

# **Bloom-Carroll High School**

## **OUR MISSION**

- Our Students ●Their Futures ●Our Focus

## **OUR VISION:**

To be the model school district for excellence in student success, opportunities, and safety, exemplified through our commitment to our students' educational experiences.

## **OUR CORE VALUES**

- Character
- Community
- Excellence
- integrity
- Respect
- Responsibility

## **BLOOM-CARROLL HIGH SCHOOL FIGHT SONG**

(MELODY "WASHINGTON & LEE SWING")

Oh when the Carroll bulldogs fall in line  
We're out to win that game another time  
And for the team of Carroll we love so well  
And for the purple and gold we'll Yell & Yell & Yell  
We'll circle in and hit that line right hard,  
We'll work and work to get that extra yard  
And leave the - (other team)-lying on the side, on the side Carroll High!

## **BLOOM-CARROLL HIGH SCHOOL ALMA MATER**

(MELODY - "CARMEN OHIO")

These jolly days of priceless worth,  
By far the grandest days on earth,  
True to friend and frank to foe,  
How dearly we love BLOOM-CARROLL HIGH  
We shall strive to keep thy name  
Of fair rebuke and spotless fame,  
Thoughts of thee bid darkness fly,  
Dear Alma Mater, "BLOOM-CARROLL HIGH"

Student/Parent Handbook for Bloom-Carroll High School (BCHS)  
**School Year 2019-2020**

**STUDENTS:**

Welcome to Bloom-Carroll High School. We are confident that you will become a better person as a result of your experiences here and trust that the school will be a better school as a result of your presence.

This handbook is a guide to general information for students and parents. If you have questions or comments about Bloom-Carroll High School, we encourage you to consult teachers, counselors and/or principals. We will be happy to serve you.

Our goal is to help you become competent in functional skills, prepare for the next academic or occupational level, and be aware of the necessity to develop habits and skills that will lead to a healthy and safe life as a capable, productive adult citizen. You will need to learn and practice self-discipline, values, and decision-making ability in order to accomplish this goal. In order to develop these characteristics, you must be willing to work hard and become involved in many curricular and extra-curricular activities the school has to offer.

The educational program at Bloom-Carroll High School is designed to provide an atmosphere in which students may develop mentally, physically, emotionally, and socially. You will only get out of your experience at BCHS what you are willing to put into it. Good luck this school year!

**PARENTS:**

This student handbook was developed to answer many of the commonly asked questions that you and your students may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents.

Maintaining an environment that is safe and conducive to optimum learning is essential. Bloom-Carroll High School and its staff will become more and more vigilant in its efforts to assure its students are conducting themselves in a socially responsible manner.

Please take the time to become familiar with the following information and keep the handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact the guidance counselors or the principal. This handbook supercedes all prior handbooks and other written material on the same subjects.

Bloom-Carroll High School  
740/756-4317 or 614/837-0786

Administrative Offices  
614/837-6560

Nathan Conrad, Principal  
Jan Wisecarver, Assistant Principal

**TABLE OF CONTENTS**

Mission Statement.....1  
Fight Song/Alma Mater.....1  
Letter to Students and Parents.....2  
**Section I – General Information**  
Accidents.....5  
Change of Address.....5  
Elevator Key .....5  
Emergency Evacuation .....5  
Enrolling in the School.....5  
Final Forms.....5  
Foreign Exchange Students.....6  
Illness .....7  
Immunizations.....8  
Interim Reports.....8  
Length of School Day .....8  
Media Center Procedures .....9  
Lost and Found.....10  
Medications .....10  
Parental Conferences.....11  
Pop, Food, Gum, & Candy .....11  
Records .....11  
Rings .....12  
School Closing or Delayed Opening .....12  
Inclement Weather/Cancellations.....13  
School Dances .....14  
School Property.....14  
Signs.....14  
Telephones.....14  
Use of Gymnasium.....14  
Visitors.....14  
Withdrawal or Transfer .....14  
**Section II – Academics**  
Bloom-Carroll Bulldog Club.....15  
Career Centers.....16  
Credits and Grade Classifications.....17  
Early Graduation.....17  
Educational Options .....17  
G.P.A and Class Rank .....19  
Grading and Class Standing .....21  
Graduation Requirements and Diplomas.....21  
Guidance .....23  
National Honor Society.....23  
Physical Education Waiver .....24  
Progress Book.....24  
Repeating Courses.....25  
Schedule Change Policy .....25  
Scholastic Awards .....27

Textbooks .....	26
<b>Section III – Student Activities</b>	
Cafeteria/Lunch .....	27
EZ Pay.....	28
<b>Section IV – Student Conduct</b>	
Attendance (Academic) .....	28
Attendance (Athletic) .....	34
Attendance (Perfect).....	34
Before and After School Expectations.....	35
Behavior at Public Performances.....	35
Code of Conduct.....	35
Detention .....	46
Disciplinary Action .....	48
Disciplinary Record.....	48
Distribution/ Possession of Literature on School Grounds.....	48
Dress Code.....	48
Hallway Behavior/Hall Passes.....	51
Hazing and Bullying.....	52
Interrogations and Searches .....	59
Interscholastic Athletics.....	61
Lockers .....	62
Restroom Usage.....	63
Emergency Removal .....	63
Saturday School/Wednesday School/ .....	63
In-School Suspension/Out-of-School Suspension/Alternative School	
Smoking/Tobacco/E-Cigarettes.....	64
Study Habits .....	65
Study Halls.....	65
Suspension and Expulsion .....	67
<b>Section V – Transportation</b>	
Automobiles and Student Driving.....	68
Bus Conduct. ....	70
<b>Appendix</b>	
Technology Rules and Regulations.....	70
Honor Diploma Chart.....	75
Fire/Tornado Evacuation Instructions.....	76
School Calendar.....	80

## SECTION I – GENERAL INFORMATION

### **ACCIDENTS**

A student involved in an accident on school property should immediately notify the teacher in charge or the office. Appropriate action will be taken and proper notifications and referrals made.

### **CHANGE OF ADDRESS**

Day-to-day business and emergency situations often make it necessary to contact the home of the student. It is important that any change of address or telephone number be reported to the office.

### **ELEVATOR KEY**

For those students with medical problems and who need to use the elevator, an elevator key may be obtained from the office. A \$2.00 deposit is necessary to obtain a key. The deposit will be refunded when the key is returned to the office.

### **EMERGENCY EVACUATION**

Fire drills, tornado drills, and lockdowns are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

### **ENROLLING IN THE SCHOOL**

Students who are new to Bloom-Carroll High School are required to enroll with their parents or legal guardian. Enrollment will not begin before August 1st (please call the District Registrar to set up a date and time for enrolling new students). When enrolling, the parents will need to bring the following:

- A birth certificate or other appropriate documentary evidence
- Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- Proof of residency
- Proof of immunization(s) and;
- Previous school records (including MFE's and IEP's for Special Education students).

### **FINAL FORMS**

Parents of students who are returning to Bloom Carroll are required to annually sign the following forms in Final Forms: Contact Information, Emergency Medical, and associated Medical Forms. Any time a parent changes information in Final Forms, they are required to re-sign the form in which the changes were made. For example, if a parent changes their address in Final Forms, they must sign the contact information form acknowledging those

changes. Any address or phone number changes must also be reported to the District Registrar.

All new students are required to have Final Forms completed prior to registering. The link to Final Forms can be found at <https://bloomcarroll-oh.finalforms.com>. Parents will need to have a valid email address and an account in Final Forms in order to complete this electronic process.

### **FOREIGN EXCHANGE STUDENTS**

The Board of Education recognizes that we live in an interdependent world today. The day when our country or any other country can conduct its affairs without regard for the rest of the world has passed.

The Board of Education believes that one of the most effective vehicles for improving international understanding is communication among the individuals of various nations. Accordingly, the board endorses the involvement of BCHS students and their families in recognized youth exchange programs.

### **Foreign Exchange Student Regulations**

The following regulations shall be observed in administering the foreign exchange student program:

- A. In order to be accepted as a student at BCHS, students must be associated with an organized foreign student program that is recommended by the Ohio Association of Secondary Principals. Such organization must maintain either an office or a representative in the Central Ohio area.
- B. In order for a student to be enrolled, the sponsoring parents and a representative of the approved sponsoring organization shall contact the designated coordinator of exchange student programs in the guidance program.
- C. In order to provide maximum services to students and minimum disruption of regular BCHS activities, not more than three foreign exchange students will be enrolled at any one time.
- D. The school reserves the right to deny enrollment to exchange students if such contact is not made by June 15th preceding the year of desired enrollment.
- E. Exchange students enrolled shall be full-time students carrying a full academic class load; however, enrollment eligibility shall exist for not more than one year. Exchange students shall receive pass/fail grades only (S and U).
- F. Priority for enrollment will be granted to students enrolling in a level other than grade 12, and those who

have completed the equivalent of a high school diploma in their home country will not be accepted.

- G. Exchange students completing grade 12 at BCHS will receive an honorary rather than the standard diploma granted to regular BCHS graduates. Such students will be permitted to participate in graduation ceremonies with expenses borne by student or sponsoring parents.
- H. Exchange students are expected to share their cultural heritage to the extent practical. Such sharing may include information about foods, government and economic systems, historical understanding, and language.
- I. Exchange students are subject to all rules and regulations as they apply to all regular students.
- J. Each foreign exchange student must have a working knowledge of the English language and be able to read, write, and speak English sufficiently to function without problems at the high school level. Any tutorial service needed by the student must be at the expense of the student or hosting parent to receive a standard diploma (marked honorary), the exchange student must successfully complete a program of study developed by the principal/designee. Those exchange students who complete the program of study will be permitted to participate in graduation ceremonies with expenses borne by the student or sponsoring parents.

#### **ILLNESS**

Students who are ill or have been ill the night before school should NOT be sent to school. Students should be free of fever, vomiting, or diarrhea for 24 hours without the use of medications before returning to the classroom setting. If your student has conjunctivitis (pink eye), strep throat, or other bacteria or viral types of infections and is placed on medication, they must be on the medication for a full day or be symptom free before returning to school.

The clinic is provided for students who become ill while at school, for emergency illness, or accidents. If a student becomes ill during school he/she must report to the office. The student may not remain in the restroom, locker room, or elsewhere. No student may leave school premises because of illness without properly checking out through the office. If your child is ill or injured during non-school hours, please seek medical treatment BEFORE the child returns to school. Please send in the appropriate documentation from the

healthcare provider regarding the illness or injury and any special accommodations the student might have such as crutches, splints, or slings etc. and any physical, nutritional or academic accommodations. The nurses cannot alter any type of medical device prescribed for your child. The nurses are not permitted to diagnose or recommend specific medications or treatments for your child. A registered nurse is employed by the district, however it is impossible for her to be present in all buildings. If the student becomes too ill to remain in school, the parent, guardian or alternate person will be notified, and then the student will be released. Emergency or accidental cases will be sent to the hospital designated on the Emergency Medical Form. Please keep your information updated in order for us to provide quality care for your student.

### **IMMUNIZATIONS**

Per the Ohio Department of Health all incoming 12<sup>th</sup> graders are required to have two (2) Meningococcal vaccines PRIOR to the first day of school.

Immunizations against tetanus, diphtheria, pertussis, poliomyelitis, measles, rubella, mumps, varicella and hepatitis B are required for all students unless the parents submit a written objection/exemption statement. As with all immunizations, check with your child's health care provider to be certain all your student's immunizations are current and complete. The district must have written evidence of all required immunizations, or written evidence that they are in process of receiving such immunizations. Students failing to provide proof of immunization within 14 days of enrollment or notification of objection are not permitted to return to school. This policy will be strictly enforced.

### **INTERIM REPORTS**

Interim reports will be given to all students approximately mid-way through each grading period.

### **LENGTH OF SCHOOL DAY**

All students must attend classes on a full day or nine-period basis unless the student is enrolled in an approved vocational program or participating in the College Credit Plus program. Seniors with a 9<sup>th</sup> period study hall may be released early with proper documentation filed in the office.



## **MEDIA CENTER PROCEDURES**

- A. Hours: Monday - Friday 7:00 A.M. – 2:30 P.M.
- B. The Media Center supports the school's educational programs through numerous resources and services, plus many additional research-related databases are available through [www.infohio.org](http://www.infohio.org). In order for students to use the Internet at school, they must have an Internet Student User Agreement contract on file for the current academic year.
- C. Students coming to the Media Center from classes must have a pass from their teacher. Passes at lunch may be obtained in the main office. The Media Center is a facility where students are encouraged to read for leisure, complete homework assignments, research projects, and on occasion, complete make-up tests. Because of the nature of these activities, socializing in the Media Center is not acceptable. While using the Media Center, students are expected to conduct themselves as if they were in an academic class. Quiet talking is allowed with permission from the Media Specialist when students are assisting one another with homework or research.  
During final exam days, the Media Center will be open for quiet study only. Students who disregard any of the computer usage rules (E through K) may lose computer privileges for the current semester and/or academic year. Students who disregard any of the Media Center rules will lose their privilege to use the Media Center during study halls (the length of time "out" depends on the infraction).
- D. Students may not use personal email without special permission from a teacher or administrator.
- E. Students may not use the printers for personal material.
- F. Students may only play games that are located in "Study Island".
- G. Food and beverages are never allowed in the computer labs and Media Center.
- H. Students may not attempt to circumvent the Bloom-Carroll Internet filter.
- I. Five books/periodicals may be checked out from the Media Center at one time. The circulation period for books and periodicals is two weeks. Selected books from the reference section may be checked out overnight only. Computer printouts are free as long as the materials are needed for class work. Overdue notices will be sent to

students on a regular basis. Fines are not levied; however, students are expected to return materials to the Media Center on time. Media Center materials may be renewed by student's name unless a hold has been placed on the material by another student.

#### **LOST AND FOUND**

Lost and found articles are placed in boxes near the band room doors. Students who have lost articles should check those boxes periodically. All items left at the end of each semester of the school year are donated to charity. Valuable article(s) are to be given directly to the building secretary for students to claim by identifying the item(s). Should the article not be in the office, please check again within a few days.

#### **MEDICATIONS**

When possible, all medications should be given by the parent or guardian at home. Medications requiring less than four (4) doses should not be administered in the school setting unless it is medically necessitated, and need is documented by the health care provider. The Medication Administration Record (MAR) form must be completed before any medication is dispersed. The MAR form must be completed every year, it does not roll over into the next school year. The MAR form is found on the Bloom-Carroll website. If internet access is not available, please contact the school secretary. If the medication requires a prescription, the physician and the parent/guardian must complete and sign the appropriate portions of the MAR form. If you are scheduled for an appointment with a doctor, it may be advantageous for you to take the form with you to the physician's office. This will allow for the form to be completed at the time the prescription is written. A separate form is required for each medication, for each student.

The school does not stock or distribute over-the-counter medications. Any medications, including Tylenol, Ibuprofen, antacids etc., must be accompanied by the MAR form. All medications must be brought in the original, unopened prescription container, Students are not permitted to carry medications on their person at any time. All medication is to be left with the nurse in the nurse's office. A student needing to carry an asthma inhaler with them may be permitted to do so provided that both the physician and parent complete the appropriate parts of the MAR form, and the "Self-Carry Authorization" portion of the form. The form must be on file

in the nurse's office prior to the student carrying the inhaler. Students wishing to carry an Epi-Pen or other epinephrine injectable must have the physician and parent complete the appropriate parts of the MAR form and the "Self-Carry Authorization" portion. The form must be on file in the nurse's office prior to the student carrying the medication. ORC 3313.718 requires a back-up Epi-Pen be kept in the office in case of emergency. **The school does not provide Epi-Pens.** AT NO TIME WILL A STUDENT BE PERMITTED TO USE THE TELEPHONE TO GAIN PERMISSION TO TAKE ANY MEDICINE(S) INCLUDING ADVIL, TYLENOL, ETC. Medications are kept in a locked cabinet at all times.

#### **PARENTAL CONFERENCES**

Student progress throughout his/her school year should be a major concern of each parent. Parents are urged to follow this program closely and communicate with the teachers whenever there is a concern or question.

Teachers are available for conference before or after school or during their preparation period. Parents are asked to telephone the school to arrange a conference prior to visiting the school and requesting to see a teacher.

#### **POP, FOOD, GUM, AND CANDY**

All vending machine and lunch items can only be consumed in the cafeteria or in the courtyard during lunch hours. Teacher discretion may dictate different rules for individual classrooms. At no time should anything be consumed in the media center, and/or gymnasium. Cleanliness and tidiness are expected at all times. Any problem in the cafeteria, courtyard, or other areas of the school may result in the total loss of vending machine privileges.

#### **RECORDS**

Student files contain information necessary to record the experience of the student while enrolled in school. Students' school records will be made available to the students' parents, legal guardian, or the student himself/herself, if 18 years of age or over, within 45 days from the time of request. The principal, or his/her designee, should be present to explain any aspect of the records to the parents. Parents or students requesting personal copies of school records may be charged a fee for reproducing these records.

No personal information from the students' files will be released without the written consent of the parents or students, if 18 or older, to any individual, agency, or organization other than the following:

-Other school officials, including teachers within the educational institute or local educational agency, who have legitimate education interests,

-Officials of other school systems in which the student intends to enroll,

-Officials representing government agencies or courts, and/or

-Directory information will not be released.

All individuals, except B-C School officials who have a legitimate educational interest, desiring access to the records shall sign a School Board Access Request, which shall be kept in the students' records for the inspection by the parent or student only. No person shall release or permit access to the names or other personally identifiable information about students for use in a profit-making activity.

Parents shall have an opportunity for a hearing to challenge the content of their child's school records. Hopefully, all concerns can be resolved with the building principal; if not, parents may request a hearing with the superintendent.

Information placed in a student record shall include the following:

- A. Identification data (names, addresses of parents or legal guardians),
- B. Birth date,
- C. Sex,
- D. Social security number,
- E. Transcript of academic work completed,
- F. Level of achievement (grades, standardized achievement test scores, rank in class and grade point average),
- G. Dates of enrollment, graduation and/or withdrawal,
- H. Immunization records, and
- I. Other pertinent data

### **RINGS**

The official BCHS class ring may be ordered by sophomores or new juniors and/or seniors. No other ring will be sold through the school. Any students wishing to purchase a ring from nearby jewelry stores are free to do so. **STUDENTS ARE UNDER NO OBLIGATION TO PURCHASE A RING.**

### **SCHOOL CLOSING OR DELAYED OPENING**

In the event of inclement weather and school is closed or the opening of school is delayed, an announcement will be made over several local radio and television stations beginning approximately 6:00 a.m. If you would like to be notified by e-mail, please go to [www.bloomcarroll.com](http://www.bloomcarroll.com), and click on "mailing list" to be added to

our list. You can also log onto School Messenger from the website to be notified of school delays/closings.

Please DO NOT CALL THE SCHOOL for this information. LISTEN TO YOUR RADIO WHEN BAD WEATHER OCCURS OR LOG ON TO THE SCHOOL WEBSITE.

Should the opening of school be delayed one of two schedules will be followed:

- A. One hour delayed opening - the buses will pick up students approximately one hour later than usual. School will begin at 8:30 AM
- B. Two hour delayed opening - the buses will pick up students approximately two hours later than usual. School will begin at 9:30AM

When school is on a delayed opening try to watch closely for the bus and allow consideration that the bus may be a little early or a little late in picking up students. Your constant watch for the bus approaching will assure you that you haven't missed the bus.

#### **INCLEMENT WEATHER CANCELLATION/POSTPONEMENT OF EXTRA-CURRICULAR ACTIVITIES**

If school is delayed, what happens to scheduled extracurricular activities?

- Extracurricular activities will proceed as scheduled if a two-hour delay due to weather.

**If school is canceled or if inclement weather occurs on non-school days, what happens to scheduled extracurricular activities?**

- Only High School teams may have voluntary practices after noon.
- This voluntary practice time would be contingent on the weather conditions at that time and the forecast for the time when students would be traveling to or from practice. The athletic directors is responsible for monitoring the weather and ensuring student athletes can safely travel to and from a practice or a game.
- Decisions about games and practices will be made in collaboration with the school's athletic director and principal in consultation with the superintendent.
- Games and practices will not take place if school is dismissed early due to weather conditions.

Please stay tuned to our social media outlets, automated notification system and local media for possible changes depending upon the opponent's situation.

### **SCHOOL DANCES/PROM**

School dances are intended to provide a positive and enjoyable atmosphere for our students. While encouraging social interaction, we will protect that safety and dignity of all those in attendance by eliminating any/all inappropriate behavior. This includes both public displays of affection and certain suggestive dancing styles (“grinding”, “bumping”, i.e., dirty dancing). Students refusing to adhere to this requirement will be immediately removed from the event, and attendance at subsequent events will be restricted. A form is required for any B-C student bringing a guest who attends another school /college. The Guest Form is available in the office and must be completed and returned to the office prior to the event. No person over the age of 20 will be admitted – I.D. will be required for all guests. Students with poor attendance, poor grades, or excessive disciplinary infractions may be excluded from attending school dances. Students recommended for expulsion or those who have 10 or more OSS days will not be permitted to attend any Bloom-Carroll High School dances.

### **SCHOOL PROPERTY**

Student assistance in maintaining a clean, attractive building and grounds helps promote the fine reputation associated with B-C’s academic and extra-curricular programs.

Equipment issued to students as a part of the regular school or extracurricular program must be returned in its original condition, allowing for normal wear. Students responsible for losing, damaging, or destroying school property will be charged the current replacement cost or current repair charges necessary to return the property to its original condition.

Failure to pay the assessed charges for lost, damaged, or destroyed school property may result in the withholding of student grade cards, student graduation diplomas and/or transcripts indicating courses completed or credit earned.

Students shall be notified when nonpayment of charges for lost, damaged, or destroyed school property will result in the actions listed above and shall have the right to an informal hearing with a building administrator to discuss the situation.

Students involved in the deliberate defacing or vandalism of school property may be subject to serious disciplinary action in addition to the assessment of charges necessary to restore the property to its original condition. Remember, the condition of the building reflects the image of the student. **BE PROUD OF YOUR SCHOOL.**

## **SIGNS**

Only approved BCHS organizations or groups may post signs on school grounds. Signs posted must be in good taste and removed immediately following the activity promoted. Under special conditions, the principal may grant permission for outside organizations to post signs in the cafeteria and/or on the bulletin board outside the office area.

## **TELEPHONES**

In case of illness, accident, or other such situations, the office will contact the involved student's parent/guardian. Office telephones are not for student's personal use. If an emergency exists, permission to use the office telephone may be obtained from the principal or assistant principal.

## **USE OF GYMNASIUM/WEIGHT ROOM**

No student is to use the gym without faculty supervision. For use after school hours, you must complete a Facility Use Form and still have faculty supervision.

## **VISITORS**

All visitors must sign-in in the office and be given a visitor's pass. Except in unusual circumstances, visitors will not be permitted to attend during the regular school day. **NO VISITOR(S) FROM ANOTHER AREA SCHOOL WILL BE PERMITTED TO VISIT WHEN THEIR SCHOOL IS NOT IN SESSION.**

## **WITHDRAWAL OR TRANSFER**

Upon determination of a date for withdrawal or transfer to another school, the student should take the following actions:

- A.** Obtain the proper withdrawal form from the guidance office with parent/guardian present for signature.
- B.** Have the form completed and signed by each teacher; return all books and other materials and pay all fines and fees owed.
- C.** Return the completed form to the office for final clearance by the principal and/or guidance counselor(s) and release from BCHS.

## **SECTION II – ACADEMICS**

### **BLOOM-CARROLL BULLDOG CLUB**

The Bloom Carroll Rewarding Higher Achievement committee, a committee of the High Schools That Work program, strives to encourage and reward students for academic success and good behavior. The RHA committee has established the Bloom-Carroll Bulldog Card as a means of recognizing student achievement. The B-C Bulldog Club is open to any student who meets the following criteria:

- must be taking a minimum of 3 credits at BCHS
- GPA of 84 % or higher in one semester,
- NO disciplinary issues; see explanation below:
- NO unexcused absences,
- limited to 3 excused occurrences per semester; see explanation below:

“Occurrence” is any school absence. An occurrence includes tardies; illness for any portion of the school day; early dismissal; out-of school suspensions; religious holiday; legal court appearances; and family vacations. Any time a student is out of school, even if it is excused, the absence may count as an occurrence. Consecutive days of excused absences will count as one occurrence. School-sponsored activities away from school will not be considered an occurrence, if the appropriate paperwork is filed. College visitations will be limited to two per school year and will not be considered an occurrence.

“Disciplinary Issues” refers to, but is not limited to: office and classroom detentions, In- and Out-Of-School Suspensions, Wednesday/Saturday Schools, or In-School Suspensions. Any suspension and/or expulsion eliminates the privilege of attending the end-of-the-year picnic.

- Benefits of being a Bulldog Club member:
  - Members may attend end of the year celebration.
  - Members may receive discounted admission to sports events; \$1.00 admission to sporting events held at Bloom Carroll High School.
  - Members may receive Bulldog Club card with sponsors and discounts.

The Bulldog Club card will be issued on a semester basis.

Students who believe they should be eligible for membership into the Bulldog Club may submit an Appeals Form to the Appeals Committee for review. The Appeals Committee will consist of teaching staff and administration.

### **CAREER CENTERS**

Students desiring intensified vocational training may attend the Fairfield Career and Technical School (FCC) or Eastland Career and Technical Center (ECC) during their junior and senior years. Both FCC and ECC are educational extensions of our local school system. Upon completion of a program, graduates receive both a diploma from BC and a vocational certificate from the career center. In order for a student to successfully complete all requirements of BCHS and the career center, the following minimum standards should be met before attending the career center:



- A. Successfully attain 11.0 credits to be granted junior status.
- B. The above minimum credits should include the following courses:

- English 2 credits
- Science 2 credits
- Mathematics 2 credits
- Physical Education & Health ½ credit each = 1
- Social Studies 2 credits
- Electives 2 credits

**CREDITS AND GRADE CLASSIFICATIONS**

Seniors	Minimum of 17 credits
Juniors	Minimum of 11 credits
Sophomores	Minimum of 5 credits
Freshmen	Below 5 credits

**EARLY GRADUATION**

It is recognized that in certain circumstances it may be advantageous for particular students to graduate earlier than their class is scheduled to graduate. Students interested in early graduation need to discuss the matter with the guidance counselor(s) PRIOR TO THE END OF THE SECOND SEMESTER OF HIS/HER SOPHOMORE YEAR.

**EDUCATIONAL OPTIONS**

Only educational options which have had prior approval may be considered for purposes of promotion and graduation credit.

**A. Correspondence Credit**

Credit for correspondence school courses may be applied toward graduation provided:

1. Prior authorization to enroll in correspondence school has been given by the high school principal or guidance counselor.
2. No more than two (2) such credits can be applied toward graduation.

**B. Tutored Credit**

Credit for tutoring, other than home instruction, shall be granted under the following conditions:

1. Approval must be granted by the high school principal PRIOR TO ENROLLMENT.
2. The teacher must be properly certified and approved for tutoring in the school district.
3. The student shall meet with the tutor a minimum of 20 clock hours for each 0.50 credit earned, and a total of 60 hours including work time.

4. The principal shall require of the tutor a written record of the quality of work done.
5. No more than two (2) such credits can be applied towards graduation.

**C. College Credit Plus (CCP).**

Replaces Ohio's Post-Secondary Enrollment Options program (PSEO) and all alternative dual enrollment programs previously governed by ORC Chapter 3365.

In agreements with several colleges, certain courses will be eligible for secondary and college credits. College credit is transcribed upon student's successful completion of the course. Students who are enrolled in any course(s) which apply (ies), and their parents, will be notified of the procedures needed to participate in this program. Eligible courses may change from year to year as new courses are added to the dual enrollment agreements. Students must be academically college-ready and meet the admissions criteria set forth by each participating college or university. You must participate in one of the scheduled student and parent sessions, and notify the guidance office of intent to participate no later than March 30 each year.

**D. On-Line Classes**

On-line courses are available by application through the Guidance Office. Courses may not replace courses already in the high school curriculum unless approved by the administration.

**E. Flexible Credits**

The Ohio Department of Education requires that all school districts adopt policies and procedures that enable students to earn units of high school credit based on demonstration of subject area competency, instead of or in combination with completing hours of classroom instruction. Applications are available from the Guidance Office. Due to questions regarding acceptance, students who anticipate applying for NCAA or NAIA eligibility are discouraged from taking core classes through flex credits.

**F. Home Schooling – File: IGCF**

“Home schooling” is defined as educational services directed and delivered by the parent or guardian of a child who is of compulsory school age and is not enrolled in a

nonpublic school. Although students choosing home schooling are not the direct responsibility of the Bloom-Carroll School District, the Board and staff share an interest in their education; therefore, the District will permit students receiving home schooling access to certain services from the District as follows:

Grades 7-12

1) Enrollment on a part-time basis all school year, up to a maximum of two courses generating a total of two credits per year. Home schooled students must be enrolled in the District on a part-time basis in order to participate in co-curricular and extracurricular activities. Part-time enrollment is defined as two to five courses/classes/credit hours/Carnegie units per semester in core academic areas or foreign language.

2) Participation in school-sponsored extracurricular interscholastic sports requires year-long enrollment in two courses generating a total of two credits in core area subjects (mathematics, science, language arts, or social studies) or foreign language per year and must meet eligibility requirements as determined by the Ohio High School Athletic Association (OHSAA).

Students enrolling part-time must be residents of the District and follow regular school enrollment requirements, comply with and be held accountable to the District student code of conduct and be in accordance with the District "Home Education Administrative Regulations and Procedures" and guidelines as determined by the Superintendent.

Students may re-enroll in the Bloom-Carroll Local School District as full-time students.

**G.P.A. AND CLASS RANK**

The G.P.A. is cumulative from ninth through twelfth grade and includes middle school courses designated for high school credit using final grades in each course. A final grade is defined as the percentage grade achieved at the completion of the course for which credit is awarded. The final percentage grade earned for credit is converted to a letter grade. This letter grade is then given a numerical value on a 4.00 scale (A=4.00, B=3.00, C=2.00, D=1.00, F=0.00.) G.P.A.'s are recalculated at the end of each school year, taking into account the appropriate credits offered for each course.

**Beginning with the 2017-2018 school year, courses designated as Advanced Placement shall receive an additional .025 Add-On for a final grade of C and above, and those in which CCP credit can be earned shall receive an additional .025 Add-On for a final grade of C and above, to the**

**cumulative grade point average for courses in the same subject area(s) that receive an Add-On offered at BCHS.**

A student's G.P.A. is revised each year reflecting current standing and class rank based on the number of students in that specific class.

To assist parents/guardians and students for the purpose of providing information for colleges, scholarship applications, and selection to various organizations, an estimated G.P.A. is calculated at the end of the first semester for juniors and seniors. It is noted that the semester average grade is used in this application and represented as a projected G.P.A. based on courses attempted, rather than the actual G.P.A. based on courses completed. However, the final G.P.A. is recalculated cumulatively for freshman, sophomore, junior, and senior years based on the final grades earned in each course.

For further information on the method of calculating G.P.A., students are encouraged to visit their appropriate guidance counselor.

Valedictorian and Salutatorian Selection Process – File IKC  
Bloom-Carroll Local Schools strive for academic excellence and to this end valedictorian(s) and salutatorian(s) are named. All students eligible to graduate from Bloom-Carroll High School who have earned the credits necessary to be classified as a senior, who have been enrolled as a Bloom-Carroll High School student for the previous four semesters, and who are enrolled in a general, college prep, business and vocational programs shall be considered. The valedictorian and salutatorian shall be selected in the following manner.

1. The valedictorian shall be the graduating student with the highest final G.P.A. at the conclusion of his/her high school career.
2. The student with the second highest G.P.A. shall be the salutatorian.
3. In order to be considered for valedictorian or salutatorian, all courses required by District Board standards must be graded courses and cannot be taken pass/fail. (Please note: Home School credits are recorded as pass/fail).
4. In the event that two or more students have identical G.P.A.'s that would qualify them as valedictorian, multiple valedictorians shall be named.
5. When multiple valedictorians are named, the student(s) with the next highest G.P.A. will be selected as the salutatorian(s).

6. Students who become residents of the District due to parental change in residence shall be exempt from the four-semester stipulation stated in the first paragraph.

#### **GRADING AND CLASS STANDING**

Grades at BCHS are calculated on a numerical or alphabetical basis. The following scale will be used to interpret those grades:

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 0 - 59

In averaging grades for class standing, all classes that issue a percentage grade will be used. Student eligibility for the National Honor Society is contingent upon having earned junior standing. Student eligibility for valedictorian and salutatorian honors is contingent on having earned senior standing.

#### **GRADUATION REQUIREMENTS AND DIPLOMAS**

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

1. Students must have successfully completed all requirements contained in the Ohio Revised Code and set by the State of Ohio Department of Education and the Bloom-Carroll Local School District Board of Education.
2. Students graduating early must have filed the required application papers.
3. All financial obligations must be satisfactorily completed.
4. All disciplinary obligations must be satisfactorily completed.
5. Participation in graduation rehearsal is required for participation in graduation ceremonies.
6. Students participating in the ceremony must wear the prescribed cap and gown and follow the graduation dress code.
7. All attendance obligations must be satisfactorily completed.
8. Students eligible to participate in the graduation ceremony will exhibit decorum that will not be disruptive nor bring undue attention to themselves.

**9. Prior to graduation, misconduct that results in suspension or expulsion may result in denial of participation in graduation ceremonies.**

Students whose decorum is disruptive or brings undue attention to themselves will not be awarded their diploma at the commencement exercises. They will be required to attend school for the duration of the regular school year. Should their attendance be acceptable, they shall receive their diploma at the close of the last day of the regular school year.

**Graduation Requirements**

Twenty-two (22) credits, which must include the following required courses

- English -4 credits
- Math -4 credits (must include Algebra 2 or equivalent)
- Social Studies - 3 credits (to include World History, US Studies and P.E.D. required)
- Science - 3 credits (to include 1 Physical Science, 1 Life Science, and 1 Advanced Science)
- Health - ½ credit
- Physical Education - ½ credit
- Financial Literacy - ½ credit
- Electives – 6-1/2 credits, including successful completion of two semesters of Fine Arts (grades 7-12) and an additional 1.0 credit from Business Technology, Fine Arts or Foreign Language.

**STATE TESTING GRADUATION REQUIREMENTS**

**Graduating Class of 2018 and Beyond**

-HB 487 updated Ohio's graduation requirements to ensure that all students are ready for success in college and work. The most common pathway to meet graduation requirements includes students in the Class of 2018 and beyond to take 7 End-of-Course Exams in the following subjects: English 9, English 10, Algebra I, Geometry, Physical Science (Biology will replace Physical Science beginning with the Class of 2019 and beyond), American History, and American Government.

-Students must earn a cumulative of 18 points on the seven End-of-Course Exams. At least 4 points must be earned in Math, 4 points in English, and 6 in Science and Social Studies.

- Students studying Advanced Placement (AP) or taking CCP courses in physical science, American history or

American government may take assessments aligned to those courses in lieu of end-of-course exams to avoid double-testing.

### **ALTERNATIVE GRADUATION REQUIREMENTS CLASS OF 2018 AND BEYOND**

In lieu of meeting testing requirements on the seven (7) end-of-course exams, students may also meet one of the following graduation requirements:

- Earn a “remediation-free score on a nationally recognized college admission exam such as ACT or SAT. The state of Ohio will pay for all 11th-grade students in the Class of 2018 and beyond to take the exam free of charge.
- Earn a State Board of Education-approved, industry-recognized credential for a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.

### **Types of Diplomas Awarded**

#### **Standard Diploma**

To be awarded the Standard Diploma, the student shall be required to meet the following criteria:

- Meet all criteria established by the Bloom-Carroll

Board of Education

- Meet the State Testing Requirements.

- ODE updates the requirements and criteria for an Honors Diploma in the spring of 2017. Options for an Honors Diploma can be found in the appendix.

### **GUIDANCE**

The guidance program is organized specifically to help students help themselves. The students will be encouraged to discover and understand their abilities, aptitudes, interests, and potential limitations. Guidance counselors will be in their offices during scheduled periods, and students are invited to schedule appointments during study halls. Students desiring to see a guidance counselor are asked to complete the “Request to see Counselor” form, which can be obtained in the office or study hall. Every attempt will be made to talk with the student as soon as possible. Emergency needs will be handled on a special basis.

### **NATIONAL HONOR SOCIETY**

The National Honor Society consists of those juniors and seniors who have demonstrated strong leadership, high academic skills, personal integrity, and abundant participation in extra-curricular

activities throughout their high school careers. These upperclassmen become eligible at the end of the first semester of their junior year by earning a cumulative G.P.A. of at least 3.5. A list of those who are eligible, based on grade point alone, will be posted in the high school office each spring. An application form must then be completed proving by signed documentation the other three tenets of NHS – service, leadership, and character. A student is required to have evidence in all three areas in order to remain a candidate for membership. Once the documentation has been returned, a Faculty Committee of five teachers appointed by the principal will determine membership. This Faculty Committee is required by The National Constitution. A formal induction ceremony will be held each April.

#### **PHYSICAL EDUCATION WAIVER**

A student, who, during high school, has participated in interscholastic athletics, marching band or cheerleading for at least two full seasons is not required to complete any physical education courses as a condition to graduate. This only holds true for meeting the Physical Education requirement. However, by choosing this path, the student will be required to complete 7.0 electives instead of 6.5. Students should see their counselor to obtain a P.E. Class Replacement form that is to be submitted back to the counselor.

#### **PROGRESS BOOK**

Progress Book is an electronic grading system that allows teachers to enter grades, homework assignments, lesson plans, and other pertinent information regarding the students of Bloom-Carroll. Parents and students can access the students' educational information by obtaining a user name and password provided at the school. Progress Book is a valuable educational tool that helps increase communication between school and home.

#### **REPEATING COURSES**

Students who have failed a required course must repeat that course until a passing grade is earned. Repeating an elective course shall also be an option for students who have earned grades, which do not indicate adequate competency to advance to the next level (e.g., Spanish II after Spanish I).

Coursework may be completed at the Bloom-Carroll Schools or through another program approved by the principal.

An elective course may be repeated. Repetition is conditional upon agreement of the instructor(s), counselor and parent and on availability of classroom space. Elective foreign language courses must be re-taken in sequence or taken concurrently with the next



level of foreign language course (e.g. a student wanting to repeat French I must repeat the course prior to passing French II or take it concurrently with French II. ( A student who has successfully completed French V cannot then repeat French I).

When a student repeats a course, the higher of the two grades will be included in the cumulative grade point average and on transcripts, and the lower grade will be deleted from the same. No additional credit(s) may be earned for repetition of coursework for which a student has already received credit.

Remedial course work offered outside the regular educational environment (i.e. Summer School, Online Remediation, Remedial Correspondence Courses) in which credit is earned will result in the letter grade being included in the GPA computation. The remedial course grade earned and the original course grade will both be included in the GPA calculation. If a student has earned credit for a course and chooses to repeat the course through a remedial program then no additional credit may be earned.

#### **SCHEDULE CHANGE POLICY**

Due to the commitments for staff assignments and the ordering of supplies and texts, student changes will not be permitted except in unusual circumstances. Acceptable reasons for changes are as follows:

- A. Correction of errors,
- B. Changes necessitated by failure,
- C. Subject level adjustments (teacher recommended),
- D. Addition of a class (for a study hall the same period), and/or
- E. Class size balancing.

Request for schedule changes must go through the guidance counselor(s). The following rules apply:

- A. No schedule change will become final until approved by a counselor.
- B. All schedule changes listed above should be made within the first two weeks of a class.
- C. No year-long class may be dropped after the first four weeks nor semester class after the second week without receiving a final grade of "F" in the course (Exceptions may

be made after a conference between student, parent, principal, counselor and teacher.

D. Parent approval is required for all major changes and may be required at counselor's discretion.

E. All students must follow their schedule until all paperwork requirements have been fulfilled and until changes take place in ProgressBook.

Availability of all courses at Bloom-Carroll is subject to change without notice. Minimum enrollment requirements, teacher availability, and/or scheduling conflicts may affect course offerings.

### **SCHOLASTIC AWARDS**

A senior awards ceremony will be held each spring to honor students who have demonstrated outstanding academic achievement and to promote academic excellence at BCHS. Underclassmen awards are distributed to students in the classroom setting.

#### **BCHS Academic Award**

Each student's cumulative grade point average will be used to determine eligibility. At the end of the first semester, the grades in all courses that assign a percentage grade will be tabulated. All incompletes must be made up within one week following the end of the semester in order for the student to be eligible for an award.

First-Year Academic Awards (sophomore, junior, or senior)

1. The student must be enrolled in a minimum of 5 academic credits and have earned 5 academic credits in the preceding year.

2. A 3.5 cumulative grade point average or higher must have been attained for all high school work attempted in grades 9 - 12.

Second-Year Academic Awards (junior and senior)

1. The student must be enrolled in a minimum of 5 academic credits and have earned 5 academic credits in each of the two preceding school years.

2. A 3.5 cumulative grade point average or higher must have been attained for all high school work attempted in grades 9 - 12.

Third-Year Academic Awards (senior)

1. The student must be enrolled in a minimum of 5 academic credits and have earned 5 academic credits in each of the three preceding school years.

2. A 3.5 cumulative grade point average or higher must have been attained for all high school work attempted in grades

9 - 12.

**BCHS Certificate of Outstanding Achievement**

An optional course certificate, which may be awarded to a student who has maintained an “A” average (90-100) for each of the three grading periods in a particular subject area.

**Honor Roll and Certificate** - Board Policy IKD

Principal’s Honor Roll - any student receiving a 90% or higher in every subject for which a percentage grade is given during the nine-weeks period shall be placed on the Principal’s Honor Roll for that nine- weeks period.

**Distinguished Honor Roll** - any student whose average percentage grades are 90% or higher during a nine-weeks period for which a percentage grade is given during the nine-weeks period shall be placed on the Distinguished Honor Roll for that nine-weeks period. Any grade below a 70% will disqualify a student from being placed on the Distinguished Honor Roll.

**Honor Roll** - any student whose average percentage grades are 80%-89% during a nine weeks period for which a percentage grade is given during the nine weeks period shall be placed on the Honor Roll that nine week period. Any grade below a 70% (C) will disqualify a student from being placed on the Honor Roll.

Any student determined guilty of cheating by a teacher or principal shall be removed from the honor roll for that nine weeks period. This policy governs the elementary, middle, and high schools.

**TEXTBOOKS**

Most textbooks are furnished by the school and are issued to the student at the beginning of the course. Students are responsible for the care of that book until it is returned at the termination of that course. Any costs incurred through loss or damage of texts will be assumed by the student. Failure to pay assessed charges may result in the withholding of student grade cards, student graduation diplomas, and/or transcripts showing courses completed or credits earned.

**SECTION III – STUDENT ACTIVITIES**

**CAFETERIA/LUNCH**

Bloom-Carroll High School does not permit students to leave for lunch (closed campus). Students leaving school grounds for any reason without permission is considered truancy, and will be disciplined accordingly. Fast food delivered to students is discouraged and must be consumed in the office. Special occasions should be cleared by a principal in advance.

-Breakfast is available every day at the price of \$1.25.

- Student lunch prices is \$3.00 (subject to change annually).
- Free and reduced prices apply to breakfast and lunch.
- Students will have a choice of the regular menu lunch, a sack lunch, or their choice of a salad.
- Lunch includes choice of hot entrees, salads, fresh fruits and vegetables, 1% low fat milk or non-fat chocolate milk.
- Breakfast includes choice of daily entrée or cereal, fruit juice, 1% low fat milk or non-fat chocolate milk.

The cafeteria will generally feed 300 - 400 students each day over two or three lunch periods. Your classmates following you in the lunchroom would enjoy eating in the same clean surroundings as the first lunch period. Please be considerate of your fellow students and the cooks. . . .

- A. Deposit all lunch litter in appropriate wastebaskets.
- B. Return all trays and utensils to the proper area.
- C. Leave the table and floor surrounding you clean for your classmates.
- D. All food must be eaten in the cafeteria during school hours.
- E. Do not cut in line.
- F. Courtesy to the cooks is expected.
- G. Have your money out and unfolded when you get to the cashier.
- H. Large bills of money cannot be changed at the beginning of the line.

**E-Z Pay**

This system allows payment of school lunches, class fees and pay-to-participate fees with a credit or debit card through a secure website. Parents are able to access the website from a link on our school website, or by typing [www.spezpaybloomcarroll.com](http://www.spezpaybloomcarroll.com). The only thing you need to register is an e-mail address along with your student's ID number. Contact the treasurer's office if you have questions or would like more information.

**SECTION IV – STUDENT CONDUCT**

**ATTENDANCE**

Policy: The Bloom-Carroll Local School District is committed to providing the best possible education for its students. Being in class every day helps the students do their best. When students are absent, they miss class instruction and discussion. Make-up work cannot provide all the information that was missed. Therefore, all students are urged to plan personal activities outside school times. These activities include dental appointments, personal errands, shopping, senior pictures, etc.

**Adult Students (18 years of age or older)** must abide by all of the rules listed in this handbook. The principal reserves the right to grant an 18 year-old student to enroll him/herself if the student can verify written proof that he/she is living outside the parents' home.

#### **Excusable, Approved Absences**

The following are examples of reasons for which absences may be excused:

1. Personal Illness – Doctor's verification is required within three days of the absence; if no doctor's excuse is given, the student must present a note from the parent/guardian or the office must receive a phone call within three days regarding the absence.
2. Illness in the Family – (documentation of appropriate physician).
3. Quarantine of the Home – limited by the proper health officials.
4. Death of a Relative.
5. Observance of Religious Holidays – consistent with the student's religious creed or belief.
6. Any other absences as approved by the principal.

A student who is absent from school without a parent's knowledge shall be required to make up time missed immediately. The Board does not believe that students should be excused from school for non-emergency trips out of the District. Children who are taken out of school for trips or vacations must have prior permission from the administration. The parent/student will be responsible for arranging this, and they must not expect any work missed to be re-taught by the teacher. The student is responsible for obtaining and completing a vacation form (available in the office) and returning it with a parent signature one week in advance of any vacation. If arrangements are not made before the trip, and with the teachers, the student will be expected to make up the work upon return to class. **ALL ABSENCES THAT DO NOT MEET ALL OF THE ABOVE REQUIREMENTS WILL BE UNEXCUSED. ANY WORK (ASSIGNMENTS/TESTS) MISSED DURING UNEXCUSED ABSENCES CANNOT BE MADE UP FOR CREDIT.**

#### **Reporting a Student Absent**

In accordance with the state law (Missing Child Act – Ohio Revised Code 33.3.205), parents or guardians are required to call the attendance office no later than 8:00 AM to report their child absent that day – voicemail is available 24 hours a day by calling

740/756-4317 or 614/837-0786 and leaving the student's name, the reason for the absence, the name/relationship of the person calling, and a number where you can be reached if necessary. This pertains to all students, including those age 18 or older. Students age 18 or older must have parent/guardian permission for all absences. If a student is 18 or older and is a "self-supporting" student then the parent/guardian must confirm that they are not responsible for the student or the students' education. "Self-Supporting" students may be required to provide proof of his/her living arrangements. If an absence has not been reported, an automated call of your child's absence will be made within two hours of the start of the school day.

### **Statements for Excessive/Habitual Absences**

When a student becomes excessively absent, a letter will be mailed home indicating the number of excused or unexcused hours the student has, and what the expectation is moving forward.

- 1) A student is absent 38 or more hours in one school month **with or without** a legitimate excuse
- 2) A student is absent 65 or more hours in one school year **with or without** a legitimate excuse.
- 3) If a student is absent 30 or more consecutive school hours, absent 42 or more hours in one month or absent 72 or more hours in a school year without a legitimate excuse, absences will be considered 'habitually truant', and appropriate authorities will be contacted.
- 4) After 72 hours of absences, which are **not** accompanied by a doctor/dentist note, absences will be recorded as **unexcused**. This applies even if a parent calls or writes an excusal note.
  - 1) In accordance to HB 410 when a student reaches 72 hours of **unexcused** absence, a letter will be mailed home by an administrator, and an administrative hearing will be scheduled with the principal/assistant principal, guidance counselor, and the truancy officer. This meeting will address an attendance plan for the remainder of the year and to notify the family of possible charges being filed due to truancy. This hearing will be held in lieu of filing a complaint against the student in Juvenile Court. This hearing will be held at the student's school.
  - 2) Additionally, during this meeting, the student will enter into a 'School Attendance Contract', which outlines expectations for the rest of the school year. By reaching 80 or more **unexcused** hours, the student risks the privilege of attending school-sponsored events such as school

dances, prom, the Bulldog Picnic, and athletic events. Senior students who reach 100 or more unexcused hours in a school year will forfeit the privilege of participation in Bloom-Carroll's Commencement. This contract will be signed by the student, parent/guardian and school official.

### **Planned Absences**

The following are considered planned absences:

1. Early Dismissal – Students needing to leave school early must present a note from the parent to the office between 7:15 AM and 7:30 AM. Upon return to school, documentation of the appointment must be provided.

2. **Family Vacations** – It is recognized that employers cannot always grant vacation time that falls within the school summer vacation or holidays. In order for families to be together, some family trips must be scheduled during school time. A parent or guardian must submit a written request to the principal's office at least one week in advance of the planned vacation. The student will then be issued a vacation form, which must be signed by all of his/her teachers. Note: a student will not need to complete a vacation form for two days or less; however, we do request that the office be informed prior to any vacation days.

**Additionally, vacation days do count towards days of absence, and any subsequent hours over 72 (see attendance) will be coded as unexcused.**

It is the responsibility of the student to make arrangements with his/her teachers for assignments and make-up work (refer to make-up work policy).

3. College Visitation – Students will be approved for a maximum of two college visits during their junior and senior years. Any college visits beyond two days must be done with special permission from the principal. A parent or guardian must submit a written request to the office three days in advance of the visit. The student will obtain a college visit form from the office prior to his/her visit and obtain signatures of the guidance counselor and parent. This form should then be completed by the college he/she is visiting and returned to the office BEFORE 7:30 AM the next day school is attended as verification of the visit.

4. Other – in certain instances, approval may be given in advance for absences if determined by the principal/assistant principal to be appropriate.

### **Truancy**

A student who is absent from school without the consent of his/her parent(s) or guardian is considered truant. A student who

fails to bring a written excuse from his/her parent(s) or guardian when returning to school following an absence will be considered truant if parental contact has not been made on the day of the absence.

Truancy from a class or school will not be tolerated and will result in the following disciplinary action:

For each day of truancy, the student will be assigned two Wednesday and/or Saturday schools. For a one-half day of truancy, the student will receive one day of Wednesday and/or Saturday school. Consequences of repeat offenders will include In-School Suspension, and/or make-up time through Wednesday/Saturday School.

### **Truancy Policy**

The Bloom-Carroll Board of Education endeavors to reduce truancy through cooperation with parents, through investigating the causes of absences and through the use of strict guidelines in regard to tardiness and unexcused absence.

When the Board's designee determines that a student has been truant, and the parent, guardian, or other person having care of a child has failed to ensure the child's attendance in school, State law authorizes that the Board or designee may require the parent to attend a specified educational program.

This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school.

As per Board policy, the designated office (principal or assistant principal) must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being "habitual" or "chronic" truant.

A "habitual" truant is any child of compulsory school age (6-18) who is absent without legitimate excuse 30 or more consecutive hours, 42 hours in a month, or 72 hours in a year.

The parent is required to have the child attend school immediately after notification.

For correction of the "habitually truant", the School District will develop a specialized absence intervention plan for students who are habitually truant. Absence intervention plans incorporate academic and non-academic supports to help the student and remove barriers to regular attendance, or may result in filing a complaint with juvenile court.



Other intervention strategies that may be included when available are as follows:

1. Providing counseling for a habitual truant,
2. Requesting or requiring a parent having control of a habitual truant to attend parental involvement programs,
3. Requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs,
4. Notification of the Bureau of Motor Vehicles.

### **Make-up Work**

Regular attendance is mandatory. However, if illness or other excused absences causes a student to miss school or classes, it is the STUDENT'S responsibility to make arrangements to make up the work missed. The following guidelines only apply for work that is missed for excused absences from school/classroom.

The teacher and student will set a time for all work to be completed. The time allotted to make up the missing assignments should not exceed the time the other students had to complete the same assignment(s) (Saturday and Sundays are included for make-up days). No make-up work shall extend beyond 10 school days, and any work not made up within the time allowable shall be recorded as a failing grade. When requesting missed (class) assignments, please allow 24 hours for collection of materials from teachers. Books and work may be picked up in the high school office before 3:00 p.m. Please note: homework and assignments may also be posted on the B-C website located at [www.bloom-carroll.com](http://www.bloom-carroll.com). **Work cannot be made up for any unexcused absences.**

### **Detentions**

A student may be detained after school or required to come to school early by a teacher, after giving the student and his/her parents one day's notice.

### **Tardies to School**

1. School begins at 7:30 am. If you arrive to school between 7:30 am and 8:00 am, you are tardy to school and must sign in at the office and receive a pass to class.
2. Any school tardy due to a medical or dental appointment and accompanied by a doctor or dentist note will be excused.
3. Any other school tardy will be coded as unexcused.

4. Repeated tardiness is defined as a student who has been tardy (unexcused) three or more times during a given semester.

5. The following will apply to repeated tardiness to school each semester:

i. 3rd tardy- meeting with the principal/assistant principal and a report provided to the student of dates/times of the previous tardiness.

ii. 4th tardy - detention

iii. 5th tardy - detention

iv. 6th & 7th tardy – 2 hour Wednesday/Saturday School

v. 8th & 9th tardy – 2 hour Wednesday/Saturday School

vi. 10th tardy – 4 hour Wednesday/Saturday School

### **Classroom Tardiness:**

Students are permitted two classroom tardies each grading period. The 3rd tardy in a grading period results in a teacher assigned detention. Continued tardiness within the same grading period is considered excessive and will result in office referrals with the following consequences:

4th Classroom Tardy= Office issued detention

5th Classroom Tardy= 2 office issued detentions

6th Classroom Tardy= 2 Hour Wed./Sat. school

7th Classroom Tardy= 4 Hour Wed./ Sat. school

**Unexcused Classroom Absences (any unexcused absence – no work can be made up)**

### **Ninth Period Release**

Seniors with a 9<sup>th</sup> period study hall may arrange for an early dismissal after 8<sup>th</sup> period. Seniors may be denied an early dismissal if their GPA is below a 2.0 the proceeding grading period or if they are failing a class required for graduation. Juniors and seniors who have passed the End of Course State Assessments or are on track for an Alternative Pathway to Graduation and achieve the grade point average established by the BCHS administration may request to be released from ninth period study hall. Students requesting ninth period release must complete the proper form and have parent/guardian permission. Ninth period release may be revoked or denied by the BCHS administration for any violation of the serious misconduct code and excessive absences or tardies. Schedule changes will not be allowed to accommodate a student to obtain ninth period release. Any student approved for ninth period release must leave the school premises immediately after 8th

period. Students released after eighth period may not return to campus to catch a bus after ninth period

**ATTENDANCE (ATHLETIC)**

Refer to Athletic Handbook

**ATTENDANCE (PERFECT)**

Perfect attendance is recognized as students without a blemish, precise accountability, exactness and flawlessness of record. The student is in school every second of every day. Thus, early dismissals, late arrivals or having an excuse of some type to be out of the building does count against this award.

**BEFORE, AND AFTER-SCHOOL EXPECTATIONS**

Upon arriving to school each morning, students are to enter the building and remain in the front hall or cafeteria until the morning bell sounds to send them to class. Students are not permitted to stay outside the building, leave the school grounds, or congregate any place else on school property. Students are not permitted to congregate inside/outside on school property after school unless the student participates in an extra-curricular activity.

**BEHAVIOR AT PUBLIC PERFORMANCES**

Students are reminded that their behavior at public performances relates directly to them personally, the entire student body, and the community. Inappropriate behavior at school-sponsored performances is subject to school disciplinary action, just as during the normal school day.

**CODE OF CONDUCT**

**Student Rules of Conduct: Scope of Jurisdiction and First Warning**

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 district property but is connected to activities of 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. Student possession of these rules constitutes a first warning. No further warnings will be given.

Authorization

The administration shall have the power and the responsibility to regulate student behavior and to discipline students whose behavior is judged unacceptable. Disciplinary action may be adjusted at the discretion of the administrator.

#### Expectations

It is the goal of Bloom-Carroll Local Schools to help prepare students to become responsible school and community citizens by learning to conduct themselves in a manner acceptable by established standards. The District believes that the best form of discipline is self-imposed, and that young people must assume responsibility for their behavior and be willing to accept consequences for violations of those established standards. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

#### Required Behaviors

Bloom-Carroll High School students will be required to behave in the following manner:

- Abide by national, state, and local laws as well as school rules;
- Respect the personal rights and property of others;
- Act respectfully and courteously to adults and other students;
- Be prompt to school and attentive in class;
- Cooperate with others while working toward common goals;
- Complete assigned tasks on time and as directed;
- Work to maintain a school environment that is friendly, safe and productive;
- Act in a manner that reflects pride in self, family, community, and school; and
- Obey legal authority on school grounds and at school activities in other communities.
- Act respectfully towards each other – PDA is not acceptable.

Bloom-Carroll Local Schools will not tolerate any form of violence, disruption, inappropriate behavior or truancy. In addition to disciplinary action specified in handbooks, the District Administration shall develop strategies that will prevent students from demonstrating prohibited behavior. In most cases of inappropriate student behavior, one or more of the following disciplinary procedures will be administered:

- A. Conference involving any combination of parents, teachers, principal and student,
- B. Detention,
- C. Saturday/Wednesday School,

- D. Out-of-school suspension; no make-up work permitted – student will receive a “0” for that day’s work, and
- E. Other necessary and appropriate action as determined by the principal.

**Prohibited Behaviors**

**1. Drugs: Narcotics/Controlled Substances, Alcoholic Beverages, Stimulant Drugs, Prescription Drugs, Over-The-Counter Medications, Mind Altering Substances, Non-alcoholic Beer, or any drug paraphernalia**

During any hours a student is on school premises, or authorized transportation, or any school sponsored activity held on or off the school premises, students shall not knowingly possess, use, sell, offer to sell, offer to purchase, supply, or transmit; alcohol, non-alcoholic beer, and/or other drugs or drug paraphernalia including but not limited to over-the-counter medications, caffeine pills, cold medicines, herbal supplements, vitamins, inhalants, and controlled substances. Students who possess large sums of money may cause the administration to have reasonable suspicion of drug related activities.

**Possession**—includes, without limitation, retention on the student person, in purses, wallets, lockers, desks, backpacks, bags, automobiles parked on home school property or at any other school while in attendance of a school function.

**Use of**—is defined as showing signs of chemical misuse such as staggering, reddened eyes, odor of chemicals or alcohol, nervousness, restlessness, memory loss, abusive language, falling asleep in class, or any other behavior not normal for the particular student. Use also includes consuming any amount of alcohol or drugs prior to attending school or a school related activity through admission or detection.

**Drugs/Drug paraphernalia**—includes, without limitations, steroids, poisonous intoxicants, anabolic steroids, or any other body building drugs, look-a-like substances, narcotics, depressants, stimulants, hallucinogens, counterfeit controlled substances, marijuana, and prescription drugs, (unless prescription was authorized by a licensed physician, and drugs are kept in the original container. The original container must contain the student’s name and the directions for the proper use of the medication.), or any drug type paraphernalia. All medicine will be kept in the nurse’s office.

**A. Distributing, selling, or offering to sell drugs or alcohol**

A student shall not have in his/her possession a quantity that can be construed as being possessed for sale or transmittal by that student.

### **B. Counterfeit Controlled Substances**

A student shall not possess, make, conceal, supply, transmit, sell or offer to sell, give, or deliver a counterfeit controlled substance. **“Possession.”** A student shall not directly or indirectly represent or describe a **“counterfeit controlled substance” as a “controlled substance.”**

1. Any drug that is identified by a trade name or trademark without authorization of the owner of the trade name or trademark.

2. Any unmarked or unlabeled substance that is represented to be a controlled substance with a specific trade name or trademark.

3. Any substance that is represented to be a controlled substance, but in fact is not a controlled substance, or is different than the substance being represented.

4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color or its marking, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

### **2. Tobacco**

Students shall not possess, use or distribute tobacco in any form including but not limited to cigarettes, tobacco, snuff/dip, nicotine, e-cigarettes (vapor-pens), alternative-nicotine products, lighters or any look-a-like substance that could reasonably be considered a tobacco product, whether the substance contains nicotine or not, or any other illegal substances on school premises, or in transportation to and from school premises (this includes all extra-curricular activities – home or away).

### **3. Student Demonstration/Disruption**

Students are guaranteed their rights to freedom of expression. However, any expression that disrupts school activity, or infringes on the rights of others, will not be tolerated.

### **4. Possession of a Weapon or Dangerous Object**

A student shall not possess, transmit, or conceal a dangerous weapon, dangerous instrument, ammunition, or look-alike counterfeit weapon, or instrument. Such items include, but are not limited to, explosives, fireworks, mace, firearms, knives, guns, gunshells, gun ammunition, or any object that can reasonably be considered a dangerous instrument. Look-alike weapons could

include, but are not limited to, starter pistols, stun-guns,, air-soft guns/rifles paintball guns, or any object a reasonable person might consider, under the circumstances, a weapon, or dangerous instrument.

#### **5. Purposely Setting a Fire**

Setting a fire or possessing elements that could result in a fire (matches/lighters) or endangering of school property and its occupants is prohibited. Such possession may result in student expulsion.

#### **6. Fighting**

Fighting with, hitting, or striking in any manner a staff member, student, or other persons associated with the District, which may or may not cause injury, is prohibited. Any such violation may result in suspension, expulsion, and filing of criminal charges. Any verbal, profane, nonverbal, bullying, or other non-contact action considered to be threatening by any staff member, student, or other district personnel shall be prohibited.

#### **7. Threats of Violence**

**NO THREATS OF VIOLENCE WILL BE TOLERATED.** Students shall not make any threats, suggestions, or predictions of violence against any person or group of persons or to the school building-whether made orally, in writing, or via e-mail or any other form of electronic communication. No threat of violence will be considered a joke. Any bomb threat or threat of violence-whether or not made during school hours or on school grounds-shall result in immediate suspension and/or expulsion and may result in expulsion for a period of one calendar year. The district reserves the right to hold the student responsible for any cost and/or damages incurred by the district because of a threat. **STUDENT RESPONSIBILITY:** In order to maintain a safe environment for all, students are asked to report any and all threats of violence, including jokes and threats of violence, made to self, others, and/or property.

#### **8. Extortion**

Any use of threat, intimidation, force, or deception to acquire anything from another person is prohibited.

#### **9. Gambling**

Any form of gambling, including, but not limited to, casual betting, betting pools and organized sports betting, is prohibited. Any student betting on an activity of which he/she is a part may be permanently banned from that activity.

#### **10. Falsification of Forms or Identification**

Forgery or falsification of school documents, such as hall passes, bus passes, permission forms, parent notes, etc., is prohibited.

### **11. Cheating/Plagiarism**

Academic dishonesty, such as cheating, plagiarizing, and/or copying, is prohibited. This includes any attempt to assist others to engage in prohibited behavior. Violations will result in loss of assignment credit and may lead to denial of credit for the class.

#### **Cheating Policy:**

- I. Each teacher should
  - A. Provide specific information to students concerning violations and penalties the first day of class.
  - B. Explain rationale for enforcement:
    - i. Honesty (present original work)
    - ii. Promoting scholarship
  - C. Supervise testing situation closely:
    - i. Circulate
    - ii. Assign appropriate seating
    - iii. Question suspicious behavior (private conference)
- II. Proposed Standards
  - A. First offense – assign “0” for the work and call home. Warn parents and students that next step is “0” for the nine weeks.
  - B. Second offense – assign “0” for the grading period and call home.
  - C. Third offense - referral to the office, “0” for the semester and/or removal from class with a “0”.

### **12. False Alarms/False Reports**

False alarms or reports, such as fire alarms, false 911 calls, or other reports that endanger persons in the building, responding authorities or persons in the community, are violations of law and strictly prohibited.

### **13. Explosives**

Any explosive object, such as fireworks, smoke bombs, small firecrackers, poppers, or chemical chain reaction objects, is prohibited.

### **14. Trespassing**

Schools are allowed by law to restrict access to property. When a student has been removed, suspended, expelled or permanently banned from school, he/she may not be on school property without principal’s permission. Non-students who drop off or pick up students before, during, and after school are to remain in their vehicles and leave immediately after dismissal.



**15. Theft**

Theft of personal or school property is prohibited and a violation of law. Students are encouraged not to bring items of value to school that are not required for the educational process without prior approval by the principal. Bloom-Carroll Local Schools is not responsible for personal property. Aiding and abetting of a theft will also result in school discipline.

**16. Disobedience/Insubordination**

By law, school personnel direct and oversee students as a parent would. If given a reasonable directive, students are expected to comply. Disobedience/insubordination will result in disciplinary action.

**17. Disrespect**

The use of abusive or obscene language toward another student or school employee that they deem offensive, including obscene gestures and indecent exposure, is prohibited. Also, any action taken towards another individual that involves hitting, unwanted/non-incident touching, biting, scratching, poking with an object/body part, kicking, and spitting on one of the following: another person, their belongings, their food, or any other item. These behaviors and any other behaviors of similar delineation are unacceptable and prohibited.

**18. Vandalism/Damaging**

Vandalism, damaging, or any disregard for school or private property of students, staff or community residents is prohibited. The school district is not responsible for any damaged or stolen personal property. Repair/replacement cost will be the responsibility of the parent/guardian of the student in question.

**19. Persistent/Habitual Tardiness or Absence**

Students are required by law to be in attendance at school, all day, or provide a legitimate excuse. Establishing good attendance habits serves the student lifelong in the work world. Violations of the school attendance policy may include detention, suspension, expulsion, court referral, loss of credit, and loss of driver's license.

**\*\*See School Attendance Policy\*\***

**20. Unauthorized Use of Facility/Property**

Students are prohibited from using school facilities or property without the permission of or supervision by school personnel.

**21. Refusal to Accept Discipline**

Informal discipline, such as detention, Wednesday School, or Saturday School may be used to enforce the Student Code of Conduct. Refusal to accept informal discipline will result in stronger disciplinary actions including suspension, expulsion, or the filing of criminal charges.

## **22. Displays of Affection**

Open display of affection during school or school-sponsored events is inappropriate and prohibited.

## **23. Possession of Electronic Equipment**

Cell Phones – Cell phones may be used before and after school, during lunch and class changes. The use of a camera phone anywhere on the B-C campus is prohibited during school time. However, student's cell phones are to be turned off, kept out of sight, and not used during class. Violations of this policy will result in disciplinary action, and confiscation of the cell phone. Contents of cell phones may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the code of conduct. This is a policy with semester consequences for a semester. The following disciplinary action will be taken:

1st offense – detention, cell phone returned to student at the end of the day

2nd offense – 2 hour Wednesday/Saturday School assigned, and cell phone returned to a parent or guardian

3rd offense – 4 hour Wednesday/Saturday School assigned, and cell phone returned to parent or guardian.

4th offense – two days of ISS, and cell phone returned to a parent or guardian

5th offense – at this point, a student is considered insubordinate, and OSS will be assigned; student will not be permitted to carry a cell phone at school. Subsequent infractions after the 4th offense will result in an out-of-school suspension, and a mandatory conference with parents or guardians.

**Sexting/Pornography** – The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers 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 this code of conduct and may be reported to the appropriate law enforcement agencies.

**Listening Devices** – Listening devices including any type of audio electronic device. Listening devices may be used before/after

school, during lunchtime, and during class change. Students found in violation will have the device(s) confiscated and given to the principal. Upon the 2nd confiscation, the parent/guardian will be notified that he/she must personally reclaim and sign for the device.

#### **24. Violation of Classroom Rules**

Each classroom is a separate learning environment. Individual classroom rules are provided for the safe and orderly operation of that environment. Students will be advised of all classroom and individual rules. All classroom rules will be consistent with school policy.

#### **25. Disruption of the Educational Process**

Actions that interfere with the conduct of the educational process are prohibited. Such actions would include inappropriate dress, delay of assembly, field trips, extra-curricular activities or prevention of instruction. This also includes the interruption of class time due to the need for interviews to explore and detail situations involving inappropriate behavior or code of conduct violations

#### **26. Refusal to do Classroom Work**

Students will be prepared for class with all necessary equipment, e.g., pencil, paper. Students are to follow teacher directives, completing homework and assignments with the best effort. Unacceptable classroom behavior would include sleeping in class and/or refusal to work on assigned work during class time.

#### **27. Hazing**

Students are prohibited from engaging in any act of coercion or initiation that creates any risk of mental or physical harm to any person. Consent, permission, or assumption of risk by an individual subjected to hazing does not diminish this prohibition.

#### **28. Unsafe Operation of a Motor Vehicle**

The use of a motor vehicle on school grounds in a manner that could result in injury to another person, damage to school or personal property and/or violation of student driving regulations is prohibited.

#### **29. Leaving School without Permission**

Students are to remain in school and on school grounds throughout the school day (7:30 am-2:10 pm). During this time, students are to be supervised and accounted for by staff members. Any student who leaves a classroom, school building, or school property without permission will be subjected to discipline. Forms of discipline range from detention to Wednesday/Saturday Schools, to In-School Suspension and/or Out-of-School Suspension.

### **30. Aiding and Abetting**

Students may be disciplined for the aiding and abetting of a violation of the Student Code of Conduct or a crime even if they are not the principal offender.

### **31. Harassment**

Bloom-Carroll Schools believe that every individual deserves to be able to attend school without fear of action that is demeaning. The harassment of students, staff, or other individuals is prohibited. Harassment may take many forms, including, but not limited to, the following:

#### **Electronic Off-Campus Harassment/Cyber Bullying**

“Electronic Act” means an act committed through the use of a cellular telephone, computer, and personal communication device, Social Media or any other electronic means”. “Bloom-Carroll School District prohibits the acts of harassment, intimidation or bullying of any student on school property or a school bus, at school sponsored events, or, if the harassment, intimidation or bullying materially or substantially disrupts the educational environment and discipline of the school, off school property and expressly providing for the possibility of suspension of a student found guilty of harassment, intimidation or bullying by an electronic act”.

#### **Sexual Harassment**

##### **A. Verbal:**

The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, bullying, or threats to a fellow student, staff member, or other person associated with the District.

##### **B. Nonverbal:**

Causing the placement of sexually suggestive objects, pictures or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, bullying, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.

C. Physical: Any intimidating or disparaging actions, such as hitting, hissing, bullying or spitting on a fellow student, staff member, or other person associated with the District.

#### **Gender/Ethnic/Religious/Disability Harassment**

##### **A. Verbal:**

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person’s gender, national origin, religious beliefs, etc., toward a

fellow student, staff member or other person associated with the District.

2. Conducting a “campaign of silence” toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

B. Non-verbal:

Placing objects, pictures or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member or other person associated with the District.

C. Physical:

Any intimidating or disparaging action, such as hitting, hissing, or spitting on a fellow student, staff member or other person associated with the District

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should take the following steps immediately:

A. If the alleged harasser is a student, staff member or other person associated with the District, other than the student’s principal, the affected student should, as soon as possible after the incident, contact his/her principal.

B. If the alleged harasser is the student’s principal, the affected student should, as soon as possible after the incident, contact the superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals.

Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.

Hazing by any school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence. Such discipline may include any of the following: oral warning, written warning, In-School Suspension, Out-Of-School suspension, restriction of privileges, restriction of access, or expulsion.

Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.

### **Criminal Acts**

Any criminal acts taken at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are violated. Certain criminal acts may result in permanent exclusion.

### **DETENTION**

#### Office / School Detentions

An office detention period will be assigned Monday through Friday before and/or after school.

-Before-school detentions will be served from 6:45 AM to 7:15 AM in an assigned room.

-After-school detentions will be served from 2:20 PM to 2:50 PM in an assigned room.

**All detentions will last 30 minutes (failure to be on time will result in other disciplinary actions).**

**Office detentions will be assigned for violation of school rules as described in the student handbook** (i.e., tardiness to class, class cuts or rowdy hall behavior). Office detentions will also be assigned by staff members in study hall or general supervision by teachers (i.e. lunchroom, hall duty and bus duty) for violation of established rules.

When office detentions are assigned, a "detention slip" will be issued to the student and one copy given to the assistant principal.

Students have 24 hours to serve the detention. The student is responsible for arranging alternate transportation.

Office/school detentions will also be assigned by the principal or assistant principal for a student's failure to complete a teacher/classroom detention or for violation of school rules and general misconduct. Detentions are 30 minutes in length and can be completed before and after regular school hours. Failure to complete an office/school detention will result in a two-hour Saturday/Wednesday School Session.

Additional un-served detentions will result in the following:

**2nd offense** - four-hour Saturday/Wednesday School Session

**3rd offense** - two-day Out-Of-School Suspension

**4th offense** - three- to five-day Out-Of-School Suspension

Failure to complete a Saturday/Wednesday School Session will result in further disciplinary action.

The accumulation of five detentions will result in parental notification whether the detentions are served or un-served. This is an effort to keep parents better informed and involved in student conduct.

#### **Excessive Accumulation of Detentions within a Nine-Weeks Grading Period**

In addition, students whose frequency of detention occurrence results in the accumulation of six detentions (served or un-served) within one nine-week grading period will be considered excessive. Those students who have excessive detentions within a grading period will be subject to the consequences so described in the previous paragraphs regarding detentions if the detentions are not served.

#### **Classroom Teachers Detentions (Rule Violations)**

Individual staff members will assign students detentions for violation of individual classroom rules and regulations. These detentions may be supervised by the teacher who assigns the punishment. Detentions should be considered an initial step in the disciplinary action process, which would include such misbehavior as talking, reporting to class without materials, etc. Detentions are 30 minutes in length and may be assigned before and/or after regular school hours. The staff member assigning the detentions will provide instruction to the student concerning when the detention should be served. The student will have 24 hours to serve the assigned detention. In emergency situations, the detention may be postponed. It is the responsibility of the student to fulfill his/her obligation. Teachers will contact parents when detentions are not served and set up a second meeting. If the

student fails to show up for that second meeting, the matter will be handled by the principal or assistant principal. This shall result in the original teacher detention becoming an office/school detention.

Detention guidelines are as follows:

A. The normal number of detentions assigned at a given time will be from 1 to 3.

B. If detentions do not correct the misbehavior, more severe action will be considered (i.e., soliciting the principal's assistance or contacting the parent(s)).

C. Mass punishment in the form of assigning whole class detentions is not recommended.

D. Generally, a student will be instructed to stop the inappropriate behavior before being given a detention.

E. Detentions will not be given for failure to do homework.

F. Students who have transportation problems or certain conflict may reschedule a detention by arrangement with teacher.

### **DISCIPLINARY ACTION**

One of the most important traits education should teach is self-discipline. It does not appear as a subject, but it is the foundation for the whole structure of the school, as well as society.

### **DISCIPLINARY RECORD**

From time to time students are called to the principal's office for matters of a disciplinary nature. This in itself is an unfortunate necessity. Furthermore, a detailed record of all such instances will become a part of the student's discipline file, which is kept on a yearly basis.

Students thus involved should be aware that too many references make favorable recommendations to colleges and future employers difficult, if not impossible.

### **DISTRIBUTION AND POSSESSION OF LITERATURE ON SCHOOL GROUNDS**

The school administration and publication advisors are responsible for the content of student publications. The content of student publications must reflect the rules of responsible journalism and shall not include libelous, inflammatory and/or seditious statements that could disrupt the educational atmosphere of the school and/or violate accepted community standards.



The school administration has the authority to review student publications in advance and remove items that violate the standards specified above.

Non-school published literature may not be distributed on school grounds without permission of the school administration. Permission may be granted when the literature meets the standards established for school publications and has been submitted in advance for review.

Signs and other forms of notification must be approved in advance by the school administration before posting.

If a law is broken, a complaint will be filed with the appropriate legal authorities against the offender(s). A conference with parents will be required before suspended students can return to class.

### **DRESS CODE**

It is the policy of the Bloom-Carroll Board of Education that appropriate student dress and grooming practices are as important as appropriate conduct.

“The objective of this dress code is to provide an appropriate educational environment while allowing students to dress comfortably within limits to facilitate learning. Students’ attire can have a positive or negative effect on the learning process, contribute to students’ success and generate a safe and positive learning environment. We expect students to maintain the type of appearance that is not distracting to students, teachers, or the educational process of the school.”

Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or to others, he/she may be removed from the educational setting. The principal reserves the right to determine the appropriate school dress.

In order to establish and preserve an atmosphere in our schools that is conducive to learning, the Bloom-Carroll Board of Education has adopted the following dress code for its students.

#### 1. Student Dress Code Regulations

Students are expected to meet reasonable standards in their dress and grooming. Their choice in dress and appearance should be such that it does not detract from the educational process or have a detrimental effect on the regulation and discipline of the school. Questions regarding the permissibility of clothing or appearance should be directed to the building principal.

**Student dress and grooming practices shall not:**

- A. Materially disrupt the educational process, create disorder or interfere with the discipline of the school by means of style, fit or appearance.
- B. Be vulgar, offensive, profane, or obscene in presentation.
- C. Incite students to engage in, or otherwise promote, illegal conduct or conduct that violates the student code of conduct, including the use of substances that are prohibited to minors (this includes not wearing shirts or other clothing that promote alcohol, tobacco, and drugs).
- D. Incite students to engage in, or otherwise promote, violence or contain violent imagery.
- E. Violate the District's policy prohibiting harassment by creating an intimidating, hostile or offensive educational environment, or by unreasonably interfering with another student's educational opportunities or curricular, co-curricular or extra-curricular performance.
- F. Present a hazard to the health and safety of the student or to others in the school.
- G. Cause excessive wear or damage to the school property.
- H. Prevent the student from achieving his/her own educational objectives.

**These guidelines are established to help maintain an appropriate and high standard of student dress:**

- I. Shoes or sandals must be worn at all times. Athletic shoes may not contain metal cleats.
- J. Shorts, such as Bermuda shorts, walking shorts, and other shorts of similar length are acceptable if appropriate. Spandex, Lycra, or shorts that are torn are not appropriate.
- K. Any garment specifically made to be worn as an undergarment may not be showing or worn as an outer garment. Underwear shall not be visible above the waistband or below the hemline. "All outerwear must cover underwear."
- L. Bare midriff (or tops that "ride up" to expose the midriff), sheer, or suggestive clothing cannot be worn.
- M. Clothing, book bags, or other personal belongings advertising or depicting drugs, alcohol, tobacco products, gang activity, sexual references, rebel flags, or other controversial symbols are not permitted.
- N. Hats/hoods, bandannas, or sunglasses cannot be worn in the building. Head apparel must be out of sight in lockers except before or after school.
- O. Sleeveless shirts are permitted if they fit snugly all around the arm. . Shirts shall not expose undergarments, cleavage or be too

snug. Tube tops , strapless tops, spaghetti straps, and strapless dresses are not permitted.

P. Unnaturally colored hair that is distracting to the educational process is not permitted. Examples of unnatural hair colors could include, but are not limited to, blue, green, red, purple, orange, etc. This includes coloring hair to display and promote political symbols or social messages that cause a disruption.

Administrative permission is required for special events.

Q. Loose clothing and jewelry are not allowed in areas of instruction where protective measures are required for student safety. Wallet chains and heavy or oversized jewelry worn around the neck, wrist, or waist are not permitted. Spiked piercings are not permitted.

R. Clothing should be neat and clean. Clothing that is ripped, cut, patched or altered to achieve an unusual effect shall not be worn. No oversize clothing, saggy or baggy pants, low necklines, or midriff shirts shall be worn. Exercise wear, such as spandex, is not appropriate. Jeans and pants may not have rips or holes that is distracting to the educational process.

S. Wearing short “mini-skirts” is prohibited. Skirts must be at least the length of the fingertips when the arms are relaxed and fingers extended at your side. This also includes (but is not limited to) shirt dresses, even if leggings are worn underneath.

T. T-shirts, sweatshirts, or any clothing items may not contain language, pictures, drawings or advertisements that insinuate innuendo of any sexual, anatomical, violent, illegal, or immoral nature.

## 2. Violations of the Student Dress Code

Students are subject to Dress Code violations that occur on school grounds, as well as at school activities and events off school grounds. A student found to be in violation of the dress code will be expected to make appropriate and immediate corrections. Failure to abide by this dress code will result in disciplinary action in accordance with the Bloom-Carroll Student Code of Conduct.

Attempts to secure appropriate clothing from home or borrow from the office will be made. According to the discretion of the administrator in charge, students dressed inappropriately may be removed from the school setting if appropriate attire cannot be arranged. Violators of the appearance dress code may be assigned detentions, and repeat offenders may face more serious consequences. Class work missed because of inappropriate dress will receive a failing grade.

## 3. Discipline Procedure for the Dress Code Violations:

**1st violation** – detention, and call home for a change of clothing.

**2nd violation** – 2 hour Wednesday/Saturday School, and call home for a change of clothing.

**3rd violation** – 4 hour Wednesday/Saturday School, and call home for a change of clothing.

**4th violation** – two days of In-School Suspension, and call home for a change of clothing.

**5th violation** – at this point, the student is considered insubordinate, and an Out-of-School Suspension will be assigned.

#### **HALL PASSES**

Although students have been assigned to a specific area each period of the day, it does become necessary occasionally for students to be in the halls during a class period. REGARDLESS OF THE CIRCUMSTANCES, A HALL PASS IS REQUIRED WHEN A STUDENT IS IN THE HALL DURING CLASS TIME. Any student wishing to have a conference with a teacher during the teacher's preparation period MUST HAVE A WRITTEN PASS FROM THE TEACHER HE/SHE IS TO SEE. This pass must be presented to the assigned classroom teacher BEFORE THE CLASS BEGINS. Any other circumstances requiring a student to be in the hall during class will necessitate obtaining a pass from the teacher whose class you are leaving.

#### **HAZING AND BULLYING (Harassment, Intimidation and Dating Violence)**

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

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both 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. This behavior is prohibited on school property or at a school-sponsored activity.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12.

This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships. Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's web site. The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law. No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

[Adoption date: July 8, 2002]

[Re-adoption date: July 17, 2006]

[Re-adoption date: July 8, 2008]

[Re-adoption date: November 29, 2010]

LEGAL REFS.: ORC 117.53

2307.44

2903.31

3301.22

3313.666; 3313.667

3314.03

3319.073

CROSS REFS.:

AC, Nondiscrimination

EDE, Computer/Online Services

IGAE, Health Education

IIBH, District Web Site Publishing

JFC, Student Conduct

JFCEA, Gangs

JFCK, Use of Electronic Communication Equipment/Devices by Students

JG, Student Discipline

JHG, Reporting Child Abuse

Student Handbooks

Bloom-Carroll Local School District, Carroll, Ohio.

HAZING, BULLYING AND CYBER BULLYING JFCF-R (Harassment, Intimidation and Dating Violence)

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

School Personnel Responsibilities and Complaint Procedures

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing, bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or

computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
- 4 exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
  - A. posting slurs on web sites, social networking sites, blogs or personal online journals;
  - B. sending abusive or threatening e-mails, web site postings or comments and instant messages;
  - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
  - D. using web sites, social networking sites, blogs or personal, online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

#### **Teachers and Other School Staff**

Teachers and other school staff who witness acts of hazing, bullying, and/or dating violence as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is

forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

#### Complaints

##### 1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation or bullying and/or dating violence. The reports should be written. Such written reports must 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. They are promptly forwarded to the building principal/designee for review and action

##### 2. Informal Complaints

Students, parents or 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 must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action

##### 3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (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 hazing, bullying and/or dating violence.



## Intervention Strategies

### 1. Teachers and Other School Staff

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students.

School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior.

School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

### 2. Administrator Responsibilities

#### A. Investigation

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying.

Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete.

The report includes findings of fact, a determination of whether acts of harassment, hazing, intimidation and/or bullying were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

#### B. Non-Disciplinary Interventions

When verified acts of hazing, bullying and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered.

Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate.

The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support.

Alternatively, peer mediation may be deemed inappropriate to address the concern.

### C. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required timelines.

Report to the Parent or Guardian of the Perpetrator

If, after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal/designee notifies the parent or guardian of the

perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such student, a description of such discipline is included in such notification.

Strategies are developed and implemented to protect students from additional harassment, intimidation or bullying, and from retaliation following reporting of incidents.

Reports to the Victim and His/Her Parent or Guardian

If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

Police and Child Protective Services

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

The District must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating. All District personnel must cooperate with investigations by outside agencies.

[Approval date: July 8, 2008]

[Re-approval date: November 29, 2010]

Bloom-Carroll Local School District, Carroll, Ohio

### **INTERROGATIONS AND SEARCHES**

Searches of School Property Assigned to a Student

The following rules apply to the search of school property assigned to a student (locker, desk, etc.) and the seizure of items in his/her possession:

A. General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of lockers may be conducted.

B. A search of a desk or other storage space may be conducted where there exists reasonable suspicion for school authorities to believe that the area being searched contains evidence of a crime or violation of school rules.

C. Search of an area assigned to a student should be for a specifically identified item and should be conducted in his/her presence and with his/her knowledge.

D. Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others, may be seized by school authorities at any time.

#### Searches of a Student's Person or Personal Property by School Personnel

Principals and their designees are permitted to search the person and personal property (purse, knapsack, gym bag, etc.) of a student when there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases:

A. There should be reasonable suspicion to believe that the search will result in obtaining evidence, which indicates the student's violation of the law or school rules.

B. Parent(s)/guardian(s) of a minor student who is the subject of a search will be notified of the search and will be given the reason(s) for the search, as soon as possible after the completion of the search.

C. When evidence is uncovered indicating that a student may have violated the law, law enforcement officials shall be notified.

D. Strip searches are discouraged. A substantially higher degree of certainty (more than a reasonable belief) is required prior to conducting such a search. In cases in which school officials believe a strip search is necessary, law enforcement officials will be called to conduct the search.

#### Searches of Student Property by Police

A law enforcement agency is required to produce a warrant prior to conducting any search of a student's personal property kept on school premises; however, when the police have reason to believe that any item which might pose an immediate threat to the safety or security of others is kept in a student locker, desk, or other storage space, searches may be conducted without a previously issued warrant.

### Interrogation by Police

The schools have legal custody of students during the school day and during hours of approved extra-curricular activities. It is the responsibility of the school administration to try to protect each student under its control; therefore,

A. The questioning of students by law enforcement agencies is limited to situations where parental consent has been obtained or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours.

B. Whenever possible, police officers should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities will bring the student to a private room and the contact will be made out of the sight of others as much as possible.

C. The school principal must be notified before a student may be questioned in school or taken from a classroom.

D. If possible, a parent or legal guardian of the student to be interviewed should be notified by the police before the student is questioned so that the parents may be present if they desire.

E. To avoid possible criticism, a school official will request to be present when an interrogation takes place within the school.

F. When the police feel it is necessary to remove a child from school, the police should first obtain parental consent or produce a warrant, court order or other legal document that would give them authority to remove the child without parental consent. If the circumstances make it impossible for the police to make this notification to the parents, the principal or his/her designee should do so.

G. The police department should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the principal learns of the involvement, he/she should notify the juvenile officer or detective bureau of the police department. The school should not attempt to handle matters, which are properly in the realm of the police department.

### **INTERSCHOLASTIC ATHLETICS**

#### Attendance (Athletic)

Participants must be counted present for both half-day sessions the day of a scheduled practice or contest, as well as both half-day sessions the last scheduled school day prior to a weekend contest. Participants must be counted present for both half-day sessions on the day following an extracurricular activity to be eligible for the next scheduled activity. Students who arrive to school after 7:30

a.m. but before 8:00 a.m. will be considered tardy; those who arrive between 8:00 a.m. and 10:45 a.m. will be considered absent for ½ day; those who arrive after 10:45 a.m. will be considered absent all day. Students who sign out before 10:45 a.m. will be considered absent all day; students who sign out after 10:45 a.m. will be considered absent ½ day. Attendance guidelines may be waived when an excused absence is deemed necessary by the building principal. Excused absences are outlined in the Bloom-Carroll Student/Parent Handbook.

#### Eligibility

Ohio High School Athletic Association Requirements. . . . .

A. In order to be eligible in grades 9-12, a student must currently be enrolled or must have been enrolled in school the immediately preceding grading period. During the preceding grading period the student must have received passing grades in a minimum of five one-credit courses or the equivalent, which counts toward graduation.

B. The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the 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 (first contest).

C. A student enrolled in the first grading period after advancement from the EIGHTH GRADE must have passed 75% of those subjects carried the preceding grading period in which the student was enrolled.

#### Bloom-Carroll High School Requirements

A. Students must maintain a 1.6 Grade Point Average (GPA) each grading period.

B. If a student's grades fall below a 1.6 G.P.A., he/she will automatically be placed on probation.

C. Students must also not have three or more grades below 70% or two grades below 60% at any eligibility check.

D. If a student has three or more grades below 70% or two grades below 60% at any eligibility check, and their annual probationary period has been used, they are ineligible for the corresponding length of time.

E. Each student will be assigned one probationary 4-1/2 week period per school year. Written notice will be sent to parents in every instance of ineligibility.

F. A student who is ineligible may continue to practice at the discretion of parents and coach, but is expected to uphold requirements as set forth for all eligible team members.

G. Eligibility checks will begin at the conclusion of each school year and continue every 4-1/2 weeks through the remainder of the next school year.

H. Athletes are required to be enrolled in and complete a minimum of five subjects per semester, not including physical education.

Refer to the Athletic Handbook for more information.

### **LOCKERS**

Students are encouraged to plan ahead so that it is not necessary to enter their locker before each period. Students are encouraged to safeguard their locker combinations and leave valuables at home. The school is not responsible for items taken from a locker. Lockers are the property of the school and may be searched to repossess school property. A search may also be conducted in cases where a suspected item poses a clear and present danger to the health and safety of students.

### **RESTROOM USAGE**

Restrooms are to be used for their intended purpose ONLY. Using the restroom as a meeting place or a place to eat or smoke IS NOT ACCEPTABLE. Reminder. . .if you are ill come to the office where there is a sick room and a restroom available - DO NOT GO TO THE RESTROOMS OFF THE HALLWAYS.

### **EMERGENCY REMOVAL**

If a student's presence poses a continuing danger to persons or property or an ongoing disruption of the learning process, the student may be removed from the activity or premises on an emergency basis.

### **SATURDAY SCHOOL/ WEDNESDAY SCHOOL/ IN-SCHOOL SUSPENSION/ OUT-OF-SCHOOL SUSPENSION/ ALTERNATIVE SCHOOL**

In-School Suspension (ISS) is designed to allow the students to remain in an educational setting and to complete their school assignments.

Wednesday School will be held as per the published schedule. The same student conduct code will apply to Wednesday School as Saturday School. A two-hour Wednesday School will meet from 2:20 PM to 4:20 PM. Students arriving after 2:40 PM will be required to attend an additional Wednesday School. A four-hour Wednesday School will meet from 2:20 PM until 6:20 PM

The purpose of Wednesday/Saturday School is to enable students to fulfill the requirements of disciplinary action while being able to remain in the regular classroom setting. This will help the student to avoid missing instructional time and falling behind in class work.

It will be the responsibility of the student to bring class texts, paper, and pencil. No student will be allowed to remain during the session without sufficient materials.

The student and/or his/her parent will be responsible for his/her transportation to and from the session.

The rules governing Saturday School attendance will be based on the regulations in the BCHS student conduct code. In addition to those rules, students attending Saturday School will be expected to observe the following:

A. Saturday School will meet from 8:00 AM until 12:00 PM on a designated Saturday. Tardy students arriving after 8:10 AM will be required to attend an additional Saturday. For certain offenses students may be assigned a 1-4 hour Saturday School. Saturday School sessions will meet from 8:00 AM until 12:00 noon. The Saturday School staff will be informed when students are assigned sessions by the school office.

B. No students will be admitted after 8:10 AM.

C. Students will not be allowed to use the telephone during the session unless there is an emergency.

D. Students will not be admitted to the locker area. All necessary materials should be brought to school with the student.

E. Students will not be allowed to leave their seats or talk to other students during the session.

F. No student will be allowed to put his head down on the desk or sleep.

G. No food, beverage or gum chewing will be allowed.

H. There will be two five-minute breaks during the four hours. During this time students will be allowed to use the restroom, sharpen pencils, and throw away paper.

I. Students are not permitted to leave the building or enter areas designated by the Saturday School supervisor.

J. Students are required to have classroom books with them to work on during the entire session.

K. No cards, radios, or other recreational materials will be allowed.

L. Violation of any of the rules or guidelines will result in expulsion from the session and the student will receive no credit for having attended.



Saturday School provides an alternate disciplinary measure to supervision and gives additional supervised study time to work on academic subjects. It is the goal of the program that Saturday School will provide you with a positive learning experience and one in which you can work on improving attitudes and behavior.

Any missed Wednesday/Saturday School will become a suspension or an In-School Suspension.

The principal may use the alternative school option when other measures of discipline have been tried with little success.

### **SMOKING**

In accordance with Senate Bill 339, which eliminates the possession and use of tobacco products by school students on school property, the B-C Board of Education establishes the following board policy, making it forbidden for students to possess or use tobacco products in the buildings or on school property during the school year. This policy includes all school activities.

#### Smoking/Tobacco Policy

Students apprehended in the act of smoking, using tobacco products or in possession of tobacco products including but not limited to tobacco, nicotine, e-cigarettes (vapor-pens), alternative-nicotine products or any look-a-like substance that could reasonably be considered a tobacco product, whether the substance contains nicotine or not, or any other illegal substances will be subject to the following disciplinary action:

##### On the first offense:

- A. Parents will be notified as per Board policy.
- B. The student will be suspended from school for three days.
- C. Parking privileges may be revoked for one calendar year.

##### On the second offense:

- A. Parents will be notified as per Board policy.
- B. The student will be suspended from school for five days.

##### On the third offense:

- A. Parents will be notified as per Board policy.
- B. The student will be suspended from school for 10 days with a recommendation for expulsion, and documentation will be provided to the local law enforcement.
- C. Parking privileges will be revoked for one calendar year.

### **STUDY HABITS**

Development of good study habits will help to improve students' grades and decrease the amount of time needed to prepare

properly. No one routine is right for all, but a few helpful hints are offered below:

A. PLAN - Assign a definite time, possibly up to two hours a day, for study at home. Utilize study periods and the media center at school. Keep a list of assignments in a notebook, and take home all necessary books, papers and other materials.

B. PLACE - Have a definite place at home to study away from distraction with all necessary books, papers, and materials available. Do not attempt to study while conversing or viewing TV.

C. PROCEDURE - Be certain you understand the assignment when the teacher gives it. Read the entire assignment over rapidly to grasp the basic content present. Re-read the assignment slowly and comprehensively for content, relationships and details.

D. REVIEW – close the book and mentally outline the materials and ideas contained in the lesson. Review the entire assignment.

### **STUDY HALLS**

A study hall gives you an opportunity to do assignments while at school. Everyone should take advantage of study halls to prepare for their class assignments. Students are expected to report to study halls and to classes with the necessary provisions for study - pen, pencil, books, paper, etc. Lack of daily preparation is the most frequent reason for subject failure.

The study hall monitor may issue passes **ONLY TO THE RESTROOM AND ONLY IN EMERGENCY CASES**. Students desiring to see a teacher must **HAVE PREVIOUSLY PRESENTED A PASS TO THE STUDY HALL MONITOR FROM THE TEACHER YOU WILL MEET**. Only students with passes previously presented will be permitted to leave the study hall. If a student is to remain with that teacher all period, it should be indicated as such by the teacher on the pass.

#### Study Hall Guidelines

A. **BE ON TIME!** It is your duty to report to the study hall monitor at the beginning of the period, each day. The study hall monitor will be keeping a list of those students who are tardy. Tardiness to first period study hall is the same as being tardy to a first period class. Beginning with the third tardy, the student will be assigned one detention

B. All students will have an assigned seat. This will be in alphabetical order unless the study hall teacher states differently. The door will be closed after the bell rings, and a late student will be asked to go to the office and get a pass to enter study hall.

C. Attendance will be taken immediately after the bell has rung. If you are not in the classroom, you will be counted absent.

D. Under NO circumstances will a student be dismissed from study hall to see a teacher without first bringing a pass from that teacher to the study hall monitor. You must get passes from teachers BEFORE study hall if you wish to be released to take a make-up test, receive tutoring, discuss class materials, etc. Remind your teachers that you need a pass to get out of study hall. This must be done before you go to the teacher requesting your presence; otherwise, you will be counted truant from study hall and be counted absent and/or tardy as the case may be. This could result in detentions or other form of punishment.

E. To reduce confusion in the office, students will not be allowed to go to the office during study hall. Request forms to see the guidance counselors will be available in study hall. The completed forms will be returned to the office by the study hall monitor at the end of the period. Guidance counselors will notify the study hall monitor when a student is to be sent to the office. There will only be one pass ISSUED AT A TIME. Therefore, the time will be closely monitored, and abuse of the pass will result in the end of such privileges for a specified time.

F. Cell phones, laptops, and/or I-pads may be used during study hall as long as they are not distracting to others. Music may be listened to as long as headphones/earbuds are used, and others cannot hear. Cell phone calls should not be accepted or communicated during study hall. If a phone (emergency) call is necessary, the student should ask permission to make the call in the office. Cell phones are never to be used to take pictures or video throughout any portion of the school day.

G. There will be NO FOOD in study hall.

H. Use of electronic devices during study hall will be at the discretion of the administration

I. Signs of affection (kissing, resting on each other, etc.) are unnecessary and are not permitted.

J. Writing on chairs, tables, or walls is uncalled for and will be reported to the office. Putting your feet and/or sitting on the tables will result in a detention. Please do not lean back on chairs.

K. Book bags should be placed on the floor, not on the tables. Books for studying should be put on the table one at a time - this will help with space.

L. Tables will be checked at beginning and end of each period. If there is any writing on the table when you sit down at your assigned seat, please notify the study hall monitor.

M. No profanity, gestures, or other talk offensive to others is called for in any situation and will not be tolerated.

- N. Bring books and materials to study.
  - O. No talking loudly or causing disruptions or sleeping.
- Detentions will be issued.

### **SUSPENSION AND EXPULSION**

The principal and/or local superintendent may suspend a student from school and the school-related activities occurring during the suspension period for not more than ten (10) school days. Only the local superintendent may expel a student for violations of one or more of the current items listed in the Code of Conduct.

The policy is in force for violations that occur during school hours, at school activities involving B-C students, and while being transported on school-owned vehicles.

A. When an incident occurs that may lead to suspension, the principal or his/her designee shall investigate the alleged offense.

B. If the principal determines that suspension is inappropriate, other appropriate disciplinary action may be administered.

C. If the principal determines that grounds for suspension exist, the following steps shall be observed:

1. The student must be provided written notice as soon as practicable of the intent to suspend, which must include a statement that the student has an opportunity to appear before the principal or his/her designee to challenge the reason for the proposed suspension.

2. Within 24 hours after the student is notified of the suspension, written notice must be sent or provided by the principal to the parents and/or student stating the reason(s) for suspension, the duration of suspension, and the right of the student to a hearing with the local superintendent.

3. **Within two school days (JGD Policy)** after the removal of the student from school, the student and parent(s) must be provided an opportunity to appeal to the local superintendent who shall serve as the School District's appellate office for suspension hearings. The hearing, which is not a formal judicial proceeding, must provide for the following:

- a. Statements supporting the charge(s) against the student;
- b. An opportunity for the student to present evidence and/or witness in his/her behalf;
- c. A detailed word-for-word record of such hearing shall be maintained;

d. If the student requests legal counsel be present, then the Board of Education shall supply legal counsel to the local superintendent, if requested, and

e. The local superintendent shall appraise the parents and/or student of the decision within 24 hours after the appeal hearing.

Students assigned an Out-Of-School suspension are denied the right to attend school or participate in school activities for the duration of the suspension. During the suspension, students may receive credit for the work missed. The student is responsible to contact the teacher through e-mail, Schoology, or other method as agreed upon with the principal, to get their work. Assignments are due on the assigned due date or must be turned in upon returning to school. Missed tests will be given as soon as possible according to teacher availability. Projects and presentations will be accepted at the discretion of the teacher.

## **SECTION V - TRANSPORTATION**

### **AUTOMOBILES AND STUDENT DRIVING**

Although it is necessary for some students to drive to school, students are encouraged to use bus transportation whenever possible. Parking permit forms are included in the information distributed on opening day. Parking permits may be obtained in the office after paying the \$20.00 parking fee (\$10.00 2nd semester).

The following regulations apply to all students driving to and parking on school grounds:

A. The parking spaces at the front entrance of the high school are for faculty, staff, and guests only. ALL STUDENT PARKING will be in the designated area in the rear of the high school building.

B. A maximum speed limit of 10 MPH is to be followed at all times. Driving off the paved lot, reckless or unsafe operation of any vehicle on school grounds may result in serious disciplinary action. Rapid acceleration upon exiting school grounds/lots may also result in denial of parking privileges and disciplinary action.

C. Students are not to remain in their vehicle or return to the parking lot during school hours without permission from the office.

D. Going to the parking lot during lunch is strictly prohibited. Students can only go to their vehicles with a pass from the office. Failure to do so will result in disciplinary action. Leaving school grounds during lunch is also prohibited and will result in truancy. A four-hour Wednesday/Saturday School will be the penalty, and further offenses may result in loss of driving privileges.

E. Only students leaving school for approved reasons (for example work programs, illness) are permitted to drive from school property during school hours. All other student vehicles will remain parked until the end of the day.

F. All students must use the PLUM ROAD entrance for entering and exiting school grounds during the school day.

G. An effort will be made to supervise the student parking lot; however, school employees cannot possibly supervise the lot at all times. Therefore, students must be aware that there are certain risks of danger and vandalism to vehicles and that THE SCHOOL ASSUMES NO RESPONSIBILITY for such losses to vehicles.

H. Double parking is not permitted under any circumstances.

I. All students are to park within the marked parking spaces. No angle parking permitted. There is no parking except within the lined spaces available at the main and upper parking lots in the rear of the building.

J. The parking lot is school property. A search may be conducted of vehicles in cases where a suspected item poses a clear and present danger to the health and safety of students.

Student drivers who violate these regulations may be subject to disciplinary action, including suspension and/or loss of their driving privileges.

Students should be aware that state law now provides for the suspension or revocation of a temporary driving permit or driver's license of persons under 18 years of age who drop out of school, are suspended or expelled from school for use of or possession of drugs or alcohol, or those who are excessively absent from school.

#### **BUS CONDUCT**

Students are expected to be at their assigned bus pick-up locations on time. While on the bus, keep hands and head inside the bus at all times and refrain from excessive noise from talking or laughing. Other rules to observe include the following:

The following are the safety and discipline rules for Bloom-Carroll school buses. Students:

-Should be at their designated bus stop five minutes before the scheduled pick up time.

-Must go directly to the seat assigned to them.

-Must remain seated and keep the aisles and exits clear.

-Must observe classroom etiquette and obey the bus driver.

-Must not use profane language.

-Are not allowed to eat or drink on the bus except when medically necessary.

-Must not throw or pass objects on the bus.

-Must keep head and hands out of the bus windows.

-Must not use cell phones on the bus.

-Must not use text messaging of any kind.

-Must use listening devices with small earpieces; larger “cupping” headphones are not permitted.

-May use hand held game devices as long as they are not disruptive or connected to another device.

-May carry on the bus only objects that can be held in their laps. Students who wish to ride a bus home with another student must present a note, signed by the parent, to the office prior to the end of the school day. This note will be signed by the office and returned to the student, who will give it to the driver of the bus they are riding. Occasionally a bus will be too full, and extra riders will not be allowed.

Violation of these rules may result in disciplinary action including suspension and/or loss of bus riding privileges.

## **APPENDIX**

### *Technology Rules and Regulations*

Student Access to Networked Information Resources (the Internet)

Internet and Electronic Mail Permission Form/Letter to Parent or Guardian

All District Board policies referred to are available in each school’s administrative office.

The Bloom-Carroll Local School District is pleased to offer our students access to the district computer network for educational electronic mail and the Internet. To gain access to email and the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the respective school office. Students 18 and over may sign their own forms. A user agreement and parent permission form is included in the information distributed on opening day.

Access to educational E-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other material as well. We believe the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Parents and guardians of minors are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources. The Bloom-Carroll Local

School District supports and respects each family's right to decide whether or not to apply for access.

*District Internet and Educational E-mail Rules*

Students are responsible for good behavior on school computers and networks just as they are in the classroom or a school hallway. Communications on a network are often public in nature. General school rules for behavior (as presented in the student handbook) apply.

The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent/guardian permission is required for minors. Network access is a privilege, not a right. Access requires responsible and lawful use.

Individual users of the District computer networks are responsible for their behavior and communications over those networks. It is presented that users will comply with District standards and will honor the agreements they have signed. Beyond the clarification of such standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

During defined hours, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for guidance as they must also exercise with information sources such as television, telephones, movies, radio, and other sources of potentially offensive material.

*Privacy*

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District, and no user shall have any expectation of privacy regarding such materials.

*Sanctions/Failure to Follow Policy and Breach of Agreement*

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy and breaches his/her Agreement shall, at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's tenure in the School District. A user breaches his or her Agreement not only by affirmatively violating the above Policy, but also by



failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy and Agreement if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may take other disciplinary action. As outlined in Board Policy and procedures on student rights and responsibilities (Board Policy JF and related Administrative Regulations), copies of which are available in school offices, the following are not permitted:

- a. Use of obscene language and gestures. Students shall not use obscene or vulgar language, images, gestures, or signs.
- b. Threatening a person. A student shall not threaten another.
- c. Harassment: Harassment on the basis of race, color, national origin, ancestry, citizenship, religion, handicap, age, or sex is prohibited.
- d. Manifest Disrespect: A student shall not demonstrate manifest disrespect toward any other individual. Actions may include verbal or non-verbal disrespect or psychological abuse.
- e. Libel or Slander: No student shall commit libel or slander. Libel is defamation expressed by print, writing, pictures, or signs while slander is defamation by speaking.
- f. Damaging computers, computer systems, or computer networks.
- g. Violating copyright laws. (If a file or application doesn't say it may be reproduced, then assume it is protected.)
- h. Using others' passwords or disclosing your password to others.
- i. Trespassing in others' folders, work or files.
- j. Intentionally wasting limited resources (such as network time and/or consumables).
- k. Employing the network for commercial purposes (such as running a business or buying and selling products).

Violations may result in a loss of access as well as other disciplinary or legal actions.

Warranties/Indemnification

The School District makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy and Agreement. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly by any user or his or her parent(s) or guardian(s) arising out of the user's use of its

computer networks or the Internet under this Policy and Agreement. By signing this Policy and Agreement, users are taking full responsibility for his or her use, and the user who is 18 or older, or in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District, and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to, any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s), agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another's outside the School District's network.

Updates

Users, and, if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy and Agreement, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian), or such new Policy and Agreement must be signed if the user wishes to continue to receive service. If, after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

Criterion	Ohio Diploma	Academic Honors Diploma	International Baccalaureate Honors Diploma	Career Tech Honors Diploma	STEM Honors Diploma	Arts Honors Diploma (Includes dance, drama/theatre, music, and visual art)	Social Science & Civic Engagement Honors Diploma
Math	4 units, must include one unit of algebra II or equivalent	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	5 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content <sup>4</sup>	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content
Science	3 units	4 units, including two units of advanced science <sup>2</sup>	4 units, biology, chemistry, and at least one additional advance science <sup>2</sup>	4 units, including two units of advanced science <sup>2</sup>	5 units, including two units of advanced science <sup>2</sup>	3 units, including one unit of advanced science <sup>2</sup>	3 units, including one unit of advanced science <sup>2</sup>
Social Studies	3 units	4 units	4 units	4 units	3 units	3 units	5 units
World Languages	N/A	3 units of one world language, or no less than 2 units of each of two world languages studied	4 units minimum, with at least 2 units in each language studied	2 units of one world language studied	3 units of one world language, or no less than 2 units of each of two world languages studied	3 units of one world language, or no less than 2 units of each of two world languages studied	3 units of one world language, or no less than 2 units of each of two world languages studied
Fine Arts	2 Semesters	1 unit	1 unit	N/A	1 unit	4 units	1 unit
Electives	5 units	N/A	N/A	4 units of Career-Technical minimum <sup>3</sup>	2 units with a focus in STEM courses	2 units with a focus in fine arts course work	3 units with a focus in social sciences and/or civics
GPA	N/A	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale
ACT/SAT/WorkKeys <sup>1</sup>	N/A	27 ACT/1280 SAT <sup>4</sup>	27 ACT/1280 SAT <sup>4</sup>	27 ACT/1280 SAT <sup>4</sup> /WorkKeys (6 Reading for Information & 6 Applied Mathematics) <sup>7</sup>	27 ACT/1280 SAT <sup>4</sup>	27 ACT/1280 SAT <sup>4</sup>	27 ACT/1280 SAT <sup>4</sup>
Field Experience	N/A	N/A	Complete a field experience and document the experience in a portfolio specific to the student's area of focus <sup>5</sup>	Complete a field experience and document the experience in a portfolio specific to the student's area of focus <sup>5</sup>	Complete a field experience and document the experience in a portfolio specific to the student's area of focus <sup>5</sup>	Complete a field experience and document the experience in a portfolio specific to the student's area of focus <sup>5</sup>	Complete a field experience and document the experience in a portfolio specific to the student's area of focus <sup>5</sup>
Portfolio	N/A	N/A	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts <sup>6</sup>	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts <sup>6</sup>	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts <sup>6</sup>	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts <sup>6</sup>	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts <sup>6</sup>
Additional Assessments	N/A	N/A	N/A	Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent	N/A	N/A	N/A

*NOTE: Items shaded in blue are changes that were made to the honors diploma system, including the entire STEM, Arts, and Social Science and Civic Engagement Honors Diplomas*

### NOTES:

For the Academic, International Baccalaureate, and Career Tech Honors Diplomas, students who entered the ninth grade between July 1, 2013 and June 30, 2017 may choose to pursue the diploma by meeting the requirements of these criteria or the previous criteria. Students entering the ninth grade on or after July 1, 2017 must meet these criteria.

Completion of any advanced standing program, which includes Advanced Placement, International Baccalaureate, College Credit Plus, and may include Credit Flexibility, can be counted toward the unit requirements of an Honors Diploma.

Students must meet all but one of the criteria to qualify for an Honors Diploma, and any one of the criteria may be the one that is not met.

Diploma with Honors requirements pre-suppose the completion of all [high school diploma requirements](#) in the Ohio Revised Code including:

½ unit physical education (unless exempted), ½ unit health, ½ unit in American history, ½ unit in government, and 4 units in English. The class of 2021 and beyond will need to have ½ unit in world history and civilizations as well.

<sup>1</sup> Writing sections of either standardized test should not be included in the calculation of this score. The Locating Information test is not included in the calculation of the WorkKeys score.

<sup>2</sup> Advanced science refers to courses that are inquiry-based with laboratory experiences and align with the 11/12th grade standards (or above) or with an AP science course, or with an entry-level college course (clearly preparing students for a college freshman-level science class, such as anatomy, botany, or astronomy).

<sup>3</sup> Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post-secondary credit.

<sup>4</sup> The fifth mathematics and science credit for the STEM honors diploma may be fulfilled with a single course.

<sup>5</sup> Field Experience refers to experiential learning in either an internship or apprenticeship. Students will document their experiences by describing their understanding in a portfolio.

<sup>6</sup> The student portfolio is a collection of experiential learning and competencies based on the student's field experiences. Students will engage with professionals or scholars in the field while developing their own portfolio or ePortfolio of original work that documents their technical, critical and creative skills representative of their honors focus; students' work must be reviewed and evaluated by scholars or professionals within the field/area of study in which the students' work is focused, and the scholars or professionals must be external to the district staff; students will give a presentation to showcase the work and provide an analysis of it to the school and local community. If the student does not complete a field experience, the portfolio can be based on a collection of work related to the student's honors diploma area of focus.

<sup>7</sup> Students must score a minimum of a 6 on the Applied Mathematics WorkKeys Assessment and a minimum of 6 on the Reading for Information WorkKeys Assessment in order to meet the WorkKeys score requirement. The WorkKeys option applies only to the Career Tech Honors Diploma.

<sup>8</sup> These scores are based on the 2016 ACT and SAT assessments. Concordance tables outlining equivalent scores for past and future tests that differ from the 2016 versions will be published on the ODE website. Tables to concord SAT assessments taken prior to March 2016 can be found [here](#). Further information on test concordance can be found [here](#).