

BUCKEYE LOCAL HIGH SCHOOL

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Mission Statement

As a school committed to excellence, our mission is to educate students to become life long learners and to inspire all students to meet the challenges of the twenty-first century. This mission will be implemented by an exceptional staff in partnership with students, parents, and the community.

Vision Statement

To equip all students with the skills necessary to become independent and productive members of society in the twenty-first century.

This agenda belongs to:

Name _____

Grade: _____

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The Buckeye Local School District hereby gives notice that it does not discriminate on the basis of race, color, national origin, sex or disability in the educational programs, employment practices and activities operated by the district.



Course Load

A normal work load for secondary students is eight classes per year. A student must have permission from the principal to carry more or less than the normal requirement. Special student status can only be granted by the Superintendent and will be approved on a very limited basis. Seniors may be eligible for early release dependent upon status for graduation. Students must have Parent and Principal permission to participate. Student must be passing all classes.

Schedule Changes

A student’s schedule may be changed only through the authority of the principal or guidance counselor, with the principal’s knowledge.

In case of withdrawl from a subject, a student will receive a "W" or "WF" which carries a zero point value.

Students who have signed up for Honors or college English have until the June round of schedule changes to drop the course.

Tutoring and Correspondence Courses

A student shall not receive credit for subjects taken outside the school by tutoring, etc., if such subjects are being currently offered in the school. Exceptions may be made for students who, because of physical disability, qualify for home instruction. Home instruction may be applied for through the principal if the proper physician’s approval is obtained. All tutors and students listed for tutoring must be approved through the Buckeye Local Central Office.

Credit Flexibility

The Ohio Department of Education and the Buckeye Local School District provides to students the opportunity to earn credits for student work outside the traditional classroom. Students must have a plan pre-approved by the guidance department and principal prior to completion. Students will complete time equivalent to the Carnegie Unit in order to receive 1 full credit (120 contact hours) or a 1/2 credit (60 contact hours). There is no limit to the number of credits a student may earn. Credits earned will be elective they will not replace required courses. Students will be responsible for completing assignments related to hours and activities completed.

Credit Flexibility shifts the focus from seat time to performance. Students can earn units of high school credit based on an individually approved credit flexibility plan. This could include but not limited to internships, community service, educational travel, on-line or distance learning.

Student Classification

| | |
|------------------|-----------|
| Senior | 19 |
| Junior | 12 |
| Sophomore | 5 |

Graduation Requirements

BLHS Graduation 26 Credits JVS and OWE-24

Grades and Grading

Daily student work will be graded according to the following scale:

| | | | |
|----|----------|----|------------|
| A | 100 - 95 | C | 82 - 74 |
| A- | 94 | C- | 73 |
| B+ | 93 | D+ | 72 |
| B | 92-85 | D | 71 - 65 |
| B- | 84 | F | 64 & below |
| C+ | 83 | | |

Grades of A+ , D- and F- are not used

End of grade period averages will be taken from the following scale:

| | | | |
|------|----------------------|------|-------------------------------------|
| A = | 3.76 - 4.00 Av. 4.00 | C+ = | 2.26 - 2.50 Av. 2.38 |
| A- = | 3.51 - 3.75 Av. 3.63 | C = | 1.76 - 2.25 Av. 2.00 |
| B+ = | 3.26 - 3.50 Av. 3.38 | C- = | 1.51 - 1.75 Av. 1.63 |
| B = | 2.76 - 3.25 Av. 3.00 | D+ = | 1.26 - 1.50 Av. 1.38 |
| B- = | 2.51 - 2.75 Av. 2.63 | D = | .65 - 1.25 Av. 1.00 |
| | | F = | .64 - 0 Av. .64 or below is an F |

In averaging grades for ranking, carry to two decimal places disregarding the remainder.

Course Descriptions And Prerequisites

Refer to course description book or contact the Guidance Department for Prerequisites and/or course information.

Student Class Ranking

All students will be graded on a 4.0 grading scale. Advanced academic classes (formerly weighted) will be designated as such on final transcripts.

For the purpose of ranking, when needed, students will be listed in order based upon the G.P.A. All grade point averages (G.P.A.) will be cumulative grades nine (9) thru twelve (12) including any subjects offered for high school credit at junior high level.

Valedictorian: A student with the highest G.P.A. for 4 years and having completed and earned a grade in 10 of the classes designated as advanced academic class by the Board of Education. When determining the class rank for valedictorians and salutatorians, the student(s) with the highest cumulative grade point average(s)(GPA) as determined at the end of the 3rd nine weeks will be ranked valedictorian and salutatorians respectively.

If no tie exists for Valedictorian, a Salutatorian will be chosen based upon the standards above and having the second highest academic average for four (4) years. Valedictorian(s) and Salutatorian(s) will give speeches at the graduation ceremonies unless a tie exists for Valedictorian, at which time only the Valedictorians will speak.

Courses taken at the college level will be counted as advanced academic courses if there exists a corresponding advanced academic course at the high school.

Example: Physics - high school rated as advanced thus college physics courses will be so counted.

Example: Government at high school not designated advanced academic so government at college will not be counted.

Students will be recognized in a manner to be determined by the high school on the graduation program for their respective honors.

Honors: Students will have completed all requirements and possess a cumulative G.P.A. from 3.00 - 3.75.

Highest Honors: Students will have completed all graduation requirements and possess a cumulative G.P.A. of 3.76 or above and have taken and completed a minimum of ten (10) advanced academic classes.

Advanced Academic Courses

The following courses will be considered "Advanced Academic" courses:

| | |
|---------------------------|----------------------------|
| Anatomy/Physiology I,II | M.E.R.I.T. Scholar Courses |
| Honors English I, II, III | Chemistry |
| Physics | College English |
| College Math | Advanced Physical Science |
| Biology II | French III |
| Trigonometry | French IV |
| Pre-Calculus | Spanish III |
| Algebra II | Spanish IV |
| Calculus | |

Courses will meet the following criteria:

- Advanced Course Content
- Pulling of prerequisite knowledge
- Use of critical and analytical thinking
- Special project and paper assignments
- Extend studies beyond the school day
- Outside reading, note taking and class reporting
- Overall expected excellence of materials and presentations

Advanced Grading Scale

Daily student work will be graded according to the following scale:

| | | | |
|----|--------------|----|---------------|
| A | 120 – 92.5 | C | 80.49 – 71.5 |
| A- | 92.49 – 91.5 | C- | 71.49 – 70.5 |
| B+ | 91.49 – 90.5 | D+ | 70.49 – 69.5 |
| B | 90.49 – 82.5 | D | 69.49 – 62.5 |
| B- | 82.49 – 81.5 | F | 62.49 & below |
| C+ | 81.49 – 80.5 | | |

Grades of A+ , D- and F- are not used

End of grade period averages will be taken from the following scale:

| | | | |
|------|------------------------|------|---------------------------------------|
| A = | 3.755 – 4.00 Av. 4.00 | C+ = | 2.255 – 2.504 Av. 2.38 |
| A- = | 3.505 – 3.754 Av. 3.63 | C = | 1.755 – 2.254 Av. 2.00 |
| B+ = | 3.255 – 3.504 Av. 3.38 | C- = | 1.505 – 1.754 Av. 1.63 |
| B = | 2.755 – 3.254 Av. 3.00 | D+ = | 1.255 – 1.504 Av. 1.38 |
| B- = | 2.505 – 2.754 Av. 2.63 | D = | 0.645 – 1.254 Av. 1.00 |
| | | F = | .644 - 0 Av. .644 or below is an F |

In averaging grades for ranking, carry to two decimal places disregarding the remainder.

Homework – Make up Work

Homework assignments are necessary both for practice of skills and for teaching work responsibility. Assignments should be clear to each student and should be items which have been practiced previously in school.

HIGH SCHOOL (9-12) - A student’s schedule will dictate the amount of study that is needed at home. “At home” study will probably take from 40 to 60 minutes 4-5 days per week.

FOR 6-12 STUDENTS, MAKE-UP ASSIGNMENTS SHOULD BE THE RESPONSIBILITY OF THE STUDENT. The teacher must have tests and work-sheets available for the student when they return to school. Some assistance must be given to those who miss the presentation of new material.

Academic Dishonesty

Cheating is contrary to good education practices and WILL NOT BE CONDONED OR TOLERATED. Students caught cheating will be subject to disciplinary action.

Exams

Final examinations will be given at the end of each term.

If a student is absent during a scheduled examination, due to vacation or visitation, an examination prepared by the teacher must be taken prior to the student being excused. A two week written notice must be given by the parent. If such notice is not received, the grade will be “F” for the exam.

Exams will count as a double grade averaged with other grades taken during the grading period in which the exam is given.

A student will not be excused from exams. Any student absent when exam are taken will be given a specified amount of time to make-up the exam. Should the student fail to make-up the exam, the course grade will be recorded as "F". (the same as an incomplete that is not made up). The only exceptions to this rule will be in emergency situations as determined by the principal.

Principal List / Honor Roll

This list will be prepared at the end of each grading period. Students who achieve a 3.00 through 3.75 average with no individual subject grade point average lower than 2.00 would qualify for Honor Roll. 3.76 through 4.00 will qualify for the Principal List.

Drug Testing

All students who participate in a club or athletic team must be drug tested prior to the start of the activity. All drug testing must be completed by Wheeling Medical Park Hospital. Students who fail to comply with the drug testing will not be eligible to participate.

National Honor Society

Eligibility:

1. Accumulative grade point average from the previous academic year necessary to be eligible:
Seniors and Juniors: 3.26
AND must be involved in at least one school activity
SOPHOMORES AND FRESHMEN WILL NOT BE ELIGIBLE.

25 POINT SYSTEM

2. SCHOLARSHIP: a maximum of 10 points may be accumulated under scholarship. G.P.A. will be arranged in order and grouped as an arithmetic progression with the following distribution of points:
10 9 8 7 6 5 4 3 2 1
4.00 3.91 3.82 3.74 3.66 3.58 3.50 3.42 3.34 3.26
Should a student's G.P.A. fall between the above progressions then he/she will receive the lower point value, for example, an average of 3.64 will result in a student receiving 5 points.
3. SERVICE: A maximum of 5 points may be accumulated under service. One half point (.5 point) will be given for participation in the following categories: each sport and school club, school organizations, band, jazz band, concert band, chorus, scholarship team, cheerleading, office, library aide and other non-paid service positions in the school; also community and church service and/or organizations. All non-school activities receive one-fourth (.25 point). Service will be determined on an annual basis.
4. LEADERSHIP: A maximum of 5 points may be accumulated under leadership. One half point (.5 point) will be given for the following: officer of a club or class, non-rotating captains of teams or squads. Teachers may also assign one fourth point (.25 point) to outstanding leaders in their classrooms. This should be kept to a minimum. Leadership is cumulative for grades nine thru twelve (9-12) only.

5. CHARACTER: A maximum of 5 points may be accumulated under character. This area will be teacher evaluated. Teachers are to rate those students they have in class, or those they have been associated with in extra-curricular activities. Ratings will be done on a scale of 5 - 4 - 3 - 2 - 1. No teacher may assign a 2 or 1 rating unless a written reason is on file with the committee or principal's office. All rating points will be totaled and divided by the number of staff persons rating the student so that an average may be determined. This average will be the actual points assigned to this category. The candidates rating shall be the sum of Scholarship, Leadership, Service and Character points. A minimum of 10.75 points shall be required for membership. A 3.50 minimum average must be maintained in this area to be considered for membership.

M.E.R.I.T. Scholar Program

Students who meet the following criteria will be invited to participate in the District M.E.R.I.T. Scholar Program:

- Enrolled as a sophomore, junior, senior in the Buckeye Local School District
- Have an overall 3.26 grade-point average
- A standardized test will be given to students who meet the GPA requirements. Students must score 95% or higher to qualify.
- Participating students receive 1 advanced unit of credit. A grade will be assigned at the end of each 9 weeks which will be averaged for a final grade.

If the 9-week grade falls below 3.0 and/or individual subject grades fall below a C the student will not participate in the M.E.R.I.T. Scholar Program during the school day until the average or individual subject grade is brought up. After school participation will be permitted.

Graduation

A student shall be granted a diploma who successfully completes the prescribed curriculum in high school. Diplomas will be granted at the close of the regular school year or in the summer after summer school credits have been filed.

The following requirements are necessary: (Grades 9-12)

- 4 credits in English
- 3 credits in Social Studies
 - 1 World History
 - 1 American History
 - 1 American Government
- 4 credits Math
- 3 credits Science
- ½ credit Health
- ½ credit Physical Education
- ½ credit Economics and financial literacy(Class of 2014)
- 1 credit Fine Arts(Class of 2014)

Honors Diploma Requirements

Students will be required to meet 8 of the 9 criteria:

- 4 units English/Language Arts
- 4 units Math including Algebra I, Geometry, Algebra II, and another

- higher level course
- 4 units Science including Biological Sciences, Chemistry and Physics
- 4 units of Social Studies
- 1 unit of Fine Arts
- 3.5 GPA
- 27 ACT or 1210 SAT score
- 3 units of one foreign language or 2 units each of two languages
- 2 additional units from one or more of the above areas (excluding health/physical education) listed or 2 units from the following: business, computer science, visual or performing arts.

NCAA Clearinghouse Eligibility

Each year the NCAA changes requirements for the clearing of athletes to compete on the college level. You should see your guidance counselor for up to date information concerning this matter.

Credits for Band Participation - GRADES 9-12

The following credits will be given for participation in Band in the Buckeye Local School District.

| Minimum Hours Needed | Credit Earned |
|----------------------|---------------------|
| 120 hours | 1 credit |
| 90 hours | ¾ credit(Jazz Band) |

Credits may be earned by participating in the following ways:

| | |
|----------------------------------|------------|
| Marching and Concert Band | 1 credit |
| Athletes / Cheerleaders in band | 1 credit |
| Joint Vocational School Students | 1/2 credit |
| Auxiliary Corps (Non-Musical) | 1 credit |

Any other credit changes, due to unanticipated situations which have not been addressed above, must be approved by the Superintendent through the building principal.

JVS Students

Students who have chosen to attend the Joint Vocational School and have begun classes for the school year will be permitted to return to his/her home building under the following conditions:

1. Students who sign up for the JVS will be required to spend at least one full semester there. Students will not be able to return to the home school once the school year has begun until the beginning of the second semester.
2. A conference is held with the following people present: the student, parents or guardians of the student, the home school building principal, the home school guidance counselor, an dpersonnel from the JVS.
3. At this conference the reasons for the transfer will be noted, the student's academic record and credit status reviewed and a new schedule discussed with the parents and student.

It is important that the above procedures are followed to insure parent involvement in the student's future academic program. Once the procedures have been followed, the transfer may be approved.

JVS Student - Attendance

All JVS students must comply with the District attendance guidelines.

Health and Safety

Each student must have met the minimum immunization requirements for the State of Ohio to be entered in a Buckeye Local School.

A student who has been absent from school due to communicable disease shall return to school with a safe entry statement from the physician or from the Health Department.

A tuberculin test may be given by the Jefferson County Tuberculosis and Health Association during any school year to students in a grade or grades agreed upon by the superintendent.

A student who becomes ill or appears not to be acting in a normal manner will be placed under observation and the parents notified immediately. In the event the parents cannot be notified, the person designated by the parent on the emergency form will be notified. In extreme cases, students will be transported to an area hospital.

Attendance / Absence Policy

Ohio Law requires all children between the ages of six and eighteen to attend school. Except in cases where a pupil has been properly excused, his/her parent or guardian has the primary responsibility for requiring school attendance and the failure to send a child to school may result in a fine of up to \$500, community service of up to 70 hours, or, if repeated, a jail sentence for the offending parent. School attendance officers also have broad authority to compel school attendance.

Excused Absence

State Law provides for only five (5) reasons for which absence will be excused:

1. Personal illness of the student
2. Illness in the student's family
3. Death in the family
4. Quarantine for contagious disease
5. Acts of God

Attendance / Tardy - High School and Middle School

Arriving:

| | |
|----------------------------------|----------------------|
| Student arrives Before 10:00 A.M | Tardy |
| Student arrives After 10:00 A.M | ½ Day (A.M. Absence) |
| Student arrives After 1:00 P.M. | All Day Absence |

Leaving:

| | |
|---------------------------------|--------------------------------------|
| Student leaves Before 10:00 A.M | All Day Absence |
| Student leaves After 10:00 A.M | ½ Day (P.M. Absence) |
| Student leaves After 1:00 P.M. | Early Dismissal (No Absence Counted) |

When a student is absent from school, the student's parent/guardian must call the school in the morning on the day of the absence (**by 8:00 A.M. for Grades 6 - 12**) and (**by 10:00 A.M. for Grades Kindergarten - 5**) to verify the absence. If a call is not received, the parent/guardian will be contacted by the school. If the parent/guardian cannot be reached, a letter will be sent to the

parent / guardian verifying the absence on the day of such absence. (Missing Child Law)

Attendance (Excused/Unexcused Absence) and Incompletes

When a student returns to school following an absence, he/she must have a written excuse from the parent/guardian stating the length of time and reason for the absence. A student having an absence shall be required to make up lost work. Work not made up will be handled according to the following guidelines:

1. Each day of an unexcused absence will result in a failing grade for any work missed that day. The failing grade shall remain on the record, but the work may be made up and the grade received averaged with other grades for the grading period. This rule shall be in effect for all students in grades K-12 of the District regardless of age.
2. (Grades K-12) A student shall receive an incomplete (I) when all assigned course work is not completed by the end of the 9-week period. Failure to complete the assigned work from a grade period by the first week of the proceeding 9-week period, the incomplete will change to an “F” grade. During the last 9-week period of the term, no incompletes will be given. Anyone who has unfinished work at the end of the final 9-week period, unless under a doctor’s care which has been documented by the Building Principal, will fail a student For the Year in the Course.
3. All incompletes for SENIORS received during the third grading period must be made up by **five (5) days beyond the 1st 9-week period of the end term or the incompletes will be turned to an “F” grade for ranking purpose and for the 9-week period in which the incomplete was received. If a Senior fails to make up an incomplete, according to policy, within two weeks, the course grade will be recorded as “F”.**
4. The attendance / absence policy provides for the Building Principal to review other absences on an individual basis to excuse or exempt absence.

Each student who is absent must immediately upon return to school make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by Ohio Law may or may not be permitted to make up work. Each case will be reviewed on its merits by the Building Principal and the respective teacher(s). Students will be requested to bring a note from their parent/guardian to school after each absence explaining the reason for the absence or tardiness.

The Buckeye Local Board of Education does not believe that students should be excused from school for non-emergency trips out of the District. Students who are taken out of school for trips or vacations will not be given permission to do so by the school. The responsibility for this will rest with the parent(s) / guardian(s) and they must not expect any work missed by their child to be re-taught by the teacher. However, if the school is notified in advance (*Two Week Written Notice Required*) of such a trip, every effort will be made to prepare a general list of assignments for the student to do while he/she is absent. (Exceptions to this rule, such as emergency situations, will be left to the discretion of the Building Principal).

The Buckeye Local Board of Education (*after consulting with the Jefferson County Juvenile Court, parents, guardians, or other persons having care of the students attending school in the District, and appropriate State and Local Agencies*) has established this policy in order to provide guidance to employees in addressing and improving the attendance practice of any student who is habitual truant. As used in this policy, ["Habitual Truant"] means any child of compulsory age who is absent without legitimate excuse from the school that the child is supposed to attend, for five (5) or more consecutive school days, seven (7) or more school days in one (1) school month, or twelve (12) or more school days in a school year. (Senate Bill 181)

The Superintendent or designee is authorized and directed to take all appropriate action to ensure that all children of compulsory school age, residing within the Buckeye Local School District, attend school on a regular basis. The Superintendent or designee may utilize various intervention strategies to deal with an habitual truant.

Make-Up Time

A student will begin to make-up time after:

- 5 consecutive days of unexcused absence, or
- 7 days of unexcused absence in a month, or
- 12 days of unexcused absence in a school year.

After consultation with the School Resource Officer and Social Educator, the school may file Mediation and/or Truancy Charges with the Jefferson County Juvenile Court, if the excused / unexcused absences show a pattern of excess. Make-up time may be arranged during the regularly scheduled work hours of the Building Principal, with the following possible options available:

1. Before school hours
2. After school hours
3. Saturday School (High School / Middle School Students Only)
4. At the end of the school year, (1) week directly following the close of the school
5. At the discretion of the Building Principal

The above regulations will apply to make-up or required course time only. Students who are failing subjects due to other reasons may make arrangements for summer school classes in other districts or at-home tutoring. Both options are financially the responsibility of the parent or guardian and must have prior approval of the building principal and superintendent and meet all state and local guidelines.

Decorum

A student shall conduct himself/herself in a courteous manner, particularly refraining from actions which cause undue noise or confusion.

A student shall practice proper lunchroom demeanor. All food, including milk, will be left on the trays at the table while eating; the tray, containing all waste material, is to be carried to the disposal container. All silverware is to be placed by the tray.

Discipline - GRADES 9-12

Philosophy: It is considered a fundamental understanding to each student and his/her parents/guardian that any teacher or school official has not only the right, but the duty, to insist on good behavior. THE RIGHT OF DISCIPLINE EXTENDS TO ALL AREAS OF THE SCHOOL PROGRAM.

The Buckeye Local Discipline Code appears in the District Policy Manual. A discipline demerit system has been developed from the code which includes the following: A PARENT CONFERENCE (phone or school conference) MUST BE HELD BEFORE A STUDENT SUSPENDED WILL BE PERMITTED TO RE-ENTER AFTER THE SUSPENSION.

IMMEDIATE SUSPENSION OF TEN (10) DAYS AND FIFTEEN (15) DEMERITS WILL BE ISSUED FOR EACH OF THE FOLLOWING OFFENSES. THE STUDENT MAY BE REFERRED TO CIVIL AUTHORITIES AND MAY BE SUBJECT TO POSSIBLE EXPULSION FOR THE OFFENSE:

Drugs, Look-Alike Drugs and Alcoholic Beverages

Ten day suspension plus 15 demerits

A student shall not possess, use, transmit, secrete, sell or be under the influence of any drug, look-alike drugs, or alcoholic beverage of any kind with the exception of the student who is taking prescription medicine under the direction of a physician. The office and teachers must be informed in regard to prescription medication. This restriction shall refer to:

- a. the school grounds; during, before or after school hours
 - b. off school grounds at a school activity.
 - c. on school buses or rented carriers
 - d. use prior to attending a school activity, function or event
 - e. a student shall not knowingly possess, sell, make offer to sell, give package or deliver a counterfeit controlled substance; nor shall he/she represent a counterfeit controlled substance describing it as being the same as or having the same physical or mental effect associated with use of a controlled substance, nor shall a student falsely represent a counterfeit controlled substance.
1. The suspension will be reduced if the student voluntarily enters an approved drug and alcoholic assessment-counseling program
 2. Repeated offenses would result in possible expulsion or entering an approved alcohol-drug rehab center for the 35 days or a full term rehab period. The student would be readmitted to school if counseling continues for the period mandated by the rehab center.

Assault

Ten day suspension plus 15 demerits

A student shall not cause physical injury to any student, teacher or other school employee or visitor on school grounds or during a school function or event. Expulsion may be considered.

Dangerous Weapons or Instruments

Ten day suspension plus 15 demerits (Includes fire crackers)

A student shall not possess, use, transmit or conceal any object which might be considered a dangerous weapon or instrument of violence.

This list is not totally inclusive, but some examples are: fire crackers, sharp instrument, pipes, guns, knives, ice picks, switchblades, brass knuckles, chemicals and gases, including mace.

Breaking and Entering and / or Major Theft

Ten day suspension plus 15 demerits

Illegal or unauthorized entry to school facilities, theft of items belonging to the school.

THE FOLLOWING INCIDENTS CALL FOR THE ASSIGNMENT OF UP TO FIFTEEN (15) DEMERITS AND POSSIBLE RECOMMENDATION FOR SUSPENSION OR EXPULSION FROM SCHOOL:

Disruption of School or Class

Up to 15 demerits

A student shall not engage in any conduct which may cause or create a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose, or that interferes or creates a reasonable likelihood that it will interfere with the health, safety, well-being or rights of other students. This would include Laser Pointers and Beepers.

Damage to Private or School Property

Five (5) to fifteen (15) demerits

A student shall not steal, cause damage to or destroy school property or private property if on school grounds or during a school function.

Use of Profanity, Racial Slurs and / or Obscene Language Partial Phrases that can be implied as Obscene or Gestures: Five (5 to fifteen (15) demerits

A student shall not use any form of profanity, racial slurs *and / or obscene language*, either written or verbal. Included in this prohibition would be the use of obscene gestures, signs, pictures or publications, obscene phrases or partial phrases.

Directed toward the faculty: 1st offense - up to 15 demerits

2nd offense - up to 30 demerits

School Safety

Five (5 to fifteen (15) demerits, Three day-Ten Day Suspension or Expulsion

Any behavior that puts students, staff or administrators in an unsafe situation will be held accountable. This would include propping doors open and opening doors for any visitor or student without administrative permission.

Gang Activity

Five (5 to fifteen (15) demerits, Three day-Ten Day Suspension or Expulsion

Students are not permitted to engage in gang like behaviors. A gang shall mean two or more students or persons not associated with school or school-sponsored activities whose purpose include the disruption of the learning environment, or who associate with each other primarily for criminal, and/or activities prohibited by law and/or the district's policies. Buckeye Local High prohibits

the presence of gangs and gang-like activities. No students on school property or attending school activity shall engage in the following:

1. Wear, possess, use, display, give or sell any clothing, jewelry, emblem badge, symbol, sign or other item which is an indication of membership or affiliation in any gang.
2. Communicate, either verbally or non-verbally (handshakes,slogans,drawings,markings,etc.) membership in or affiliation with a gang.

Insubordination

Up to 15 demerits

A student shall not fail to comply with the directions of teachers, student teachers, aides, bus drivers, principals or other authorized school personnel. He/she shall not fail to comply with the rules and regulations of the school.

Fighting - Fifteen (15) demerits for each offense

Inducing Panic, Intimidating, Threatening, Degrading or Disgraceful Acts

Fifteen (15) demerits

A student shall not engage in any act which intimidates, threatens, degrades or disgraces a teacher, fellow student, visitor, administrator, school employee or member of Board of Education by written, verbal or gestural means. (Expulsion may be considered.) Students may also not engage in any action which may induce panic of students or staff.

Smoking – Use of Smokeless Tobacco/Electronic Cigarettes

Fifteen (15) demerits for each offense (3 day suspension)

Use of Tobacco Products/Electronic Cigarettes

Students shall not be permitted to use tobacco of any kind in the school building or on school property or **within direct view of the school**, including on school buses, at school sponsored functions and during field trips and other scheduled activities of the school.

Possession of Tobacco Products/Electronic Cigarettes

One (1) to fifteen (15) demerits

Students shall not bring tobacco products to school. Tobacco products are not to be carried on a student nor stored in lockers. Tobacco products brought to school will be confiscated and will not be returned.

Unexcused Tardiness to School or Class

Unexcused tardiness applies to late arrival to school or class. Late arrival to school shall be considered as a tardy to the first period.

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| Three tardies | Warning |
| Five tardies | Saturday School |
| Six to Ten tardies | Two (2) Demerits per tardy |
| Ten tardies | Loss of Driving Priviledges |

Failure to Attend Saturday School

Failure to attend an assigned Saturday School will result in Five (5) demerits

Truancy

1st offense five (5) demerits

2nd offense ten (10) demerits

3rd offense fifteen (15) demerits

An act of truancy shall consist of a student being unexcused for a minimum of **two (2) periods** of a full day.

Leaving School Grounds without Permission

1st offense ten (10) demerits

2nd offense fifteen (15) demerits

Skipping or Cutting Class

1st offense three (3) demerits

2nd offense six (6) demerits

3rd offense nine (9) demerits

Skipping or cutting class is defined as not being in the assigned classroom, flex/assembly period, lunch period, etc., but not leaving the school grounds.

Improper use of Vehicle on School Grounds or During the school day

Only authorized students will be permitted to drive vehicles to school. No student is to enter a vehicle during the school day for any reason without permission from the principal.

1st offense - five (5) demerits and loss of driving privileges for five (5) school days.

2nd offense - ten (10) demerits and loss of driving privileges for the remainder of the school year.

This rule applies throughout the school day or scheduled evening events.

Continued violation of the restriction will result in an expulsion study.

PDA – Public Display of Affection

One (1) - fifteen (15) demerits

Engaging in display of affection in school, on school grounds or at a school event.

The school has the authority to take corrective disciplinary action against any behavior, whether covered specifically in this written code or not, which is found to be disruptive of the educational process of the school.

Sexting

The possessing, taking, disseminating, transferring, or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing, or sexting, etc.) may constitute a crime under state and/or federal law.

Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under the Code of Conduct and may be reported to the appropriate law enforcement agencies.

IN ADDITION TO THE ABOVE SYSTEM, 1 TO 15 DEMERITS MAY BE ASSIGNED BY THE PRINCIPAL AS JUDGED NECESSARY, IN HANDLING DISCIPLINE PROBLEMS IN THE SCHOOL, WHICH HAVE NOT BEEN ADDRESSED IN THE DISCIPLINE CODE.

The principal, at his discretion, may award merits to students who have shown good citizenship and/or attendance for an extended period of time. The principal may determine to use earned merits in conjunction with the merit system.

Disciplinary Measures

Should a child behave in the unacceptable ways indicated in the Discipline Code, any of the following disciplinary measures may be enforced by the school:

1. Student conference
2. Parent phone call - parent conference - we will often ask that you come to school to work with us prior to a problem becoming quite serious. Many times a student will begin to show progress once the parent is involved in the problem.
3. Assignment to Detention - This may be assigned before or after school. Parent will be notified a day in advance when after school detention is assigned so that they can arrange for transportation.
4. Work assignments beyond the regular course load when determined to be appropriate and practical.
5. Suspension of driving privileges.
6. Saturday School
7. In-school suspension - When an adequate place is available within the building, principals may assign students to in-school suspension, which allows a student to remain in school, but isolates the student from the rest of the students in attendance. This includes the lunch period.
8. Serious violations and continued offenses may lead to a suspension from school, or assignment to Saturday school. Unless it involves an emergency removal, parents are notified in advance that the child is being removed from the classroom.
9. Referral to juvenile authorities or police - When a serious offense is involved, outside authorities may be called for assistance.
10. Removal from school by the parents on a temporary basis for the protection of the children involved, pending investigation of a situation which may be disruptive to the school program - This allows us to solve a potentially serious problem with the least amount of confusion.
11. Recommendation of the Superintendent for expulsion - Although expulsion in our schools is rare, the possibility of expulsion must be taken very seriously by students and parents. Students can not remain in our schools if they are a continuous threat to the health and safety of the other students and staff.

Transportation Regulations

Transporting our students to and from our schools through-out the district each day is a big responsibility. The task of the bus driver and the administration can be much easier if students know and follow the rules of safety at the bus

stops and when riding on the bus each day. All rules apply to the regular school day and extra-curricular activities.

1. Regulations at the Bus stop

- a) Students should arrive at the bus stop no more than 10 minutes before scheduled pick-up.
- b) Absolutely no fighting, hitting, or shoving while waiting to be transported on the school bus.
- c) Stand in an orderly way and wait for the bus to arrive.
- d) Conversations are not to be unnecessarily loud, nor shall improper language be used at anytime.
- e) Private property around the bus stop shall not be violated in any way.
- f) The grounds around the bus stop are to be kept free of additional litter.
- g) Students should board the bus in an orderly and courteous manner.
- h) Behaviors listed on the disciplinary school code will not be tolerated at the bus stop.

2. Regulations on the School Bus

The bus driver is responsible for the orderly conduct of pupils. While on the bus pupils are under his/her authority.

- a) Students shall take their seats immediately upon entering the bus.
- b) Students shall obey instructions and requests of the driver without question.
- c) Students shall remain in their seats until time to leave the bus.
- d) Students shall conduct themselves in an orderly manner.
- e) Students shall not be loud or use improper language at any time.
- f) Windows shall not be adjusted without permission of the driver.
- g) Students will wait until the bus is at a complete stop prior to attempting to get on or off.
- h) Waste paper and rubbish must not be dropped on the floor of the bus.
- i) Students shall not stand in the road while waiting for the bus.
- j) Students shall never throw any object while inside the bus.
- k) No one will be permitted to smoke or use tobacco on the bus.
- l) Students must not extend arms or head outside of the bus window.
- m) Students shall not show inappropriate behavior as indicated on the school district disciplinary code.

Any student who needs to ride another bus must have a written note from their Parent / Guardian. If you are riding to another student's house, you must have a note from that student's Parent / Guardian.

Buckeye Local will strictly enforce a "No tolerance" policy on school buses for alternative school students. Students will be expected to obey the rules of conduct on the bus and the commands of the bus driver. Any incidents of misbehavior will be cause for immediate dismissal from all buses operated by Buckeye Local. It will be the responsibility of the parent to provide transportation to the Alternative School if the student is prohibited from riding the bus. Reinstatement will only be granted with the consent of the Superintendent or his designee.

Abuse of the rules and regulations set for bus transportation will result in disciplinary measures being taken. Continued abuse of the regulations may result in temporary or permanent suspension from being transported to and from school on a public school bus.

Any person who attempts to interfere with the safe transportation of students will be turned over to authorities and charges filed.

Accumulation of Demerits

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| 1-14 Demerits | Students will be counseled. Incidents will be recorded on behavior card. |
| 15 Demerits | Three (3) day suspension. Letter mailed to parents. Parent conference prior to student returning. |
| 30 Demerits | Five (5) day suspension. Letter to parents. Parent conference prior to student returning. |
| 40 Demerits | Letter to parents, student referred to guidance counselor. |
| 45 Demerits | Ten (10) day suspension. Letter to parent, parent conference prior to student returning. |
| 60 Demerits | Ten (10) day suspension and recommendation for expulsion. |

Detention (Tardiness and Other Reasons)

- A. A student may be detained before school, at lunchtime or after school by the principal or teacher for tardiness, unexcused absence or for other good causes.
- B. A student shall not be kept longer than one hour before school, at lunch time or after school.
- C. A student detained or staying after school shall be supervised.
- D. Detention shall not cause an extreme hardship on the student but shall take precedence over extra-curricular or curricular activities, working, etc.
- E. All transported students who are given detention shall have one day notice to make necessary arrangements for transportation home. Detention student will not be permitted to ride school buses home.
- F. Tardiness: Measures beyond detention may be taken in order to correct or prevent habitual tardiness.

Student Suspension / Expulsion (And Emergency Removals)

Suspensions: The superintendent or principal may suspend a student for not more than ten (10) school days. The superintendent or principal will give written notice of intention to suspend, and the reasons, to the student. The student will have an opportunity to appear at an informal hearing before the principal, assistant principal, superintendent or designee and will have the right to challenge the reasons for the intended suspension or otherwise explain his actions. This hearing may take place immediately.

Within 24 hours of the suspension, the parent, guardian, or custodian of the student and the treasurer of the Board will notify in writing of the suspension. This notice will include the reasons for the suspension; the right of the student or parent to appeal to the Board of Education; the right to be represented at the appeal, and the right to request the hearing on appeal be held in executive session.

A teacher or school official shall submit to the principal or designated representative the name of the student, along with an explanation of the incident which he/she believes to justify suspension.

Appeal of Suspension to Superintendent or Designee - A student, and parent, guardian, or custodian may appeal the suspension to the Superintendent or Assistant Superintendent: they may be represented in all appeal proceedings, and will be granted a hearing before the superintendent or ass't. superintendent. A record will be kept of the hearing.

A suspended student is not to be seen on school grounds or at school activities at home or away during the period of suspension.

Dress Code

School dress should be such that it ensures the health, welfare and safety of the members of the student body and enhances a positive image of our students and school. Any form of dress or grooming that attracts undue attention or violates the previous statement is unacceptable.

- Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
- When a student is participating in school activities, his/her dress and grooming will not disrupt the performance or constitute a health threat to the individual or other students.
- Dress and grooming will not be such as to disrupt the teaching - learning process

Specifically, the following rules shall be followed in all Buckeye Local Schools.

1. Tank tops and mesh or see-thru tops will be permitted only when worn over or under a blouse or shirt.
2. Bare midriffs will not be permitted.
3. Shoes must be worn at all times. Sandals (with heel straps) are permitted with or without socks. NO flip-flops are permitted.
4. Suggestive or profane pictures or slogans on wearing apparel are not permitted.
5. Hair must be clean and well groomed and a natural color.
6. All facial hair (mustaches, goatees, beards, sideburns) must be clean and neatly trimmed.
7. Skirt lengths must conform to the requirements of decency and propriety. All skirt lengths are to be no more than 5" above the top of the knee.
8. Outside coats or jackets are not permitted to be worn during the school day.
9. Shorts or split skirts will be permitted only at the discretion of the building principal based upon the weather or special occasions / events. Shorts or split skirts that could be considered shorts are to be no more than 5" above the top of the knee.
10. The wearing of hats or other head apparel will not be permitted. Hats may be worn at the discretion of the building principal for special occasions / events
11. No visible facial piercings other than ears.
12. Drooping or sagging pants will not be permitted. Pants must be worn in a normal fashion at or above the belt line and may not be excessively large, whereas to cause them to droop.
13. The wearing of long heavy chains, spiked collars and/or bracelets or any other type of jewelry of this kind will not be permitted.
14. Backpacks are not permitted to be carried throughout the school day.
15. Shirts or clothing that exposes the stomach, back or sides are not permitted.

- Stomach, back, and/or sides must be covered completely at all times.
16. Low cut tops are not permitted.
17. Jeans or pants with holes above the knee where skin is visible are not permitted.

Students must:

- Wear shoes at all times.
- Wear all shorts and pants at waist level.

When new clothing fads are introduced, ask your building principal before purchasing items which may be questionable so that you do not spend a lot of money on items you will not be permitted to wear to school.

Athletics

Insurance: A program selected by the Board shall be available to all athletes. The athlete shall be responsible for the FULL PREMIUM IN ALL SPORTS. Athletes not wishing to participate in the program must submit a statement signed by a parent or guardian relieving the school of all financial responsibility for medical treatment which may result from injuries.

Physical Cards: Physical exams are the responsibility of the participant. The school will assist in setting up exams whenever possible. Each student must have on file with the athletic director a physical card signed by the athlete, by the parent or guardian and the examining physician. (A card will be provided).

Transportation: All members of an interscholastic squad, coaches and managers shall be transported by school bus whenever possible. Another type of transportation may be used when necessary at the discretion of the head coach and with the approval of the athletic director and principal. If such transportation is by private vehicle, it is recommended that the coach have some teacher, parent or responsible adult drive the vehicle. Cheerleaders may be transported on the team bus when necessary, but the advisor should make an effort to furnish independent transportation. In any case, the advisor or some adult designated to act on the advisor's behalf, shall accompany the cheerleaders to all contests, home and away.

Awards: Varsity letter winners shall receive the official varsity letter the first time they win an award with a metal insert indicating the sport in which he/she earned the award. Subsequent letter winners shall receive a certificate or metal insert indicating the sport. All senior athletes shall receive a plaque or award if a suitable donor can be found. If it is the first year they earn a letter, they will also be presented the official varsity letter. Under no circumstance shall a varsity letter be awarded to a grade school or junior high school student. In the event that such a student should serve as a varsity manager, an appropriate certificate shall be presented.

Discipline: Athletes must observe the rules of conduct, dress and grooming established by the Board of Education and must conform to rules established by the Ohio High School Athletic Association. Head coaches may initiate rules of discipline, training and conduct which they deem appropriate to their sports and philosophies. A written statement of these rules and possible penalties shall be

posted in the locker room.

Use of Facilities: Athletes shall keep the locker room reasonably neat and clean. Equipment and clothing are to be in a locker area when unattended. Students shall not be in the coach's office unless a coach is present.

Inclement Weather: When the Buckeye Local School District does not have school because of weather or some other calamity, the school buses will not be operating for ANY SCHOOL ACTIVITY and regularly scheduled contests and events will be POSTPONED, exceptions will be at the discretion of the Superintendent. When one or more of our schools is a participant in one such tournament, the final decision will be made by the Superintendent, and/or Designee.

Snow Days: There will be **NO** practice if school is cancelled, unless special circumstances exist at which time, special permission from the Superintendent must be obtained to make an exception to the policy.

Sunday Practices: There will be NO SUNDAY PRACTICE, unless special circumstances exist at which time, special permission from the Superintendent must be obtained to make an exception to the policy.

Student Athlete Policy: A student who quits a sport after a regularly scheduled game of the season, cannot participate in another sport until the sport he or she is currently participating in has ended. Exception if coaches agree that it's best for an athlete to switch sports with the approval of the Athletic Director and Principal.

STUDENT ATHLETIC ELIGIBILITY: The Ohio High School Athletic Association establishes specific rules for student eligibility for all sports in grades 7 thru 12 in Ohio schools. You as a student should be aware of the fact that your academic success is the primary concern of education and the privilege of participating in sports is determined by your academic success.

Below is a partial list of the basic rules for athletic eligibility:

1. Grades 9-12 - A student must have received passing grades in a minimum of five (5) one-credit courses or the equivalent which count towards graduation during the preceding grading period. Students on VLA must complete 9 lessons per 9 weeks per class to remain eligible. The student must also maintain a minimum 1.25 G.P.A.
2. Summer school grades earned MAY NOT BE USED to substitute for failing grades from the last grading period of the regular school year to fulfill the 5 credit minimum requirement. They may be used to meet the minimum G.P.A. requirement.
3. Any student determined to be ineligible by O.H.S.A.A. standards based upon grades from the preceding grading period remains ineligible throughout the next entire grading period.
4. Block scheduling or double blocking of courses does not change the calculation of credit equivalencies as required in OHSAA bylaws. Courses taken over one semester or one quarter (9-week period) carry a factor of 2 and 4, respectively. Therefore, if a student takes an English course during the first semester only and receives one credit for passing that course, that class carries an equivalency of 2 (1 credit x the factor

for a semester course (2) = 2).

The eligibility of a student continues until the start of the fifth (5th) school day of the next grading period, at which time grades from the immediately preceding grading period become effective. EXCEPTION: Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.

Cheerleaders

Please refer to the cheerleader handbook.

Band

Specific regulations are set by each school band director. It is the responsibility of each student participating in the band to follow the guidelines.

Organizations

All clubs and organizations will operate under the director or a sponsor. Rules and regulations for the group will be set by the person in charge.

Selling and Soliciting

Collections, membership drives or selling of subscriptions on school property shall not take place during the regular school day or at school events without authorization of the principal. Students cannot run personal fundraiser without permission.

Chances on punch boards or similar devices, collection of money for purposes of conducting games of chance, pools, lotteries or the like, on school property shall not take place during the school day.

No agreement shall be made by any individual with any commercial organization which obligates a Buckeye Local School, class, club or group without prior approval of the principal.

Administering Medication to Students

(Adopted 6/28/84)

Pursuant to Am. S.B. 262, medication shall be administered to students enrolled in the Buckeye Local Schools according to the following guidelines:

1. Drugs shall not be administered to students in grades K-12 and Special Education in the Buckeye Local School District without the completion of the proper medical authorization form for the administration of medication.
2. When a child is on regular medication which he/she will be taking throughout the school year, one form is to be completed at the beginning of the year, and, unless the medication changes, the form will be valid for the entire year.
3. When a child is placed on medication for a temporary period of time, a form must be completed and brought to school each time medication is prescribed.
4. Only medication prescribed by a physician in the original container properly labeled with the student's name, medication dosage and route of administration will be administered.
5. The physician prescribing the medication must complete the first side giving

permission to the principal, school nurse or school secretary to dispense the prescription.

6. State Department Dental Disease Prevention Programs are exempt from this policy.

School Property

A student shall be held responsible for loss of, or willful (malicious) damage to, school property.

A student shall be furnished, free of charge, necessary textbooks by the Board of Education. If a student loses a book, he will have to pay for it. Cost of all books, library and text, will be computed at full price of purchase, no less than, the price of replacement. Some selected books will be assigned to students for IN-SCHOOL USE ONLY.

Secret Societies

No student shall organize, join or belong to a fraternity, sorority or other like society, composed of students of the public schools, that is considered a secret society.

Hazing

Hazing of any type is inconsistent with the educational process and shall be prohibited at all times in the Buckeye Local School District. No student, including, but not limited to, leaders of student organizations, shall plan, encourage or engage in the hazing of any person.

Hazing shall refer to any act of coercing another, including the victim, to do any act of initiation to any student or other organization that causes or creates substantial risk of causing mental or physical harm to any person.

Dances (Includes Proms and Homecomings)

Only freshmen housed in the High School or accompanied by an upper classman will be admitted to any High School dance. No students grade 8 or lower will be permitted. Special permission from the principal is needed for a student who has graduated to attend any dance or prom. Any student attending a BLHS dance could be subject to a metal detector or breathalyzer test. The time of parties or dances shall be only on Friday and/or Saturday nights or on the nights before holidays, unless permission, for good reasons, is granted by the principal. Such dances or parties are to end no later than 12:00 A.M. Those attending these functions shall register and identify themselves. Any couple or individual leaving the building during the hours of the dance without prior permission will not be readmitted. Doors will be closed 1/2 hours after the dance begins.

Excusing from School or Class

A student may not be excused from class other than by the principal or his designee. A student who has reported to school may be excused to leave the building only by the principal or by his authorized agent. A student may not leave school grounds at lunch time.

Parking Privileges / Permits

Students shall not drive nor park automobiles or other vehicles on school property without authorization by the principal.

- No student is to enter a vehicle during the school day without the principal's permission.
- Parking permits may be purchased in the high school office.
- Parking permits will cost \$5.00
- Administrators may search any vehicle that is parked on school grounds.

Students may lose their driving privileges for the following reasons:

1. Reckless driving on school grounds.
2. Causing an accident on school grounds.
3. Ten (10) unexcused tardies per semester
4. Thirty demerits.
5. More than five unexcused absences.
6. Or any reason that the principal finds may be endangering the student(s) or staff of Buckeye Local High School.

Insurance

A student enrolled in the Buckeye Local Schools is given the opportunity to purchase insurance coverage for injuries from accidents which occur at school or while coming to or going from school.

Activities

Students who invite guests to attend activities sponsored by a school in the Buckeye Local School District shall assume responsibility for the behavior of such guest and shall be responsible for payment of any damages that may occur from actions of that guest.

Consumable Materials Fee

A consumable materials fee will be charged to students enrolled in industrial arts, drafting, art, home economics, chemistry and biology classes.

The fee will be utilized for the replacement of consumable supplies such as: breakage of equipment, drill bits, blades, glue, turpentine, paint, nails, paper, pencils, erasers, foodstuff, specimens, etc.

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| Manipulative & Functional Arts | \$12.00 PER TERM |
| Art I, II, and III | \$20.00 PER TERM |
| Home Economics I | \$14.00 PER TERM |
| Culinary Arts | \$25.00 PER TERM |
| Child Development | \$ 5.00 PER TERM |
| Foods and Nutrition | \$20.00 PER TERM |
| Food and Nutrition II | \$20.00 PER TERM |
| All Science Labs | \$10.00 PER TERM |
| Computer Hardware | \$12.00 PER TERM |
| Advanced Physics | \$10.00 PER TERM |
| Physics | \$10.00 PER TERM |
| Intro to Technology | \$ 6.00 PER TERM |
| Information Technology | \$ 6.00 PER TERM |
| Graphic Arts | \$20.00 PER TERM |
| Photography Class | \$12.00 PER TERM |
| Networking/Mobile App. | \$ 6.00 PER TERM |
| Web Design | \$ 6.00 PER TERM |

Composite Pictures

The school photographer will take every senior picture on a day announced. There will be a scheduled day where students and/or parents will be able to preview the pictures. If unhappy with them they will be retaken once within three weeks. Any student not wishing to have his/her picture in the class composite will be asked to sign a waiver stating this fact.

Video Surveillance

Security Monitors: Buckeye Local High School has installed cameras and video equipment to monitor the building and grounds. The purpose of this equipment is to assist the school in providing a safe and secure environment for its students, staff, and general public. In order to be both proactive and preventive, the following are the guidelines for the implementation and use of the equipment for the maximum utilization of these devices.

Use of Drug Dogs

In an effort to maintain the safety and security of staff and students at Buckeye Local High School, the school is authorized to use specially trained dogs to detect the presence of drugs. The dogs would be allowed to examine a student's possessions including a vehicle as well as the lockers. The use of these dogs can take place at anytime during the school year.

General Guidelines

1. The monitoring devices are the property of and their use is the responsibility of the school.
2. Cameras and recording devices will be used on a 24-hour basis throughout the school year, and may be used while school is not in session.
3. Signs are posted in areas near cameras to make students and the general public aware of the use of these devices.
4. Students are under the jurisdiction of the school district rules and regulations, as found in the student's handbook. The handbook includes specific building and bus rules and regulations.
5. Individuals, other than students, are subject to federal, state, and local laws.

Use of Tapes

1. The school reserves the right to use tapes in disciplinary occurrences. School authorities may include tapes as part of the disciplinary investigation to show rule violations to hearing officers, police and court authorities, parents/guardians and/or students. When properly identified, these tapes may be stored in the school safe for future reference.
2. Administrators who use tapes as part of the due process hearing procedure will complete a form indicating the use of a specific tape. The information on this form will include date, time of request as well as date, time, and reason for the use of the tapes.
3. Only necessary authorized staff will observe tapes and permission to view any tape by an outside authority will be granted only after a formal request is completed by those requesting permission to see tapes.
4. When school authorities observe any behavior that may be in violation of the law by any person, including students, school authorities may contact

our local authorities to determine if such incident is sufficient to warrant criminal charges. If the authorities recommend that the tapes warrant law enforcement action, the central offices and the proper authorities will be notified of this decision.

5. Law enforcement agencies may request viewing of tape to assist them in their investigative responsibilities after completion of the proper request form.

Buckeye Local School District
Extracurricular Code of Conduct

PHILOSOPHY

The most important goal of the Buckeye Local School District Extracurricular Program is to provide every participant the opportunity to grow mentally, morally, physically and emotionally. To assure that the program can provide these opportunities, a degree of self discipline is required of each participant. Self-discipline involves compliance with rules and regulations concerning personal behavior.

Buckeye Local School District believes that extracurricular participants have a strong influence on members of the student body as well as the community due to their high visibility. The students conduct, while representing the school, traveling to or from an event, as well as in the the community, is seen as a direct reflection upon the standards of the school district.

It must also be remembered that participation in extracurricular activities is not a right but a privilege that may be regulated. Therefore, all students who participate in interscholastic athletics or other extracurricular activities at anytime must meet the following regulations from date of enrollment or date of participation, whichever come first. Pupils have a right to reasonable treatment from the school and its employees. The school, in turn, has a right to expect reasonable and responsible behavior from its students. The School District Student Handbook and this Extracurricular Code specify the school's expectations

The Extracurricular Code applies to all students in grades 7-12 of the Buckeye Local School District. It must be adhered to by the students at all times while an activity in which they participate in is in season, as per OHSAA dates for sports and while other school extracurricular activities are active. Consequences may extend beyond the school year into a new school year.

Return of School Uniform and Equipment:

Students shall return all school uniforms and equipment(in the condition it was distributed, allowing for normal wear and tear) to their coach within one week of completion of their last game. Failure to return school uniform and equipment could result in student's paying to replace items. Students will not be eligible to participate in another sport until this matter is resolved.

GENERAL REGULATIONS

1. Comply with all eligibility requirements of Buckeye Local School District and any governing agency, such as the Ohio School District Athletic Association, including but not exclusive to those requirements pertaining to age, scholarship, residency, and attendance.
2. Do not engage in criminal activity or violations of civil law.
3. Do not use and/or possess tobacco in any form (i.e.,cigarettes, cigars, snuff, chewing tobacco, etc.) at any time. All students in extra-curricular activities are subject to drug testing.
4. Do not sell, distribute, use, and/or possess drugs (narcotics, hallucinogenic, intoxicants, or counterfeit drugs), controlled substances, alcohol or other intoxicants at any time.
5. Comply with all additional training rules or other requirements set by the coach /

- advisor of the activity.
6. An athletic team member who quits one sport may not participate in another interscholastic sport until the current season of the sport in which he quit comes to the end. Coaches may agree that it's best for an athlete to switch sports and this would be permissible.
 7. Financial obligations resulting from equipment fees, replacement of lost or stolen equipment, and/or unpaid balances from sales projects, must be paid prior to participation in any present or future extracurricular activity.
 8. Students who are suspended or assigned to Alternative School, in lieu of expulsion, are not eligible to participate in extracurricular activities until they return to Buckeye Local High School
 9. All student handbook rules apply.

DISCIPLINARY PROCEDURE

1. When a student is in suspected violation of any rules listed in the Buckeye Local School District Extracurricular Code of Conduct, the principal and coach / advisor shall be notified.
2. The hearing committee will meet to investigate the violation.
3. If the hearing committee feels action is warranted, the principal shall give a parent / guardian and the student written notice of the suspected violation, and of time and place for a hearing, which shall be scheduled within 72 hours of the notification.

HEARING COMMITTEE: Consists of five (5)

- Administration
 - Athletic Representative-Athletic Director
 - Student Council Advisor
 - Band Director
 - Extracurricular advisor associated with the students in question
4. At the hearing, the student will have an opportunity to discuss the circumstance concerning the incident and present his/her version of the incident.
 5. The hearing committee shall make its recommendation for penalty assessment to the building Principal. The building Principal will notify the parent and student in writing of the decision.
 6. The Principals decision may be appealed to the Superintendent or his designee. Any appeal must be sent in writing by certified mail within five calendar days of the decision notification. The appeal should state the exact reason the decision is being appealed.
 7. Buckeye Local School District is committed to the prevention and intervention of the use of tobacco, drugs, alcohol, and involvement in criminal activity. If a student is found in violation of the regulations concerning such, the hearing committee recommendations for penalty assessment shall follow the guidelines as listed below.

Drug Testing Policy

The following actions of the student/athlete constitute policy violations

1. Failure to report to collection site after notification unless excused by the Principal/Athletic Director/designee.
2. Refusal to submit a urine sample during the initial testing
3. Tampering with the sample for testing or attempting to subvert the collection/ identification process.
4. Confirmed positive test results for banned substance.
5. Aiding and/or abetting another student/athlete in violating this policy.
6. Refusal to submit to a re-test when required following an inconclusive adulterated or suspect result

7. Failure of the student/athlete and/or the student/athlete's parent/guardian to sign the testing consent form(s) and return them to the Principal/Athletic Director/designee prior to testing.
8. Failure of the student/athlete and/or the student/athlete's parent/guardian to submit payment for urine samples required following inconclusive, adulterated, suspected or positive results.

Due Process

After notification of a positive test, the Athletic Director/designee notifies the parent/guardian by telephone and then certified mail of their right to a meeting with the Athletic Director/designee and advisor/head coach to explain the student/athlete's rights under this policy.

If the parents fail to contact the Athletic Director or his/her designee within 24 hours following receipt of said notice to schedule a meeting to review or appeal the test results. The results are deemed conclusive for purpose of further action under this policy and the parents/guardian and the student/athlete are deemed to have waived their right to challenge the test result.

The student/athlete has the right to appeal the test result and the policy consequences to the building principal without first meeting with the Athletic Director/designee. In such cases the appeal must be delivered to the principal in writing within 72 hours of the first notice of a positive result. Failure to comply with this time limit shall bar further appeal under this policy.

Any penalties authorized under this policy are in effect during the pendency of an appeal. The building principal issues a decision within 48 hours of receipt of the appeal. Notice of the decision is given by phone if possible and then by certified mail.

If not satisfied with the decision of the building principal, the student/athlete may appeal in writing to the Superintendent within 48 hours of the principal's decision. The Superintendent/designee issues a decision within 48 hours of receipt of the appeal. The Superintendent's decision will be in writing and final.

Policy Violation Consequences Resulting from a Positive Drug/Alcohol Test

1. First Offense
 - A. Loss of any leadership position in student/athletic programs for the remainder of the academic school year.
 - B. The student/athlete is denied participation for twenty-five percent (25%) of the scheduled athletic contests/activities in which the school engages for the entire academic year (twenty-five percent of a 10 game schedule is three games). Participation denotes competing in events against outside competition at all levels (Varsity, JV, and Freshman) including dressing for contests. This also includes extracurricular activities that a group may perform as part of their assigned duties and/or charter roles. The student/athlete may practice with the team and may sit with the team (out of uniform) for all contests for which they are suspended.
 - C. The denial of participation may be reduced to ten percent (10%) of the scheduled contests/activities if the student/athlete commits to and participates in substance abuse assessment and aftercare program. This assessment must be conducted by a certified chemical dependency counselor or at an agency certified by the Ohio Department of Alcohol and Drug Addition Services, or a licensed physician trained in chemical dependency. The student/athlete must set an appointment within four days of notification of the violation. The student/athlete must participate in the evaluation process to its completion and follow the counselor's recommendation. Verification of this evaluation must be received by the

building principal from the program counselor. The student/athlete and parent/guardian must submit a written waiver of his/her rights of confidentiality so that a written report can be provided to the District's Health Services Department any cost for the assessment and follow-up program is the sole responsibility of the student/athlete or the parent/guardian. The principal/designee may reinstate the student/athlete upon evidence that the student/athlete has begun an assessment and follow-up program.

- D. The School Nurse monitors the progress of the assessment program and reports any failure to comply to the principal. If the student/athlete fails to comply with the program or fails to complete the program, the full denial of participation of 25 percent of all contests/activities is imposed.
- E. If a student/athlete has a positive test for tobacco or nicotine, the denial of privilege may be reduced to 10 percent of the scheduled contests/activities if the athlete enrolls in and participates in a tobacco intervention/education program approved by the principal. The student/athlete must provide notice of enrollment to the principal within four days of notice of the violation. The cost of the program is the responsibility of the student/athlete or parent/guardian. The principal/designee may reinstate the student/athlete upon evidence of participation in a tobacco Intervention/education program. The parent/guardian shall execute a written waiver of his/her rights of confidentiality so that periodic reports can be provided to the Health Service Department. The student/athlete provides written notice to the principal on completion from the program director. The Health Service Department monitors the progress of the tobacco program and reports any deficiency to the principal. If the student/athlete fails to complete the program or comply with the program, the full denial of participation of 25 percent of all contests/activities is imposed.
- F. The denial of the privilege to compete begins following the last contest/activity in which the student/athlete has been eligible to compete prior to the violation of any part of this policy. For clarification purposes, any percent of any denial resulting in partial game/activity denial is rounded up to include an additional contest/activity. Any denial occurring at the end of the season/academic year is carried over to the student/athlete's next eligible season/academic year.
- G. A first positive drug and/or alcohol violation shall result in additional testing through an assessment program or through the school drug testing vendor.

2. Second Offense

- A. The student/athlete is denied participation for fifty percent (50%) of the scheduled activity/athletic contests in which the school engages for the entire academic year (fifty percent of a 10 game schedule is five games). Participation denotes competing in events against outside competition at all levels (Varsity, JV, and Freshman) including dressing for contests. This also includes extracurricular activities that a group may perform as part of their assigned duties and/or charter roles. The student/athlete may practice with the team and may sit with the team (out of uniform) for all contests for which they are suspended.
- B. The denial of participation may be reduced to twenty percent (20%) of the scheduled contests if the student/athlete commits to and participates in substance abuse assessment and aftercare program. This assessment must be conducted by a certified chemical dependency counselor or at an agency certified by the Ohio Department of Alcohol and Drug

Addition Services, or a licensed physician trained in chemical dependency. The student/athlete must set an appointment within four days of notification of the violation. The student/athlete must participate in the evaluation process to its completion and follow the counselor's recommendation. Verification of this evaluation must be received by the building principal from the program counselor. The student/athlete and parent/guardian must submit a written waiver of his/her rights of confidentiality so that a written report can be provided to the District's Health Services Department. Any cost for the assessment and follow-up program is the sole responsibility of the student/athlete or the parent/guardian. The principal/designee may reinstate the student/athlete upon evidence that the student/athlete has begun an assessment and follow-up program.

- C. The School Nurse monitors the progress of the assessment program and reports any failure to comply to the principal. If the student/athlete fails to comply with the program or fails to complete the program, the full denial of participation of 50 percent of all contests/activities is imposed.
- D. If a student/athlete has a positive test for tobacco or nicotine, the denial of privilege may be reduced to 20 percent of the scheduled contests/activities if the athlete enrolls in and participates in a tobacco intervention/education program approved by the principal. The student/athlete must provide notice of enrollment to the principal within four days of notice of the violation. The cost of the program is the responsibility of the student/athlete or parent/guardian. The principal/designee may reinstate the student/athlete upon evidence of participation in a tobacco intervention/education program. The parent/guardian shall execute a written waiver of his/her rights of confidentiality so that periodic reports can be provided to the Health Service Department. The student/athlete provides written notice to the principal on completion from the program director. The Health Service Department monitors the progress of the tobacco program and reports any deficiency to the principal, if the student/athlete fails to complete the program or comply with the program, the full denial of participation of 50 percent of all contests/activities is imposed.
- E. The denial of the privilege to compete begins following the last contest/activity in which the student/athlete has been eligible to compete prior to the violation of any part of this policy. For clarification purposes, any percent of any denial resulting in partial game/activity denial is rounded up to include an additional contest/activity. Any denial occurring at the end of the season/academic year is carried over to the student/athlete's next eligible season/academic year.
- F. A second positive drug and/or alcohol violation shall result in additional testing through an assessment program or through the school drug testing vendor. The cost of this random testing is the responsibility of the student/athlete and parent(s)/guardian(s).

3. Third Offense

- A. A third offense committed by a student/athlete under this policy shall result in the denial of the privilege to participate in extracurricular activities/athletics one full calendar year from the date of the positive test.

4. Fourth Offense

- A. A fourth offense committed by a student/athlete under this policy shall result in the denial of participation in extracurricular activities/athletics for the remainder of the student/athlete's high school career.

Student/Athletes who in any way aid or abet another student/athlete violating this policy will be disciplined as if they were the principal offender.

Student/Athletes found possessing illegal/banned substances which are mentioned in this policy may receive additional sanctions up to and including loss of season awards, school day suspensions, expulsions, and/or law enforcement/court involvement.

SELLING/PURCHASING/DISTRIBUTION OF ILLEGAL SUBSTANCES

1. First Offense
 - A. Dismissal from the team(s) for one full year from the date of infraction.
1. Second Offense
 - A. Forfeit remaining eligibility to participate in all Buckeye Local Athletics for the rest of their school career.

**To get a copy of the drug policy please contact
Principal, Athletic Director and Superintendent's office**

BUCKEYE LOCAL HIGH SCHOOL SPECIFIC REGULATIONS

Homeroom:

When students report to school, they are to go to their lockers for the books needed for the morning classes then report to their homerooms on designated days. Students are not to loiter in the hallways. The homeroom/1st period will begin at 7:30 A.M. Homerooms are to be quiet so that announcements and other business can be completed.

Lockers:

Locker assignments will be made by the homeroom teachers. You must use the locker assigned to you. Students are responsible for their individual lockers. They are to be clean and neat. Lockers will be checked periodically by the administration. Students are not to share Lockers. Student lockers are to be locked at all times.

Building Passes and Student Planners:

Anytime a student leaves a classroom for any reason, the teacher must sign the pass or student planner. Students are not permitted to fill out any part of a pass. Students in the hall without a pass will receive demerits for being in an unauthorized area without a pass. Before being released from an area a student must obtain a pass from the supervising teacher of the area you are reporting to.

Class Change Time:

There is adequate time for all students to move from one area of the building to another. Please observe the following directives, which are necessary for the orderly change of classes, and will facilitate change without the necessity of a late pass.

1. Walk at all times, do not run.
2. Keep to the right.
3. Speak in a normal voice. Shouting and horseplay will not be tolerated.
4. Use the waste containers placed in the halls, for rubbish, trash or wastepaper.

Attendance:

Daily attendance of students in school is a matter of great importance as shown by the fact that prospective employers always check attendance. When it is necessary for a student to be absent, the student upon return is to report to the attendance office for an admit slip. The student must present a note stating the date or dates of the absence, the reason, and it must be signed by the parent(s) or guardian (see page 16). A student arriving after **1:00 P.M.** or leaving before **10:00 A.M.** will be counted absent for the whole day.

Early Dismissals and Late Arrivals:

All early dismissals and late arrivals must be accompanied by a note signed by the parent or guardian. If the early dismissal is approved, you will be given an early dismissal slip which must be turned into the guidance office before you leave. Parents must pick you up at the guidance office and sign the back of the early dismissal slip. A student arriving after **1:00 P.M.** or leaving before **10:00 A.M.** will be counted absent for the whole day. All students participating in extra-curricular activities must be in attendance for 1/2 day P.M. to participate that day. Any exception must be approved by the principal.

Tardy Policy

Excused Tardy – A tardy to school before 10:00 am will be considered excused, if the student has a note signed by a parent or guardian. Students accumulating a pattern of excessive tardies will face possible disciplinary action.

Tardies will only be excused for the following reasons:

1. Personal Illness
2. Illness in the student's family
3. Emergency in the family
4. Acts of God

Unexcused Tardy – a tardy to school before 10:00 am will be considered unexcused, if the student does not have a note signed by a parent or guardian. Accumulations of unexcused tardies will result in the following disciplinary action.

3 tardies = warning

5 tardies = Saturday school (failure to attend 5 demerits)

6 or more = 2 demerits per tardy

10 tardies or more = loss of driving privileges

All tardies will be handled by the classroom teacher. Excessive tardies will result in disciplinary action. If a student is late ten (10) minutes or more without a pass, please refer the student to the principal's office.

Phone Calls:

Phone calls into the school for any student **will not be honored unless a genuine emergency exists** in the student's family. The **only phones** which may be used by students will be the phone in the guidance office. Calls may be made only at lunch time, and will be limited to three minutes.

School Property - Posters, Advertising, Displays:

Posters or other displays may not be used in the school building unless permission has been received from the principal. If approved, the material is not to be taped to plastered walls, doors or windows. All posters must be removed the morning following the event.

Visitors:

The rules are **NO** student visitors to Buckeye Local High School from other high schools. All other visitors must obtain a visitor's pass from the principal's office.

Guest Passes:

All activities at Buckeye Local High School are for the enjoyment of students of Buckeye Local. They are open to the general public, with some exceptions. These exceptions include dances and other social events as may be specified by the advisor or principal.

In case of a closed function, such as the prom, students from other high schools, or recent graduates will be admitted only if they have a guest pass issued by the principal. These passes may be obtained from the principal's office no earlier than one week preceding the event.

Computer Use:

Computer use at Buckeye Local High School is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software. The school reserves the right to inspect, copy, and delete all files and records created or stored on school owned computers.

Students must observe the following guidelines. Failure to do so will result in penalties as determined by the teaching staff or school administrators.

1. Files stored on school computers are restricted to school related assignments only. Personal files may not be stored.
2. Network password security is the responsibility of the student. Any student unable to log into the network for any reason will be subject to a penalty.
3. Students shall not copy (without authorization), damage, or alter any hardware or software. Students shall not delete a file (without authorization) or knowingly introduce a computer virus to any school program.
4. Students shall not use or alter another person's password, files, or directories. Student aiding teachers are restricted to using only the program selected by the teacher.
5. All non-school software and diskettes must be checked for viruses and approved for use by a network administrator before being used on any computer and are subject to inspection and approved by school personnel at any time.
6. Use all telecommunications is restricted to school related projects and must be supervised by the teacher or network administrator. Internet users must complete a Computer Network Security Policy Form, which must be approved before using the Internet.

7. No students shall attempt to establish or establish computer contact into school district restricted computer nets or any other unauthorized databases.

Assemblies:

Assemblies are held for a variety of reasons, whether recreational, educational, or culture in nature. They will be held during flex time whenever possible.

Students should be aware that behavior acceptable at one type of assembly would be distasteful at another.

In order to have assemblies of a different variety, individuals must be able to respect their fellow students and those conducting the assembly.

Specific seating areas will be assigned by homerooms. Students will report back to homeroom before each assembly.

Pep assemblies are held to create school spirit and to enhance student morale. The student body response should be respectful and appropriate. The student body will stand during all pep assemblies until instructed to sit down.

Bell Schedule

REGULAR BELL

| | |
|------------------------|--|
| 1 st Period | 7:30-8:20 |
| 2 nd Period | 8:23-9:07 |
| 3 rd Period | 9:10-9:54 |
| 4 th Period | 9:57-10:41 |
| 5 th Period | 10:44-11:28 |
| 6 th Period | 6A Lunch 11:31-12:01 6B Class 11:31-12:15 |
| 7 th Period | 7A Class 12:04-12:48 7B Lunch 12:18-12:48 |
| 8 th Period | 12:51-1:35 |
| 9 th Period | 1:38-22:27 |

Students will report to homeroom on an as needed basis and the schedule will be adjusted accordingly.

2-hr DELAY BELL

| | |
|------------------------|-------------|
| 1 st Period | 9:30-10:02 |
| 2 nd Period | 10:05-10:35 |
| 3 rd Period | 10:38-11:08 |
| 5 th Period | 11:11-11:41 |
| 6 th Period | 11:44-12:14 |
| 7 th Period | 12:17-12:47 |
| 4 th Period | 12:50-1:20 |
| 8 th Period | 1:23-1:53 |
| 9 th Period | 1:56-2:27 |

Lost and Found:

A lost and found will be located in the custodial storage area in the

athletic wing.

No-Drop Policy for All Classes

Students have an opportunity to adjust their schedules prior to the first day of classes. Once the term begins, no student will be permitted to drop any course. Exception would be if there was a scheduling error by the office and classes had to be changed.

Cellular Phones and Pagers

At Buckeye Local High School the use/possession of pagers and cellular phones will be permitted for educational purposes only. Any student using a cellular/computer device for social media, texting, or internet browsing without the permission of the teacher/administrator will be reprimanded and lose right to use the network and/or equipment.

Final Exam Exemptions

Students with outstanding attendance and academic achievement for the school year may qualify for final exam exemptions. Students who have perfect attendance and zero tardies will receive 2 exemptions, 3 or less tardies or absences will receive 1 exam exemption. Students who qualify for the principal's list once will earn 1 exemption. Students who qualify more than once for principal's list will receive 2 exam exemptions. Students cannot earn more than 4 exemptions. The exemption are for final exams only not midterms. If a student is required by the state to take an end of course exam, the exemption will not be authorized.

COMPUTER NETWORK/INTERNET ACCEPTABLE USE GUIDELINES FOR STUDENTS IN THE BUCKEYE LOCAL SCHOOL DISTRICT(update)

Explanation of Guidelines

The Buckeye Local School District (BLS D), in cooperation with the Ohio Mid-Eastern Regional Education Service Agency (OME-RESA), provides students access to its computer network and the Internet for educational purposes only. The Network has been created at public expense and exists for purposes relating to education and administration. While the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. If a student has doubts regarding whether an Internet site has educational merit, he/she should ask a staff member. The BLS D network is available anywhere on school property throughout the District. Student access by any means (personal or school owned) constitutes network usage and binds the user to these guidelines. In order for the BLS D to supervise student use of the computer network and the Internet, the Acceptable Use Guidelines must be read and the Guideline Agreement form must be signed annually by all students and parents/guardians to have access to educational resources from school computers. Signing the document indicates that the student and parent/guardian have read and understand the expectations of the Buckeye Local School District.

BLS D Guidelines

All files remain the property of the BLS D, no one should have any expectation of privacy regarding such materials. At any time and without prior notice, the BLS D reserves the right to monitor, inspect, copy, review, and store any and all usage of the network and the Internet, as well as any information sent or received in connection with this usage. Students who use the computer network or the Internet inappropriately may lose their access privileges and may also face additional disciplinary or legal action. The length of time for loss of privileges will be determined by building administrators and/or other staff members. If the user is guilty of multiple violations, privileges can be removed for one

year or more.

Unacceptable computer use includes but is not limited to the following:

1. Offensive or Harassing Acts
2. Violations of Privacy
 - Accessing, modifying, or deleting files that do not belong to you.
3. Creating Technical Problems
4. Use of Outside Services: All email, document storage, blogs or any and all other services while using the District network must be approved by the Buckeye Local Technology Committee and are subject to evaluations of student privacy and 21st Century skills development.
 - Accessing inappropriate chat rooms or newsgroups
5. Violating Law
6. Violating Copyright
7. Personal Use
 - Using the Internet for personal shopping, buying or selling items, soliciting or advertising the sale of any goods or services, or engaging in or supporting any kind of business or other profit-making activity.
 - The following activities are prohibited unless they are part of an educational project: Interacting with personal web sites or other social networking sites or tools, receiving or posting messages to web sites or other social networking or blog sites, participating in any type of gaming activity, engaging in social or hobby activities, or general recreational web browsing.
8. Political Use
9. General Misconduct as addressed in the student conduct code
10. Giving your username or password to any other student and/or logging onto the network with the username and password of someone else. These guidelines are appropriate to follow when using computers anytime anywhere.

Bullying and other Forms of Aggressive Behavior

The Board of Education is committed to providing a safe, positive, productive and nurturing educational environment for all of its students and staff.

Harassment, intimidation, or bullying, either written, verbal, electronic, or physical toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated on school property, school buses or at school sponsored events.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while en-route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such

behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

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

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal, or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Students may be subjected to suspension if found guilty of bullying.

Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

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

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification

care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, act of harassment, intimidate, and/or bullying by specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Dating Violence

Dating violence will not be tolerated at Buckeye Local High School. Dating Violence is defined as a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner. Demerits or Suspension may be issued based on the severity of the incident.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonable specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and / or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Students who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The Buckeye Local School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witness as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligation. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirements

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the school district website (if one exists). The list shall be limited to the number of verified acts of

harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A school district employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general will be age and content appropriate.

To the extent that State or Federal funds are appropriated for these purposes, the District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667
State Board of Education Model Policy (2007)

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

In addition, this Code of Conduct includes

- 1) misconduct by a student that occurs off school property but is connected to activities or incidents that have occurred on school district property; and
- 2) misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.