering system software
3. Placing unauthorized information, computer viruses or harmful programs on the system
4. Trespassing in others' folders, work, or files
5. Disrupting the operation of the network through abuse of the hardware or software (e.g. chain letters)
6. Violating copyright laws
7. Using the network for commercial purposes
8. Downloading files, shareware, or software without the permission of the Director of Technology.
9. Installing of software
10. Interfering with others' use of the network
11. Misrepresenting other users of the network
12. Sharing passwords with others
13. 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.

Personal Electronic Devices

While in some instances student use of personal electronic devices, including cell phones, may be appropriate, often the use of such equipment or devices by students at school can have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Consequently, students

shall not use personal electronic devices during the school day without permission of the principal, classroom teacher and/or other District employed staff.

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. Taken from Board Policy 5136.01.

Search & Seizure

The Board recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

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

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control and disposition of any illegal or dangerous substance or object taken from a student.
R.C. 3313.20 U.S. Constitutions, 4th Amendment, Board Policy # 5771

Procedures for Expulsion & Removal of Students

EXPULSION

1. Only the superintendent may expel.
2. The student and his/her parent/guardian shall be provided with written notice of the expulsion hearing.
    a. The notice will include reason(s) for the intended expulsion.
    b. The notice will state the time and place to appear, which must not be less than three (3) days or more than five (5) days after the notice is given.
    c. The superintendent may grant an extension of time for the hearing; if granted, all parties must be notified of new time and place.
    d. The notice shall include a statement(s) indicating that the student, parent, or representative have the opportunity to appear at the hearing to challenge the action or to otherwise explain the student's actions. The administrator cannot compel such hearing in the event the student and parent choose not to have a hearing.
3. Within 24 hours of the expulsion, the student, parent, guardian or custodian of the student and the treasurer of the Board of Education shall be informed of the expulsion. This notice must include the reason(s) for the expulsion; and the right of student, parent or custodian to appeal to the Board of Education; the right to be represented at the appeal and to request the hearing be held in executive session.

APPEAL TO BOARD

1. A student or his parent/guardian/custodian may appeal his expulsion or suspension by a superintendent or principal to the Board of Education or to its designee. Such student or his parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the Board or its designee in order to be heard against such suspension or expulsion.
2. A verbatim, word for word, record of the appeal hearing is required. (This may be a tape recording, etc.)
3. Formal action to affirm, vacate or modify the disciplinary action, on the appeal may only be taken in "public" session.
4. The decision of the Board is further appealable to the Court of Common Pleas under ORC 2506.

SUSPENSION

1. The superintendent or principal may suspend.
2. No suspensions are to exceed ten (10) school days.
3. The superintendent or principal must give written notice of intention to suspend and the reasons why to the student.
4. The student must have an opportunity to appear at an informal hearing before the principal, assistant principal, superintendent or his designee, and have the right to challenge the reasons for the intended suspension or otherwise explain his actions. The hearing may take place immediately.
5. Within 24 hours the parent, guardian, or custodian of the student and treasurer of the Board must be informed in writing of the suspension. NOTE: If a suspension is appealed, it should follow

this progression until resolved-- Assistant Principal, Principal, Superintendent, Board of Education.

REMOVALS

1. If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, then:
    a. The superintendent, principal, assistant principal, athletic director or athletic director for girls may remove the student from the premises, curricular or extra-curricular activity.
    b. A teacher may remove the student from curricular or extra-curricular activities under their supervision, but not from the premises. If a teacher makes an emergency removal, his reasons must be submitted to the principal in writing as soon after the removal as practicable.
2. A due process hearing must be held within 72 hours after removal is ordered.
    a. Written notice of the hearing and the reason for the removal and any intended disciplinary action must be given to the student as soon as practicable prior to the hearing. The student must have the opportunity to appear at an informal hearing before the principal, assistant principal, superintendent or his designee, and has the right to challenge the reasons for the intended suspension or otherwise explain his actions.
    b. The persons who ordered or requested the removal must be at the hearing.
    c. Within 24 hours of the decision to suspend, the administrator must notify the parent, guardian, or custodian of the pupil and treasurer of the board of the suspension. The notice must include the reasons for the suspension and the right of the student, parent/guardian to appeal to the Board of Education or its designee; the right to be represented at the appeal and to request the hearing on appeal be held in executive session.
3. If the superintendent or principal reinstate a pupil prior to the hearing for emergency removal, the teacher may demand and shall be given written reasons for the reinstatement. The teacher cannot refuse to reinstate even though reasons are given.
4. In all cases of normal disciplinary procedures where a pupil is removed from a curricular or extra- curricular activity for less than 24 hours and is not subject to further suspension or expulsion, the due process requirements of HB 421 do not apply.
5. In an emergency removal, a pupil can be kept from class until the matter of his misconduct is disposed of either by reinstatement, suspension, or expulsion.

Student Code of Conduct: Reasons for Possible Expulsion

1. Drugs - any drug abuser, pusher, or possessor not seeking help may be recommended for expulsion and the proper authorities will be notified. This includes the possession of objects that are used for drugs (Reference Beavercreek Board of Education Policy 5330 –Substance Abuse)
2. Alcohol - Any student in possession of or under the influence of alcohol, may be recommended for expulsion.
3. Stealing - Any student taking anything not belonging to him or her may be recommended for expulsion.
4. Use of Tobacco - The use of tobacco by a student is not allowed in school buildings or on school grounds. Any student with tobacco on his person is liable for suspension. Normally the punishment will be as follows:
    a. First offense, a 3-day suspension
    b. Second offense, a 5-day suspension
    c. Third offense, a 10-day suspension and probable recommendation for expulsion
5. Other possible reasons for recommendations for expulsion:
    a. Excessive truancy
    b. Assault on a staff member
    c. Repeated disregard for rules and regulations
    d. Accumulation of 60 demerits
    e. Tampering with fire alarms or setting a fire
    f. Destroying school property
    g. Immoral conduct
    h. Possession on school grounds of a dangerous weapon
    i. Possession, use of, or involvement with any explosive device Any act that would endanger the safety and/or welfare of the school community

POSSIBLE REASONS FOR SUSPENSION

1. Excessive academic or behavior warnings
2. Class skipping
3. Smoking (see #4 under Possible Reasons for Expulsion)
4. Loitering in unauthorized area
5. Fighting and/or intimidation
6. Verbal abuse or obscene gestures toward staff member(s)
7. Improperly dressed
8. Disregard for rules and regulations
9. Unacceptable language
10. Stealing and/or destruction of property
11. Involvement with drugs or alcohol including drug paraphernalia, counterfeit and look-alike drugs (pending expulsion hearing whenever expulsion is recommended).
12. Throwing objects or other physical assault on other student(s) or staff member(s)
13. Possession, use of, or involvement with any explosive device
14. Any act that would endanger the safety and/or welfare of the school community
15. Extorting money from another student 16. Leaving school grounds without

Student Records

Student academic and behavioral records are confidential. School personnel working with the child and legally recognized natural parents have access to all student records. The stepparent does not have access to the stepchild's record unless the stepparent has adopted the child, the natural parent has given power of attorney, or the natural parent shows the record to the stepparent.

Parents, who desire to review their child's records, should phone the school administrator or counselor for an appointment. The law requires that access be granted within a reasonable period of time not to exceed 45 days. Original records may not be taken out of the building.

When both natural parents do not reside in the same household as the child, the natural parent living in the second residence may request copies of the school newsletter, student handbook, school calendar, and report cards. This request needs to be sent to the school office in writing. The parent will need to provide the school office with the sufficient number of self-addressed, stamped envelopes large enough to accommodate the materials requested.

FEDERAL LAW GOVERNS ACCESS TO STUDENT RECORDS

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

1. 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. 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.

2. The right for a hearing to challenge the contents of the record and to insure records are not inaccurate, misleading, or otherwise inappropriate.
3. 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

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 if they do not want this information released.

Categories of information designated as "Directory Information" are as follows:

1. student's name
2. address
3. telephone listing
4. electronic mail address
5. Photograph
6. date and place of birth
7. major field of study
8. dates of attendance
9. grade level
10. enrollment status
11. participation in officially recognized activities and sports
12. weight and height of members of athletic teams
13. degrees
14. honors and award received
15. 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.

Title IX of the Civil Rights Act of 1973

Educational programs, activities, and employment offered by the Beavercreek City School District, are available to students and staff without regard to race, color, creed, age, national origin, sex or handicap in compliance with the rules and regulations of Title IX of the Civil Rights Act of 1973. Questions concerning any matters in these areas, or pertaining to grievance procedures, should be directed to Central Office.