

STUDENT / PARENT HANDBOOK

BELPRE HIGH SCHOOL

Grades 7-12

School Year 2020-2021



SCHOOL COLORS: ORANGE AND BLACK

SCHOOL MASCOT: GOLDEN EAGLE

GOLDEN EAGLE WAY

Golden Eagles:

Respect themselves

Respect fellow students

Respect their school

Respect their family

Respect their community



BELPRE HIGH SCHOOL ALMA MATER

Belpre High, we love thee dearly,

And to thee are true.

We do honor thee sincerely,

With our pledge of faith to you.

Orange and black our colors gleaming,

Ever shall they stand.

Praising always alma mater,

True to BHS!!!

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SECTION I: GENERAL INFORMATION

Regular Bell Schedule

Period 1	8:00 - 8:45
Period 2	8:48 - 9:33
Period 3	9:36 - 10:21
Period 4	10:24 - 11:09
Period 5a	11:12 - 11:42 Lunch 7-8
Period 5b	11:45 - 12:36 Class 7-8
Period 5a	11:12 - 12:03 Class 9-12
Period 5b	12:06 - 12:36 Lunch 9-12
Period 6	12:39 - 1:24
Period 7	1:27 - 2:12
Period 8	2:15 - 3:00

Two Hour Delay Bell Schedule

Period 1	10:00 - 10:29
Period 2	10:32 - 11:01
Period 5a	11:04 - 11:34 Lunch 7/8
Period 5b	11:37 - 12:20 Class 7/8
Period 5a	11:04 - 11:47 Class 9 - 12
Period 5b	11:50 - 12:20 Lunch 9 - 12
Period 3	12:23 - 12:52
Period 4	12:55 - 1:24
Period 6	1:27 - 1:56
Period 7	1:59 - 2:28
Period 8	2:31 - 3:00

1:20 Dismissal Bell Schedule

Period 1	8:00 - 8:32
Period 2	8:35 - 9:07
Period 3	9:10 - 9:42
Period 4	9:45 - 10:17
Period 6	10:20 - 10:52
Period 5a	10:55 - 11:25 Lunch 7/8
Period 5b	11:28 - 12:10 Class 7/8
Period 5a	10:55 - 11:37 Class 9 - 12
Period 5b	11:40 - 12:10 Lunch 9 - 12
Period 7	12:13 - 12:45
Period 8	12:48 - 1:20



EAGLES WITH VISION

**2020-2021
School Calendar**

August 2020						
Sun	Mo	Tue	We	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
Su	Mo	Tu	W	Th	Fri	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
3S	Mo	Tu	W	Th	Fri	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
Su	Mo	Tu	W	Th	Fri	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
Su	Mo	Tu	W	Th	Fri	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
Su	Mo	Tu	W	Th	Fri	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
Su	Mo	Tu	W	Th	Fri	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
Su	Mo	Tu	W	Th	Fri	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	Mo	Tu	W	Th	Fri	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
Su	Mo	Tu	W	Th	Fri	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Aug. 6&7 New Teacher Orientation
 Aug. 12,13,14 Professional Development
 Aug. 17 Records Day
 Aug. 18 First Day for Students
 Sep. 7 Labor Day (No School)
 Sep. 24 Early Release 1:00 pm- P/T Conferences 2:00-8:00 pm
 Sep. 25 Professional Development (No School)
 Oct. 7 Family Night
 Oct. 14 End of 1st Grading Period
 Oct. 15&16 Professional Days (No School)
 Oct. 19 Records Day (No School)
 Nov. 11 Veterans Day (No School)
 Nov. 25-27 Thanksgiving Break (No School)
 Dec. 18 End of 2nd Grading Period /Early Release 1:00 pm
 Dec. 21-Jan. 1 Christmas Break (No School)
 Jan. 4 Records Day (No School)
 Jan. 5 Classes Resume
 Jan. 18 Martin Luther King Day (No School)
 Feb. 3 Early Release 1:00 pm- P/T Conferences 2:00-8:00 pm
 Feb. 4&5 Professional Development (No School)
 Feb. 15 Presidents' Day (No School)
 Mar. 9 Family Night
 Mar. 18 End of the 3rd grading Period
 Mar. 19 Teacher Records Day (No School)
 Mar. 29-Apr. 2 Spring Break (No School)
 Apr. 5 Classes Resume
 May 14 Last Day for Seniors
 May 16 Commencement 2:00 pm
 May 24 Last Day for students/End of Fourth Grading Period (Early Release 1:00 pm)

- Kindergarten Entrance Dates - Parents will be notified of their child's start date
- Teacher Records Day
- School Closed
- Professional Development
- Start of Grading Period
- End of Grading Period
- Early Release

Calamity Days #1-5 will not be made up. Days #6-8 will be on-line make up days. All Calamity Days after #8 will be made up using the Make-up days listed below.

Make-up Days: Jan. 18, Feb. 15, Mar 29-31

- 170 Days for Students
 - 4 Teacher Records Days
 - 2 P/T Conferences
 - 8 Professional Development
- Board Approved 4/20/2020

MISSION OF THE SCHOOL

Belpre High School is committed to the belief that every individual is unique and is entitled to the fullest possible development of his or her abilities and talents. The mission of BHS is to equip students with the knowledge and resources necessary to create lifelong learners, productive and responsible members in our diverse, global society and to develop college and career readiness skills and knowledge through partnerships with business and industry, post secondary institutions, and community stakeholders.

EQUAL EDUCATION OPPORTUNITY (BCS Policy 2260)

It is the policy of this district to provide an equal education opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the district, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the school district's superintendent: Mr. Jeffrey Greenley Belpre City Schools 2014 Rockland Avenue Belpre, OH 45714 (740) 423-9511. The complaint will be investigated by the superintendent or designee, who will respond to the complaint in a timely manner. The compliance officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

STUDENT RIGHTS AND RESPONSIBILITIES (BSC Policy 5780)

The rules and procedures of Belpre High School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process before a student is removed because of their behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish their educational goals.

Visit <https://www.belpre.k12.oh.us/o/belpre-city-schools/staff> to obtain information to contact staff via email.

The staff expects students to arrive at school on time prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from any adult staff member.

PUBLIC RECORDS POLICY (BCS Policy 8310)

All records of Belpre City Schools are public, unless they are specifically exempt from disclosure under the Ohio Revised Code. The Board of Education recognizes its responsibility to maintain the public records available to residents of Ohio for inspection and reproduction. The Board will utilize the following procedure regarding the availability of public records.

“Public Records” are defined as any document or device, whether paper, electronic, or other format, which is created or received under the jurisdiction of this office and which documents the organization, functions, policies, decisions, procedures, operations, or other activities of the district.

“Public records” do not include medical records, trial preparation records, confidential law enforcement investigatory records, records the release of which is prohibited by State or Federal law, and any other exceptions set forth in Ohio Revised Code Section 149.43. Confidential law enforcement investigatory records, medical records, and trial preparation records are as defined in Ohio Revised Code 149.43.

Any person may inspect the public records of this district at all reasonable times during the regular business hours of the office in which such records are maintained. In addition, upon request, a person may receive copies of public records, at cost, within a reasonable period of time.

While the district’s public records shall be promptly prepared and made available for inspections, a reasonable period of time may be necessary for the district to review and redact non-public/confidential information contained in the record and/or to fulfill extensive/voluminous request for copies. At the time of the public records request, if the request cannot be complied with immediately, the records custodian shall inform the person making the request of the reason for the delay and provide an estimate of the time needed to comply with the request. The superintendent is authorized to grant or refuse access to the records of this district in accordance with the law.

A person may purchase copies of the district’s public records upon payment of a fee. A person who chooses to purchase a copy of a public record may request to have said record duplicated on paper, on the same medium on which the district keeps the record, or on any other medium on which the custodian or records determines that said record reasonably can be duplicated as an integral part of normal operations.

A person who chooses to purchase a copy of a public record may also choose to have that record sent to him/her by the United States mail within a reasonable period of time following the request, provided the person making the request pays in advance for said record as well as costs for postage and supplies used in mailing.

No public record may be removed from the office in which it is maintained except by a board officer or employee in the course of the performance of his/her duties.

Nothing in this policy shall be construed as preventing a board member, in the performance of his/her official duties, from inspecting any record of this district, except student records and certain portions of personnel records.

A School District Records Commission shall be established consisting of the Board President, Treasurer, and Superintendent of Schools in accordance with law to judge the advisability of destroying district records. The commission shall meet at least once every twelve (12) months.

STUDENT RECORDS (BCS Policy 8330)

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

Each year the Superintendent shall provide public notice to students and their parents of the district's intent to make available, upon request, certain information known as "directory information". The board designates as student "directory information" a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received. Directory information shall not be provided to any organization for profit-making purposes. Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the board within five days after receipt of the superintendent's annual public notice.

ENROLLING IN THE SCHOOL (BCS Policy 5105)

Students who are new to Belpre High School are required to enroll with their parents or legal guardian at the Stone Board of Education and Administration Building located at 2014 Rockland Avenue, Belpre Ohio 45714. Information and forms that are needed to enroll a student can be found at the following link:

<https://www.belpre.k12.oh.us/o/belpre-city-schools/page/student-enrollment--12>

After you have successfully enrolled your child/children at the Stone Administration Building, an appointment will be made for you to complete the process at the designated school. You will be required to complete several documents at the school once you have been enrolled which must be on file before the child/children may attend classes.

If the student's previous school indicates no record of her/his attendance, or the records are not received within fourteen (14) days of the date of the request, or if the student does not present a certification of birth or other documentary evidence, the principal shall immediately notify the law enforcement agency where the student resided and the Belpre City Police Department that s/he may be a missing child. *See BCS Policy 5111 and 5215.

TRANSFER OUT OF THE DISTRICT (BCS Policy 5130)

If a student plans to transfer from Belpre High School, the parent must notify the principal or building secretary who will then notify the registrar. School records shall be transferred upon request from the new district within 14 days as required by law. Parents are encouraged to contact the school office for specific details.

STUDENT WELL-BEING (BCS Policy 7430)

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Automatic external defibrillators (AED) are located outside the high school office, the high school gym, and in the Lawton building gym to be used in case of emergencies. Staff members have been trained on the use of the AEDs. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately. State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

IMMUNIZATIONS (BCS Policy 5320)

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal or designee may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the principal.

Immunization Requirements

Unless given a waiver, students must meet the following requirements:

- Diphtheria (DPT or DT), Tetanus (DTaP), Pertussis (DTP, DT, Td): Three or four doses of the vaccine or any combination thereof, is the minimum acceptable. For students age 7 or older, if the third dose is Td, a fourth dose is not required.
- Measles (MMR): Single dose of live measles virus vaccine or vaccine combination on or after first birthday, and an additional dose of the MMR vaccine given at least twenty-eight (28) days after dose.
- Rubella: Same as measles.
- Mumps: Same as measles.
- Polio: Three doses of DPV or IPV or any combination of DPV or IPV.

INJURY AND ILLNESS (BCS Policy 5340)

***All injuries must be reported to a teacher or to office personnel.**

If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. A student who becomes ill during the school day should request permission from the teacher to go to the office. Office staff will help determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

USE OF MEDICATIONS (BCS Policy 5330)

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office. All medications (prescription and/or over-the-counter drugs) are to be delivered to the principal's office and taken only with adult supervision. No medications or medical treatments are to take place in school without knowledge of office personnel. The Medication Request and Authorization Form 5330 F1 must be filed with the principal before the student will be allowed to begin taking any medication during school hours. In those circumstances where a student must take a prescribed medication or OTC medication recommended by physician during the school day, the following guidelines are to be observed:

- The BCS "Permission to Administer Medication" form must be filed with the school office before a student will be allowed to begin taking any medication during school hours. This form is completed by the parent and the physician. No medications will be given at school until this form is completed and on file in the office.
- Parents/Physicians should determine whether a medication schedule can be adjusted to administering medication during school hours.
- Medications must be in the appropriately labeled pharmacy bottles with student's name, medication name, strength, dosage and administration times, and pharmacy and physician names.
- A law enacted in August 1999 in Ohio permits students to carry their asthma inhalers with them. An authorization form for self-administration of inhaler medication must be completed by the student's physician and parents and on file with the school office prior to the inhaler being brought to school. Inhalers can be secured with the school office if the parent and/or physician determine the student needs supervision when using the inhaler.
- Any unused medication unclaimed by the parent will be destroyed by school personnel at the end of a school year.
- The parent is responsible to instruct their child when to take medication and the child is responsible to present him/herself on time and for taking the prescribed medication.
- Dispensing of any non-prescribed, over-the-counter medication by school employees to students is strictly prohibited.

CONTROL OF COMMUNICABLE DISEASES AND PESTS (BCS Policy 5320)

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

INDIVIDUALS WITH DISABILITIES (BCS Policy 2260.01)

The American's with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the District's programs and facilities. The Belpre City School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant. Parents, who believe their child may have a disability that substantially limits major life activities of their child or to inquire about the procedures/program, should contact the school psychologist at 740-423-9511.

PUBLIC NOTICE: “An equal provider of services and an equal opportunity employer.”

The Belpre City School District hereby announces our willingness to move programs and activities to an accessible location or to otherwise take steps to ensure that individuals with mobility impairments have equal access to our programs and activities. Please contact Pam Hammond at Belpre City Schools Central Office 740-423-9511 between the hours of 7.30 a.m. and 4.30 p.m. to request access to district programs and activities or to ask any questions related to access by people with mobility impairments.

EMERGENCY CLOSINGS AND DELAYS

When the weather or any unforeseen calamity forces school to be delayed or closed the following procedures will be implemented:

1. The decision to close school all day or delay its opening will be made by the superintendent as early as possible.
2. Local radio and television stations will be notified when school is delayed or closed for the day. Do not call any school personnel to see if school is closed. If inclement weather should arise while school is in session, please do not call the school.
3. Visit the district website at www.belpre.k12.oh.us for announcements emergency closings and delays.
4. The One Call System will be utilized.

NOTE: When schools are open and buses are running, students will be given an unexcused absence if they are absent because of weather.

FIRE AND TORNADO DRILLS (BCS Policy 8420)

The School complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the state. Students are to participate in all emergency drills in an orderly fashion and with no talking.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of 24 hours notice is required to ensure that the principal has the opportunity to review the announcement or posting.

SCHOOL/PARENT COMMUNICATION

To enhance communication between the school and parents, Belpre High School offers several options for parents to receive information:

1. The Belpre High School website at www.belpre.k12.oh.us contains emergency school closings/delays, student handbook, scholarship information, links to teacher web pages, pictures of school events, and other important information.
2. Receive our BHS Student and Parent Bulletin via email. Please send your request to bc_juliemeredith@belpre.k12.oh.us to be put on our emailing list.
3. The One Call System will make announcements as needed.
4. Belpre High School has a scrolling sign in front of the campus with upcoming events and information.
5. Our school phone system allows you to leave voice mail messages with individual teachers.
6. Individuals may contact teachers and/or school staff via email. Email information for staff is located on the Staff link on the district webpage at <https://www.belpre.k12.oh.us/o/belpre-city-schools/staff>.

USE OF THE SCHOOL EQUIPMENT AND FACILITIES (BCS Policy 7510, 7530)

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

FEES, FINES AND CHARGES (BCS Policy 6152)

Students using school property and equipment can be fined or required to pay a fee for excessive wear and abuse of the property and equipment or if property and equipment is borrowed and not returned. The fine is used to pay for the damage or replace the equipment, not to make a profit. Late fees can be avoided when students return borrowed materials promptly. Failure to pay fines, fees, or charges may result in the withholding of grades and other educational records and awards. Fees, fines and charges must be received by the end of the second week of the grading period or the student will NOT be allowed to participate, which may affect his or her grade; Infinite Campus access may also be denied until fees are paid.

STATEMENT OF INTERNET RESPONSIBILITIES (BCS Policy 7540)

The Internet is a network consisting of millions of computer users in nearly every country on the globe, connecting to thousands of computers located throughout the world, creating a large and diverse electronic network. Student use of the Internet at Belpre High Schools is limited to use for educational and career development activities and limited high-quality self-discovery, not for entertainment purposes.

In order to receive an online account, students must read an Internet User Agreement Policy and must be signed by both the student and parent.

All student use of the Internet will be monitored; do not use school accounts and expect privacy. If students abuse privileges the following minimum steps will be taken:

- **First Abuse: Internet privileges will be lost for 20 school days.**
- **Second Abuse: Internet privileges will be lost for 60 school days.**
- **Third Abuse: Privileges will be lost for the remainder of the school year and may be carried into the next school year as determined by the principal.**
- **Use of Internet privileges may be removed as determined by the principal.**

MEDIA CENTER

All students in the school are entitled to use the Media Center and to borrow its materials. The student will be assessed a replacement or damage fee for any library materials s/he is found to have lost or damaged. Students who want to use the library and sign out books should contact Kellie Krason, Director.

LOST AND FOUND

The lost and found area is located in the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

MEAL SERVICE/CAFETERIA

Breakfast is available daily to all students in the Lawton Building cafeteria before school. Breakfast food obtained in the cafeteria will be consumed in Eagles Nest (grades 9-12) and Lawton gym (grades 7-8). Breakfast may also be served via mobile cart in the Band Hallway. Breakfast food obtained in the Band Hallway will be consumed in the designated area. All students are responsible for bussing their own trays, cleaning up trash and disposing of it properly in the specific area during both breakfast and lunch times. Food, drinks, or snacks are not allowed from outside vendors into the buildings or classrooms during breakfast or any period during the school day. (**Exception: See Closed Lunch)

Families that are interested in the free and reduced meal program may apply at any time throughout the school year. Applications for free and reduced lunches may be obtained in the office and should be returned to the main office for review the day after they are received. If your child was approved for free/reduced meals during the previous school year, their application is good for the first thirty days of the new school year. A new application must be filled out during that thirty-day time period. Families will be notified in writing if they qualify for the remainder of the school year.

CLOSED LUNCH

Due to the concern for student safety, Belpre High School is a Closed Lunch Campus. All students in grades 7-12 will be assigned a specific lunch period in which they will be required to eat lunch on campus in the school cafeteria. Lunch is available for purchase in the cafeteria or students may bring a packed lunch to school with them. **Only parents or guardians may bring lunch from outside vendors for their student and must be delivered in the high school office by 11 a.m. Students will not be permitted to have outside food delivered to them at any other area on the high school campus. Students will not be called out of class to pick up lunches or to pay for lunches that are brought via delivery service from outside vendors. Office staff is not responsible for lunches that get dropped off.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this may lead to disciplinary action.

USE OF TELEPHONES AND CELL PHONES (BCS Policy 5136)

The phones in the offices are business phones. Students are not to be released from class to use the office phone or personal cell phone unless an emergency exists. Students will not be interrupted during class time for incoming cell phone calls, texts, or messages from anyone, including family members, unless they are designated by building administrators of an emergency nature. Class business may be conducted over the office phone only during lunch or intervention period if the faculty sponsor gives permission.

All cell phones will be turned off during the school day and placed in the students backpack or purse. Cell phones may only be used during the student lunch period or as deemed appropriate by the classroom teacher for educational purposes.

POSSESSION OF ELECTRONIC EQUIPMENT (BCS Policy 5136)

Most electronic equipment necessary in school is supplied by the school. Students are NOT permitted to use cell phones or other personal electronic devices in the classrooms during school hours unless directed to do so by the classroom teacher. Cell phones may be used during student lunch period unless advised otherwise. Violations will lead to the following disciplinary actions:

- First Offense: Phone will be confiscated and held in the office. Student may pick up phone at the conclusion of the school day.
- Second Offense: Phone will be confiscated and held in the office until a parent claims it at the conclusion of the school day. Student will be assigned a Saturday School.
- Subsequent Offenses will result in disciplinary action at the discretion of the principal/administration.

VISITORS (BCS Policy 9150)

Visitors, particularly parents, are welcome at Belpre High School. As a visitor you have a legal and ethical responsibility to care for your own and others safety and health during your visit. In order to properly monitor the safety of students and staff, it is an expectation of the Belpre City School District that all parents and visitors conduct themselves in a manner which is appropriate to an educational setting. All visitors must report to the office to sign in on the visitor's log and to receive a Visitor's Pass. Please return the visitor's tag and sign out before leaving the campus. Any visitor found in the building who has not first reported to the office shall be reported to the principal and may be asked to leave. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to prevent any inconvenience.

Students are not permitted to have school age visitors accompany them to school or visit them in school during the school day unless previously approved by the principal.

SECTION II: ACADEMICS

CURRICULUM CONTENT AND PROGRAMS

Students are encouraged to access a copy of the Course Description Booklet online or from the School Counselor or High School Office.

INFINITE CAMPUS

Students and parents will be given a username and password, which will provide them access to their child's assignments and grades online in Infinite Campus, which can be accessed using the link on the high school website. Parent information is available in the high school office; students must obtain their username and password from one of their teachers. We encourage parents to monitor their child's progress closely.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of each semester or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the school counselor. It is important to note that some courses may be denied because of available space or the need to take prerequisites. Students are expected to follow the schedules. Any variation must be approved with a pass or schedule change. Schedules will not be changed after the tenth day of each semester. The final decision is determined by the principal.

GRADING AND MARKING (BCS Policy 5421)

It is a very good idea for students to keep a running account of their marks. A student should be able to tell you the grade that would appear on his/her report card were it to be handed to him/her forthwith. Report cards will be issued at nine-week intervals using the following point value scale:

SCALE	SYMBOL	POINT VALUE
98-100%	A+	4.0
93-97	A	4.0
90-92	A-	4.0
87-89%	B+	3.0
83-86	B	3.0
80-82	B-	3.0
77-79%	C+	2.0
73-76	C	2.0
70-72	C-	2.0
67-69%	D+	1.0
63-66	D	1.0
60-62	D-	1.0
0 - 59%	F	0.0

Incomplete Grades

An incomplete grade (I) may be earned by a student for failure to complete significant work in a course or for excessive absences from a course. If the incomplete is not made up, within ten days after the 9-week grading period, the grade may be converted to an F at the discretion of the school staff/principal. If an incomplete grade (I) is present for the last marking period of a course, a final grade of F will be issued for the course. Please keep in mind that incomplete grades are calculated as Fs by the OHSAA (athletics/GPA).

Final Grades

Grades in each subject are cumulative and are averaged for the final grade that determines whether the student has passed (earned credit), provided the student:

1. Does not have any incomplete (I) in any final grading period; and
2. Has a final rounded point average of at least 1, using the point values from the above scale. Final grades are calculated by the INFINITE CAMPUS student data program. All .5 grade point values will be rounded up by the computer Ex. 89.5=90. Factors other than academic achievement should be marked with comment codes. Academic achievement grades may not be altered for disciplinary reasons; and
3. Has made up all unexcused absence days.

Reported Grades

Four grades will be reported (on the report card) for each course: TWO NINE WEEKS GRADES, ONE SEMESTER EXAM GRADE (except those exempted from exams as stated in the course syllabus), ONE SEMESTER AVERAGE GRADE (transcript grade).

State school law states that "If progress is unsatisfactory, interim reports are required, and parents must be notified of any attendance or deportment problems." Parents are encouraged to talk with the teacher or administrator when any problems arise or unsatisfactory progress reports are sent home.

GPA/RANK CALCULATION (BCS Policy 5430)

Cumulative grade point average and rank are calculated at the end of each semester and are done only on semester averages. Final class rank for graduating seniors will be calculated after the first semester of his/her senior year. We do not use +'s or -'s in calculating grade point average. Each course is worth 1/2 credit per semester except for Physical Education, which is worth 1/4 credit each semester. GPA is figured on the following formula with the exception of 5.0 for College Credit Plus courses: quality points divided by credits attempted.

Quality points are based on letter grades.

For 1/2 credit course:

A = 2 points

B = 1-1/2 points

C = 1 point

D = 1/2 point

F = 0 points

On a full credit course: (We have none that are graded this way.)

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

All College Credit Plus courses are weighted on a 5.0 scale. (Ohio Revised code 3313.6013)

All courses are considered in GPA and rank. Current GPA reflects the nine-week marking period only. It appears on the report card and is used for eligibility purposes in regard to athletics. Cumulative GPA is used for most awards, scholarships, applications, etc.

GRADUATION REQUIREMENTS (BCS Policy 5460)

Graduation Requirements for Class of 2018 and Beyond

Students must have earned all required credits as determined by the Belpre City School District Board of Education and the Ohio State Department of Education.

In addition, students must meet one of the following Ohio State Department of Education assessment requirements:

1. **Ohio's State Tests**

Students earn a cumulative passing score of 18 points, using seven end-of-course state tests. To ensure students are well rounded, they must earn a minimum of four points in math, four points in English and six points across science and social studies. End-of-course exams are: • Algebra I and Geometry • Biology • American history and American government • English I and English II

Students also may substitute grades from College Credit Plus courses in these science and social studies subjects for end-of-course state exams.

2. College Admission Test

Students earn “remediation-free” scores in English language arts and mathematics on a nationally recognized college admission exam. The state of Ohio will pay one time for all 11th grade students in the classes of 2018 and beyond to take the exam free of charge.

3. Attend Washington County Career Center

Students earn an Industry Certification by achieving a predetermined score on the WorkKeys Exam in student’s program specific career pathway of study.

Regular Diploma:

In order to receive a diploma and graduate, a student will need to earn an accumulated total of 18 points on all parts of the AIR tests, meet the school requirements for basic course work, and earn the total number of minimum credits.

The following units of credit are needed to graduate from Belpre High School:

	Belpre	WCCC
English	4.0	4.0
Mathematics	4.0	4.0 (Must take Algebra 2 or equivalent course)
Social Studies	3.5	3.0
Health	.5	.5
Physical Ed.	.5	.5 (1/4 credit each semester)
Science	3.0	3.0
Fine Arts (BHS)/Business Tech (WCCC)	1.0	1.0
Electives	6.0	6.5 CTE program courses
Total:	22.5	22.5

Honors Diploma:

The Belpre High School shall award the Diploma with Honors to any student who has fulfilled the following requirements:

Students graduating who complete the college preparatory curriculum in high school must meet any eight of the following ten criteria:

- Four (4) units of English
- Four (4) units of mathematics that include Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
- Four (4) units of science that include physics and chemistry
- Four (4) units of social studies
- Three (3) units of a foreign language including at least 2 units in each language studies
- One (1) unit of fine arts
- Maintain an overall high school grade point average of at least 3.5 on a 4.0 scale up to the last grading period of the senior year
- Obtain a composite score of 27 on the American College Testing (ACT) tests or a 1210 score on the Scholastic Assessment (SAT) tests.

Career-technical subjects are not counted toward requirements and may not be used to meet requirements; electives may not be counted toward requirements.

Career/Technical Program for the Honors Diploma

Students graduating in 2018 and beyond who complete an intensive career technical education curriculum in the high school must meet 7 of the 8 requirements:

- Earn four (4) units of English
- Earn Four (4) units of mathematics which should include algebra I, geometry, algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content.

- Earn four (4) units of science including two advanced science; physics and chemistry
- Earn four (4) units of social studies
- Earn Four (4) units of career-technical education. Program must lead to an industry recognized credential, results in apprenticeship or be part of an articulated career pathway which can lead to postsecondary credit. OR, the student must achieve the proficiency benchmark established for the applicable Ohio Career-Technical Competency Assessment. http://www.webxam.org/info_docs.asp
- Maintain an overall high school grade point average of at least a 3.5 on a 4.0 point scale up to the last grading period of the senior year
- Obtain a composite score of 27 on the ACT tests or an equivalent composite score of 1210 on the SAT tests
- Achieve the proficiency benchmark established for the appropriate Ohio Career-Technical Competency Assessment or the equivalent.

PROMOTION, PLACEMENT, AND RETENTION (BCS Policy 5410 & 5460)

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits, and earning at least 18 points on seven end-of-course state tests (class of 2018 and beyond). A student will be promoted chronologically, however, they may be considered credit deficient, which may affect graduation. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Early graduation regulations and planning forms are available in the guidance office.

COLLEGE CREDIT PLUS

Ohio's new college Credit Plus can help students in grades 7-12 earn college and high school credits at the same time by enrolling in courses from colleges and/or universities. The purpose of the program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Taking a College Credit Plus course from a public college or university is free, which means no cost for tuition, books, or fees. Earning college credits while you are in high school can reduce your time and costs of attending college after school. Belpre High school has an agreement with Washington State Community College and Zane State to provide College Credit Plus courses at Belpre High School taught by college credentialed Belpre High School staff. Your school counselor, Mrs. Jenn Miller, will help you understand your options, deadlines, and how to proceed to enroll in a College Credit Plus course.

ONLINE COURSES

Belpre High School offers a variety of online courses. Belpre High School students may be granted permission to enroll in online courses by the high school principal. These courses will be used for high school credit for graduation, enrichment, and/or credit recovery purposes.

BELPRE HIGH SCHOOL EAGLE ACADEMY

The Eagle Academy is an educational placement option which, when appropriate, provides for an alternative online learning environment removed from the customary classroom setting. This placement provides the student with an opportunity to attend school and receive 100% credit for work performed, while educating the student in a controlled and teacher supportive learning environment. The Eagle Academy is an educational center that teachers, parents, and administrators can use as a credit recovery and/or restorative behavior-changing tool for credit deficient students to successfully complete high school graduation requirements and on time.

EAGLE LEARNING PERIOD

Belpre High School will continue an academic and appropriate learning behavior intervention period for all students. The Eagle Learning Period for students in grades 7-12 will be during 8th period. BHS students will participate in this program to receive extra help and time to understand and successfully complete academic

assignments and enrichment/tutoring activities. Intervention areas of support will include: Math tutoring, content specific reading activities, financial literacy, health and opioid prevention education, college and career readiness programs including PBIS, STAR, PROCORE, AIR EOCE, computer-based test taking strategies and practice, attend school assemblies, student club meetings, college and career choice presentations. Students in grades 11 and 12 who are in good academic standing will be permitted an early dismissal to leave during the Eagle Learning Period. However, students may be required to stay on campus for special assemblies or as requested by a staff member.

DROPPING COURSES

Withdrawal from classes sometimes becomes necessary. The student should talk to the school counselor as a first step in considering a schedule change. The counselor will provide the students with the necessary paperwork for a change. The student must remain in the current schedule, attending all classes, until a schedule change has been completed. Changes will be made according to the following guidelines:

1. Errors made on the part of the school in regard to scheduling will be corrected.
2. As previously mentioned, wholesale scheduling changes will not be permitted, but if a student (or parent) feels a change needs to be made, he/she must make a written request to the principal within the first two weeks of each semester. PLEASE NOTE: mid-year drops are for semester classes only. The decision on whether to grant the schedule change request will be based on the following:
 - It doesn't interfere with credits/courses needed to graduate.
 - There is a class the same period that is available.
 - The class load allows room for a student to enter.
 - The student is moving from an academic course to an academic course or from an elective to an academic course.
 - The change does not disturb the focus or purpose or function of this class.
3. If a teacher feels a student is misplaced, the teacher will schedule a conference with the principal to determine if a schedule change is needed.
4. Students will be excused from the physical education requirement only under doctor's orders. A new doctor's excuse is needed for each year that a student is not enrolled in physical education.

HOMEWORK

Students may be assigned work to be completed at home on a daily basis. Homework is for all students, an opportunity to practice and expand upon the skills and concepts introduced in the classroom by using paper and pencil resources as well as internet programs assigned by the respective teacher.

In the event that a child is absent from school for three or more consecutive days, students and/or parents are encouraged to email the teacher for homework and missed assignments. In doing so, the student may be able to keep up with the volume of work being completed in the classroom on a daily basis. Please allow at least one full school day to process your request before picking up school materials and class assignments.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with state standards and district policy. Several additional opportunities will be made available to students that fail to pass all sections. Additional group tests may be given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. The exact dates for these tests will be determined on a yearly basis. Classroom tests, quizzes, projects and products will be used to assess student progress and assign grades. These are assigned, selected or prepared by teachers to assess how well the students have achieved specific objectives. Career & technical and interest surveys may be given to identify particular areas of student interest or talent.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests and other special testing services are available to students needing these services. Depending on the type of

testing, specific information, and/or parent consent may need to be obtained. Belpre High School will not violate the rights of consent and privacy of a student participating in any form of evaluation. In order to obtain necessary data for initiatives and program accreditation that the district may be a part of, the administration may require students to participate in additional academic/career & technical testing.

RECOGNITION OF STUDENT ACHIEVEMENT (BCS Policy 5451 & 5442)

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship and volunteerism. Recognition for such activities is initiated by the staff, parents, and/or community members. The "#1 Club" and rewards from the principal are examples of opportunities used to recognize students.

Honor Roll

An honor roll will be published at the end of each nine-weeks grading period. All subjects in which letter grades are given count for honor roll eligibility. 1. All A's 2. Regular Honor roll (All A's and B's; No C's)

Awards

- Academic Excellence Recognition Organization (AERO): **Parent-sponsored** club that is based on cumulative GPA.

Senior Medallion & Pin	3.6 – 4.0	Sophomore Pin	3.1+
Senior Pin	3.3 – 3.59	Freshman Letter	3.0+
Junior Pin	3.2+		
- Award of Merit: Awarded to a senior based on GPA (3.25 +), curriculum, and attendance. Check in Guidance Office for details on the curriculum.
- Buckeye Boys' & Girls' State: 3 junior boys and 1 junior girl are nominated by the high school teachers to attend a weeklong workshop about the workings of the U.S. government; *Sponsored by the American Legion and American Legion Auxiliary.*
- H.O.B.Y.: One sophomore student is chosen by a faculty committee (based on an essay) to attend the Hugh O'Brien Youth Leadership Seminar; *Sponsored by AERO.*
- Lion's Club and Woman's Club Students of the Month: A senior boy/girl is chosen by the faculty on attitude, citizenship, service and good academic performance.
- National Honor Society: Must have a 3.5 GPA to qualify, service, leadership and good character. Application with references required. Staff votes and faculty council chooses.
- #1 Club: High school student recommended by staff members for outstanding service, attitude, cooperation, consistency, initiative and unique contributions to school or community.
- Outstanding Achievement in Subject Areas: End-of-year awards with nominations by teachers sponsored by KRATON, our Partners-In-Education.
- Presidential Academic Fitness Award: Awarded to a senior based on GPA (3.5 +) and ACT or SAT scores.

SECTION III: STUDENT ACTIVITIES

POLICY FOR RANDOM DRUG TESTING OF STUDENT PARTICIPANTS (BCS Policy 5530.02)

Please refer to the complete Belpre City Schools Policy for Random Drug Testing of Student Participants in Grades 7-12 located online on the school website. All student participants and parents must sign this contract before he/she may participate in Interscholastic Athletics, and/or Extracurricular Activities, and/or obtain a parking permit to park on school grounds during regular school hours.

SCHOOL-SPONSORED CLUBS AND ACTIVITIES (BCS Policy 5730 & 5840)

The school has many student groups that are authorized by the School. It is the district's policy that the only authorized groups are those approved by the Board of Education and sponsored by an individual approved by the Board. Extra-curricular activities are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. School sponsored dances will not be scheduled past 11:00 p.m. unless prior approval from the high school principal.

School-Sponsored Activities (Subject to Change) include the following: Art Club, Newspaper, Student Council, Environmental Club, Outdoor Club, Yearbook, Greenhouse Club, National Honor Society, Spanish Club, Drama Club. Participation in extracurricular activities requires that a student be in attendance the day of the activity. In addition, participants must obtain nine-week academic requirements and/or club-specific academic requirements set forth by club advisor or by-laws.

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, and that the event will not interfere with school activities. School rules will still apply regarding behavior and equal opportunity to participate. Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. No non-district sponsored organization may use the name of the school or school mascot.

ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN SCHOOL-SPONSORED ATHLETICS

Athletes must attend school regularly to demonstrate the responsibility and dedication that are rewarded by the privilege of interscholastic competition. Regular attendance is also important in maintaining scholastic eligibility. Students must always remember that schoolwork is the first priority. To demonstrate the importance of schoolwork relative to athletic competition, the following attendance rule applies to all Belpre athletes:

- A student athlete must be in attendance by 11:12 a.m. (based on normal bell schedule) to be eligible to participate in any game or practice unless the principal or athletic director excuses the student (e.g. funeral) or s/he has a medical appointment and provided documentation of such appointment.
- To participate in a weekend or holiday contest, students must be in attendance by 11:12 a.m. the preceding Friday or school day unless the principal or athletic director excuses because of extenuating circumstances (e.g. medical appointment, funeral).

All athletes and a parent/guardian must complete a physical packet, sign a drug-testing consent form, and sign the "Contract for Participation" before participating in any practice sessions. In addition, athletes and parents/guardians must attend the OHSAA pre-season meeting as scheduled by the Athletic Director.

The criteria of scholastic eligibility mandated by the Ohio High School Athletic Association and the Belpre City Schools are as follows:

1. Student athletes in grades 9-12 must have earned a minimum of five (5) academic credits during the preceding grading period (not including P.E.) as well as currently be enrolled in five (5) academic credits during the season of eligibility. Student athletes in grades 7-8 must have passed four (4) academic courses during the preceding grading period (not including P.E.). There can be no summer school, make-up work, or correspondence work to add to this total. No summer school, credit recovery, online course or make-up work can change the nine week report card grades for athletic eligibility purposes.
2. The student athlete must maintain a minimum of a cumulative 2.0 GPA for the preceding nine (9) weeks grading period.
3. The student who is eligible by OHSAA standards but not by Belpre City School standards (does not have a 2.0 GPA) can gain eligibility after three weeks if he/she has raised their GPA to 2.0.
4. A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievements.

The Athletic Director's office will notify head coaches of students who become ineligible prior to or during the season. Loss of eligibility and reinstatement of eligibility will be determined on the day that report cards are issued unless the athlete is on the three-week check period.

SCHOOL SPONSORED SPORTS:

Fall: Cheerleading, Cross Country, Football, Golf, Soccer, Volleyball

Winter: Basketball, Cheerleading, Wrestling

Spring: Baseball (high school), Softball (high school), Track and Field

***Participation in a school sponsored extracurricular/athletic activity is a privilege, not a right.**

SECTION IV: STUDENT CONDUCT

ATTENDANCE POLICY (BCS POLICY 5200)

The Belpre City School District is committed to providing the best possible education for its students. Attendance in each class every day is necessary for students to their best academically. When students are absent, they miss class instruction and discussion. Make-up work cannot provide all the information that was missed. Therefore, students should plan personal activities outside school times. .

Approved Absences:

Students are allowed six approved absences per semester. After six days, a note from a medical professional indicating reason for absence will be required. Absences that are excessive (days or per class period) may be required to be made up based on review by the principal or as requested by the respective teacher. The following reasons for which absences will be excused:

1. personal illness (a written physician's statement verifying the illness may be required)
2. illness in the family necessitating the presence of the child
3. quarantine of the home
4. death in the family
5. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
6. observation or celebration of a bona fide religious holiday
7. out-of-state travel (up to a maximum of twenty-four hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity
8. medically necessary leave for a pregnant student in accordance with BCS Policy 5751
9. service as a precinct officer at a primary, special or general election in accordance with the program set forth in BCSPolicy 5725

Unexcused Absences:

A student whose note or phone call from a parent or guardian lists any reason other than those stated for an approved absence will be considered an unexcused absence. Some examples of unapproved absences are:

1. Vacations or trips out of town (unless a Special Absence Request is submitted and approved at least five days in advance and student has not already missed six days for the current semester)
2. Shopping
3. Hair/nail appointments
4. Oversleeping
5. Missing bus/ride
6. Hunting/fishing
7. Senior pictures
8. Personal/family business
9. Driving permit test or Driver's license test

*Students are permitted to attend "go to work with parent's day" or any similar function, only if they have not exceeded 6 personal absences and have a valid note from the parent's employer.

*Parental permission SHALL NOT make an absence approved if it does not meet the criteria set forth under definition of approved absences. A student who is absent from school without a parent's knowledge shall be required to make-up missed time immediately.

*Please make prior arrangements with the principal for predetermined days of absence so as not to be charged with truancy. Vacations or other school absences will not be excused unless the *Request for Special Absence* form is submitted and approved at least 5 days in advance. The administration reserves the right to deny requests for special absence when the overall attendance of the student is excessive and/or the academic

progress of the student is poor. No extended time will be given for making up work. All work must be turned in upon return.

*Students who are absent from school are not permitted to attend school-sponsored activities and events on the day of the absence unless approved with proper documentation (i.e. medical or dental appointment, court, funeral, etc.). Athletes should review specific attendance policy for athletic participation as found in the athletic handbook.

Excessive Absence

When a student of compulsory school age is absent from school with combined non-medical excused absences and unexcused absences in excess of thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, that student is considered "excessively absent" from school. A student may receive an "Incomplete" (I) for all classes if work missing during absences is not made up by the end of the semester.

Habitual Truant Student

As determined by House Bill 410, a student of compulsory school age is considered to be habitually truant when s/he is absent without a legitimate excuse for 30 consecutive hours, OR 42 hours in one (1) school month, OR 72 hours in a school year. When a student becomes a habitually truant student, an attendance meeting will be scheduled with the parent/guardian, student, and the BHS attendance team in which an intervention attendance plan will be developed. After an absence intervention plan has been created, the student's attendance will be monitored closely for 60 days. If the student has not made an adequate attempt to follow the attendance plan and/or has not made adequate progress at improving his/her attendance, the attendance team may file a report with the Washington County Juvenile Court for failing to ensure regular attendance as required under Ohio Revised Code 3321.01.

Time Make-up Sessions

Students may attend a 4-hour session from 8 a.m. until 12 p.m. on Saturdays to make up time absent from school or to complete assignments missed during an absence. The attendance at Saturday School does not take away any previous absences but allows a student to make up missed time and is encouraged for any student who is considered excessively absent or habitually truant.

Signing Self Out of School

All students are subject to school rules regardless of age, including attendance. Therefore, an 18-year-old student may not sign himself/herself out of class or out of school. To attend a medical appointment, court appearance, or college visit, an 18-year-old student may sign him or herself out with parental permission, but must produce appropriate documentation (medical, legal, or college note) within 48 hours of the date that they signed themselves out of school. If documentation is not provided, the incident will be viewed as truancy and may result in a Saturday School and a zero on any missed assignments.

Reporting a Student Absent, Early Dismissal, College Visitation Requirements

In accordance with state law (Missing Child Act - Ohio Revised Code 33.3.205), parents or guardians are required to call the high school attendance office, 740-423-3000, ext 205, to report that their student is absent that day. In addition, a note may be required for documentation when the student returns to school.

Students wishing to leave school early for an appointment, court, etc. must present a note from the parent to the office between 7:40 a.m. and 8:00 a.m. Upon return to school, documentation of the appointment must be provided. Parents must report to the office to sign the student out when being picked up for appointments, sickness, etc.

Students can be approved for a maximum of three (3) college visitations to be used either their junior or senior year, which will not be counted as an absence. Documentation must be provided by the college regarding this visit. This must be presented to the attendance office by 8:00 a.m. the next day school in session.

Tardiness to School

Each student is expected to be in his/her assigned location throughout the school day. Any student who is late in arriving at his/her assigned location either first period or after lunch, is to report to the office to sign in and receive a pass to class. Students who are excessively tardy to school in the morning (arriving after 8:00 AM) may be required to make-up time by attending Saturday School as assigned by the principal or assistant principal. Approved tardies will follow the same approval guidelines as applied to approved absences.

Late for Class Policy

Students who are excessively tardy to class periods throughout the day may be required to attend morning detention or lunch detention as assigned by the teacher. If the excessive tardiness to class continues, it may result in an office referral.

Make-up Work

Regular attendance is mandatory. However, if illness or other absences cause a student to miss school or classes, it is the student's responsibility to make arrangements to make-up the work missed. The time frame within which the work needs to be made-up, will be determined by the teacher within the guidelines listed below. The opportunity to make up work may be denied if an absence is unexcused.

The student will be allowed one day make-up for each one day absent (i.e. if a student is absent three consecutive days, he/she has three school days to make up the work missed upon returning to school). No make-up work shall extend beyond ten school days and any work not made up within the time allowable shall be recorded as an "F" for grade purposes.

Teachers can require make-up work be completed before, during, or after school. If a teacher intends to detain a student after school to make up work, the student's parents will be contacted and informed that the student will be detained. If a parent cannot be contacted, the student will be detained on another day. (Board Policy 5600).

CODE OF CONDUCT (BCS Policy 5550)

A major component of the educational program at Belpre High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. The Board of Education believes the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

Expected Behaviors *Each student shall be expected to:*

- Abide by the rules of the school.
- Respect the person and property of others.
- Act courteously to adults and fellow students.
- Be prompt to school and attentive in class.
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background.
- Complete assigned tasks on time and as directed.
- Help maintain a school environment that is safe, friendly, and productive.
- Act at all times in a manner that reflects pride in self, family, and in the school.
- Obey constituted authority and respond to those who hold that authority both in school and at school activities on other properties.

The Board will not tolerate any form of violence, disruptive or inappropriate behavior, nor excessive truancy. In addition to disciplinary action specified in the parent/student handbooks, the Superintendent shall develop strategies that will help prevent students from demonstrating any of these unacceptable behaviors.

POSITIVE BEHAVIOR INTERVENTION SUPPORT, TRAUMA INFORMED and RESTORATIVE PRACTICES

Belpre High School teachers, support staff, and administrators will support the continuation of a school-wide systematic approach to imbed evidenced-based practices and data-driven decision making to improve school climate and culture in order to achieve improved academic and social outcomes and increase learning for all students. The PBIS process will encompass a wide range of systemic and individualized strategies to reinforce behaviors, diminish recurrences of challenging behaviors, and teach appropriate social and affective learning behaviors to our students.

CARE OF PROPERTY (BCS Policy 5513)

The School will not be responsible for student's personal property.

Students are responsible for the care of their own personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents. If a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

CHEATING

The following is classified as cheating: To copy, fax, duplicate assignments that will each be turned in as "original". To exchange assignments by printout or by electronic transfer and submit as "original." To write formulas, codes, keywords on your person or objects for use in an evaluation. To use unauthorized reference sheets or devices during an assessment. To exchange answers with others (either to give or to receive unless directed by the teacher). To take someone else's assignment and submit it as your own. To communicate in any form during an assessment without teacher permission. To misrepresent one's performance or someone else's performance on an assessment. To submit material (written or designed by someone else) without giving the author/artist name and/or source or any form of plagiarism. To give or receive knowledge of an assessment prior to its administration.

Procedures Following an Act of Cheating

1. Teacher gives a zero (0) to the student on the assignment/test.
2. The teacher shall call the parent(s) to inform of the cheating infraction. The teacher should let the parent(s) know that the Administration has been notified.
3. Student will receive a day of In-School Suspension or Saturday School in which he/she will redo the assignment.
4. Multiple infractions may lead to loss of credit for the course for the current semester.

DRESS AND GROOMING (BCS Policy 5511)

Belpre High School staff and administration views the Dress Code as a serious issue and expects parents to promote the observance of this policy. Building administrators have the final decision as to the appropriateness of all clothing and attire. Failure to comply with the Dress Code is considered to be an insubordinate act and will be treated as such.

Dress Code:

1. No clothing, hairstyle, or accessory may be distracting or disruptive to others' learning.
2. Shirts must have a two-inch strap over the shoulders. Spaghetti straps, off-the-shoulder, halter tops, or strapless shirts are not permissible.
3. Cleavage, midriffs, and the entire buttocks must be covered at all times.
4. Footwear must be worn at all times and must be appropriate for the activity. House slippers and cleated shoes are not permitted.

5. Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, suggestive of violence, discriminatory, or that advertise weapons, drugs, alcohol, or any other controlled substance.
6. Undergarments are not to be visible. (shoulders, chest, waist, underarms, legs) This includes clothing that is thin enough to see through.
7. Hats, bandanas, or other head coverings (except those worn for religious purposes) are not to be worn inside the buildings unless permitted for special occasions.

Belpre High School 7 -12 procedures for violations of Dress Code:

First Offense: The student will be sent to the principal or assistant principal and may be required to change clothing to meet the standards of the dress code.

Second Offense: Same as first offense plus a Saturday School will be assigned.

Third and Subsequent Offenses: As determined by the principal.

Students who are representing Belpre High School at an official function or public event may be required to follow specific dress requirements.

STUDENT DISCIPLINE CODE (BCS Policy 5500)

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action.

It is the school staff's responsibility to provide a safe and orderly learning environment. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

Any pupil engaging in the types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, restriction, emergency suspension or removal from curricular or extracurricular activities pursuant to 3313.661 of the Ohio Revised Code; Suspension: up to 10 (ten) days per occurrence at the principal's discretion. Expulsion: up to 80 (eighty) days at the discretion of the principal/superintendent. (See Formal Discipline.)

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

Use/Possession of Drugs/Controlled Substances: (BCS Policy 5530.01) No student shall smoke, use, possess, sell, or distribute controlled substances of any kind. This includes but is not limited to: alcohol, tobacco, nicotine, drugs, performance-enhancing products, look-alike drugs, vape products of any kind, e-cigarettes, any inhaled product not prescribed by a doctor and distributed by the office, etc. Paraphernalia or instruments used to distribute these products are also not permitted, even if empty. Belpre City School District policy 5530.01 details the progressive discipline procedure for violation of the student code of conduct relative to the use of drugs. As provided in 3313.751, Ohio Revised Code, it shall be a violation of this rule to use or possess tobacco in any form at any time anywhere on school premises and/or at any school activity regardless of its location. Any such items present will be confiscated by school officials.

Student Demonstration: (BCS Policy 5520) Students will not be denied their rights to freedom of expression. However, the disruption of any school activity will not be allowed, and the expression may not infringe on the rights of others.

Possession of a Weapon: (BCS Policy 5772) A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon, or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, etc. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion and possible permanent expulsion.

Use of an Object as a Weapon: (BCS Policy 5772) A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal

charges may be filed for this violation. Possession of a weapon will subject a student to expulsion and possible permanent exclusion.

(BCS Policy 5772) Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion and possible permanent exclusion.

Purposely Setting a Fire: Anything, such as fire, that endangers school property and its occupants will not be tolerated. The unauthorized use of fire may subject the student to expulsion.

Fighting: No student may engage in adversarial physical contact in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action that is considered fighting. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior) will lead to the same consequence as physically contributing to a fight. These actions may result in charges being filed and subject the student to expulsion.

Verbally Threatening: Any statement or noncontact action that a staff member, student, or other person associated with the district feels to be a threat will be considered a verbal assault as will profanity directed toward a staff member in a threatening tone.

Extortion: Extortion is the use of threat, intimidation, force or deception to take or receive something from someone else. Extortion is against the law.

Gambling: Gambling includes casual betting, betting pools, organized sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.

Falsification/Forgery: Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action.

False Alarms/Reports: A false emergency alarm or report endangers first responders and is against the law.

Explosives: Explosives, fireworks, and chemical-reaction objects such as smoke or stink bombs, small firecrackers, and poppers are forbidden.

Trespassing: Although schools are public facilities, the law does allow the school to restrict access on school property. When a student has been removed, suspended, expelled, or permanently excluded, the student is not allowed on school property without authorization of the Principal. If friends bring students to school they are to drop them off and leave immediately. If picking them up they are to remain in vehicles until students are dismissed and then leave immediately. Being on school grounds outside of the school day or organized activity is forbidden.

Stealing: When a student is caught stealing school property or someone's property, they will be disciplined and may be reported to law enforcement officials. Charges may be filed with Belpre Police or other law enforcement. Restitution may be sought. Students are encouraged not to bring anything of value that is not needed for learning to school without prior authorization from the principal. The school is not responsible for personal property.

Disobedience/Insubordination: School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as a parent would. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Disobedience can result in disciplinary action.

Damaging Property: Vandalism and disregard for school property or private property of school personnel will not be tolerated. Ten days of suspension may be assigned and restitution of damage costs may be enforced.

Persistent Absences or Tardiness: Attendance laws require students to be in school all day or have a legitimate excuse. Chronic absence will result in a student referral to the building absence intervention team which will contact parents to develop an absence intervention plan.

Unauthorized Use of School or Private Property: Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action including denial of participation in before, during and after school activities.

Refusing to Accept Discipline: The School may use informal restorative practices to prevent the student from being removed from school. When a student refuses to accept the usual consequence for a code of conduct infraction, the refusal can result in further discipline.

Aiding or Abetting Violation of School Rules: Students who assist another student in violating any school rule will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Displays of Affection: Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature.

Possession/Use of Electronics: Most electronic equipment necessary in school is supplied by the school. During school hours, students are not to use personal electronic devices. Exceptions include during lunch and at a teacher's specific discretion. During participation in extracurricular activities the use of electronics will be regulated by the activity advisor/coach. No student shall take pictures or videos of other students/staff and share via social media, text, or any other means unless such pictures or videos are part of a class project or assignment.

Violation of School/Classroom Rules: Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the School.

Violation of Bus Rules: Please refer to Section V on transportation for bus rules.

Disruption of the Educational Process: Any actions or manner of dress that interfere with school activities disrupt the educational process and are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events, as well as ISS, Saturday School or suspension.

Refusal to Work: Students are expected to bring needed work materials to classes, participate in class activities, follow teacher directives, complete homework and assignments with good effort, and refrain from loafing and/or sleeping in classes. Chronic lack of effort in completion of schoolwork can result in disciplinary action.

Harassment: (BCS Policy 5517) The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of others is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive environment. Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment: Verbal: The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district. **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, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.

Physical: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the district. **Digital:** Sharing, sending and/or requesting suggestive pictures, videos, messages, etc. is a form of harassment and is often illegal.

Gender/Ethnic/Religious/Disability Harassment (Board Policy 55401) Verbal: 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. 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. **Nonverbal:** 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. **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 s/he 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:

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 contact his/her principal. 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 s/he 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.

NATURE OF HARASSING BEHAVIOR:

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. 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 restriction, 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.

Hazing by a school group, club or team (BCS Policy 5516) 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. Suspension from school, team, club, etc. activities.

Criminal Acts: Any criminal acts taken at or related to the school will be reported to law enforcement officials as well 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.

School and Community Agencies (BCS Policy 5540) The BCS is committed to protect students from individuals not associated with the school system but also recognizes its responsibility to cooperate with law enforcement agencies and the Department of Social Services. When such agencies request permission to interrogate a student at school, the principal shall notify the Superintendent and attempt to notify the student's parents, when appropriate.

DISCIPLINE (BCS Policy 5600)

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

INFORMAL DISCIPLINE Informal discipline takes place within the school and may include but is not limited to: Removal from class, change of seating or location, detention (may be before school, during lunch, or after school) at teacher's discretion, In-School Suspension at discretion of administration, Saturday School at discretion of administration.

Detentions

A student may be detained during lunch period, after school or required to come to school early by a teacher or staff member, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation. Detentions are at the discretion of each classroom teacher and will be supervised by a teacher or staff member.

In-School Suspension

During in-school suspension, students may be assigned to the Central Office a total of 10 days during the school year. The following rules shall apply to In-School Suspension: Students are required to have class

assignments or other work with them; Students are not to communicate with each other unless given special permission to do so; Students are to remain in their designated seats at all times unless permission is granted to do otherwise; Students shall not be allowed to put their heads down or sleep; Students shall eat lunch in the restricted area only; Students will have one restroom break in the morning and one in the afternoon.

Saturday School

Saturday school will be in session from 8:00 a.m.-12:00 p.m. Transportation to and from Saturday school shall be the responsibility of the student. Assigned students shall arrive by 8:00 a.m. with sufficient educational materials to be busy during this four-hour study period.

A student missing any portion of his/her assigned time in Saturday School may be given an additional four-hour period. Failure to timely serve Saturday School assignment(s) may lead to an in-school suspension and/or suspension from school. Any such removal from school shall be in accordance with school guidelines on suspension and expulsion.

The following rules shall apply to Saturday School: Students are required to have class assignments with them; Students are not to communicate with each other unless granted permission; Students are to remain in their designated seats at all times unless given permission otherwise; Students shall not be allowed to put their heads down or sleep; No radios, cards, magazines, or other recreational articles shall be allowed in the room; No food or beverages shall be consumed; Any student who has not passed all of the required state tests for graduation may be required to work on a study packet for one or more of the un-passed tests; Failure to serve Saturday School may result in additional discipline including In-School or Out-of-School Suspension.

FORMAL DISCIPLINE (BCS Policy 5610)

Formal discipline removes the student from school. It includes emergency removal for up to 72 hours, suspension for up to 10 school days, expulsion for up to 80 school days, and permanent exclusion. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion and permanent exclusion may be appealed. Students being considered for suspension, expulsion, or permanent exclusion are entitled to an informal hearing with the building administrator prior to removal at which time the student will be notified of the charges and given an opportunity to make a defense. Students involved in co-curricular and extracurricular activities such as band and athletics can lose their eligibility for violation of the school rules. This is especially true for infractions involving drugs, alcohol, and tobacco use or harassment. (BCS Policy 5610.05)

If a student commits a crime while under the school's jurisdiction, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

DUE PROCESS RIGHTS: (BCS Policy 5611) Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified in writing of the reason for and the length of the suspension. The suspension may be appealed, within ten days after receipt of the suspension notice, to the superintendent. The request for an appeal must be in writing. The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

When a student is suspended, s/he may make up work missed. Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make up may be reflected in the grades earned.

Expulsion from School

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents. Students being considered for expulsion may or may not be removed immediately. A formal hearing is scheduled with the superintendent during which the student may be

represented by his/her parents, legal counsel and/or by a person of his/her choice. Within ten days after the Superintendent notifies the parents of the expulsion, the expulsion can be appealed, in writing, to the Board of Education. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled. Expulsion for certain violations may result in revocation of a student's driver's license. If the expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas.

Permanent Exclusion

When a student, 16 years of age or older, is being considered for permanent exclusion, it is possible that s/he may never be permitted to return to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school: Any possession or involvement with a deadly weapon, drug trafficking, murder, manslaughter, assault or aggravated assault, certain sexual offenses, or complicity in any of the above crimes.

This process is formal and will usually follow an expulsion and the proper notification of the parents. Belpre City Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the principal. Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973.

SEARCH AND SEIZURE (BCS Policy 5771)

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

STUDENT RIGHTS OF EXPRESSION: The school recognizes the right of students to express them. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines. Student materials are displayed on the bulletin board outside the main office after prior approval by the principal. Material cannot be displayed if it: is obscene to minors, libelous, indecent or vulgar; advertises any product or service not permitted to minors by law; intends to be insulting or harassing; intends to incite fighting or presents a likelihood of disrupting school or a school event.

Materials may not be displayed or distributed during class periods or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building. Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal 24 hours prior to display.

STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES (BCS Policy 5710) The School is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal. When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the

principal. A student has the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

***Note:** The Athletic Handbook contains additional information on procedures, conduct, etc. that are in addition to the information contained in this handbook and should be reviewed by parents and students participating in these activities.

SECTION V: TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The bus schedule and route is available in each building. Parents are responsible for the safety of their children while going to or from the bus stops and while waiting for the bus to arrive. The child should be at the bus stop 10 minutes before scheduled pickup time. The bus will not wait. Parents are also responsible for damage by their child to school buses, personal property or public property. Questions concerning transportation should be addressed to the Superintendent at 740-423-9511. Bus transportation is a privilege, not a right. A school bus driver is the sole authority on the bus while the students are being transported. Students who are riding to and from school on transportation provided by the school are required to follow basic safety rules.

The following behaviors are expected of all students:

BEFORE BOARDING: (on the road and at school)

Be on time at the designated loading zone. Stay off the road at all times. Line up in a single file line off the roadway to enter. Refrain from crossing a highway until the bus driver signals it is safe.

DURING THE TRIP, EACH STUDENT SHALL:

Be courteous to the driver and other bus riders. Go immediately to a seat, be seated and remain seated while the bus is in motion. The driver may assign seats. Not use profanity. Keep head, hands, arms and legs inside the bus at all times. Not litter on the bus or throw anything from the bus. Do not eat or drink on the bus. Keep the bus clean. Keep books, packages, coats and other objects out of the aisle. Not play games, cards, etc. Not tamper with the bus or any of its equipment. Destruction of property is prohibited. Keep your hands and feet to yourself at all times. Violence is prohibited. For your own safety, do not distract the driver due to misbehavior. **NO SMOKING, VAPING, OR USE OF DRUGS.**

LEAVING THE BUS, EACH STUDENT SHALL:

Remain seated until the bus has stopped. Cross the road when necessary at least ten feet in front of the bus, only when driver signals it is safe. Be alert to a possible danger signal from the driver. The drivers will not discharge students at places other than their regular stop at home or at school unless he/she has proper authorization from school officials.

PENALTIES FOR INFRACTIONS :

For violations of bus rules that do not immediately pose a threat to the safety of self, other riders, or the driver, the following sequence of discipline will be enacted:

Incident 1 – Verbal warning by driver.

Incident 2 – Written warning by driver – building administrator is responsible for bus discipline.

Incident 3 – One day suspension of bus riding privileges.

Incident 4 – Three day suspension of bus riding privileges.

Incident 5 – Five day suspension of bus riding privileges.

Incident 6 – Ten day suspension of bus riding privileges.

Incident 7 – **SUSPENSION OF BUS RIDING PRIVILEGES FOR THE REMAINDER THE SCHOOL YEAR.**

For violations of bus rules that ENDANGER the safety of self, other riders or the bus driver and/or are offensive in nature such as fighting, throwing objects from the bus, profanity, refusal of student to follow a bus driver's direction, smoking or destruction of property (PARENT/GUARDIAN WILL BE RESPONSIBLE FOR RESTITUTION FOR DAMAGES), the following sequence of discipline will be enacted:

Incident 1 – Suspension of bus riding privileges for one to three days.

Incident 2 – Suspension of bus riding privileges for five to ten days.

Incident 3 - SUSPENSION OF BUS RIDING PRIVILEGES FOR THE REMAINDER OF THE SCHOOL YEAR. SEVERE VIOLATION OF BUS RULES MAY RESULT IN THE IMMEDIATE SUSPENSION OF BUS RIDING PRIVILEGES FOR THE REMAINDER OF THE SCHOOL YEAR. PENALTY AT DISCRETION OF PRINCIPAL DEPENDING ON CIRCUMSTANCES. SERIOUS MISBEHAVIOR ON THE BUS MAY RESULT IN PUNISHMENT UP TO AND INCLUDING SUSPENSION OR EXPULSION FROM SCHOOL.

BUS TRANSPORTATION TO ATHLETIC AND EXTRACURRICULAR EVENTS

Bus transportation is provided to athletic and extracurricular events for all participating students, coaches, and advisors unless special circumstances arise and arranged in advance. The only exception is when parents/guardians get prior approval from the principal/athletic director to transport the student/athlete. Forms are available in the main office.

SELF-TRANSPORTATION TO SCHOOL

(Skateboards and roller-blades are not to be used on school property.)

Bicycles: Students choosing to ride a bicycle to/from school may do so at their own risk. The Belpre City School District will not accept any responsibility for bicycles that are lost, stolen, or damaged at school. Bicycles must be parked in the bicycle racks located in the parking area in between the main building and the Lawton building. It is recommended that a lock and chain be used to secure the bicycle in the bike rack. Bike racks are off limits during lunch and class change.

Motorized vehicle: Riding a motorized vehicle such as a go-cart, moped, ATV, etc. is prohibited on school property.

Parking Automobiles: Please refer to the complete Belpre City Schools Policy for Random Drug Testing of Student Participants in Grades 7-12 that accompanies this handbook. All student participants and parents must sign this contract before he/she may participate in Interscholastic Athletics, and/or Extracurricular Activities, and/or obtain a parking permit to park on school grounds during regular school hours.

Students that drive to school must park in those areas designated for student parking only, as outlined on the parking registration form. Students are not permitted to park on the grass or adjacent to any curb painted yellow. Cars will be towed at student expense. City police have informed us the only legal parking on 4th Street (gymnasium end of High School) is the area by the practice field chain linked fence and area by the gym. Cars parked in other areas on 4th Street may be ticketed or towed.

Belpre City Schools is not responsible for damage to cars parked on school grounds.

All students driving to school must complete a parking registration form and purchase a "Parking Permit Tag" at the cost of \$10. The permit must be displayed at all times when the vehicle is parked on the property of Belpre High School. Motorcycles will be issued parking permits that must be displayed on a clearly visible part of the motorcycle.

Any student that drives in a manner deemed as inappropriate may have his/her driving privileges to school suspended. Students are not to remain seated in parked vehicles at any time when on school property, including during lunch hours.

SECTION VI: APPENDIX MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-

related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school Principal or counseling office whenever such help is needed.

NOTIFICATION TO PARENTS OF DIRECTORY INFORMATION

In compliance with Federal regulations, the Belpre City Schools has established the following guidelines concerning student records:

- A. The building principal is the District Records Officer responsible for the processing and maintenance of all student records.
- B. Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those designated by Federal law or District regulations.
- C. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with District officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the District's compliance with the Federal Education Rights and Privacy Act.
- D. the District has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Records Control Officer in writing within 14 days from the date of this notification that s/he will not permit distribution of any or all of such information: name, address, and telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation and awards received; and any other information the District considers would not be harmful or an invasion of privacy, if disclosed.
- E. A copy of the policy and the accompanying guidelines are available at the Board office and at all school offices.

There will also be a person available to answer any questions concerning the policy or guidelines.

MODEL NOTIFICATION OF RIGHTS UNDER FERPA FOR SECONDARY SCHOOLS

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

The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible student should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record

as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (Optional) Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to Comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED): Political affiliations or beliefs of the student or student's parent; Mental or psychological problems of the student or student's family; Sex behavior or attitudes; Illegal, anti-social, self-incriminating, or demeaning behavior; Critical appraisals of others with whom respondents have close family relationships; Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; Religious practices, affiliations, or beliefs of the student or parents; or Income, other than as required by law to determine program eligibility. *Receive notice and an opportunity to opt a student out of: Any other protected information survey, regardless of funding; Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use: Protected information surveys or students; Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and Instructional material used as part of the educational curriculum.

Belpre City School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

Belpre City School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Belpre City Schools will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year and after any substantive changes. Belpre City Schools will also directly notify parents and eligible

students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in: Collection, disclosure, or use of personal information for marketing, sales or other distribution. Administration of any protected information survey not funded in whole or in part by ED. Any nonemergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, D.C. 20202-4605**

Belpre City Schools Board of Education 2020-2021

Ms. Brenda Church

Mr. Fred Meredith

Mr. Mike Miller

Ms. Cathy O'Donnell

Mr. Leonard Wiggins

Administration

Superintendent - Mr. Jeffrey Greenley

Treasurer - Mr. Lance Erlwein

High School Principal – Mr. Sam Pepper

Assistant Principal / HS Athletic Director – Ms. Stephanie Evans

School Counselor – Mrs. Jennifer Miller

Junior High Athletic Director – Mr. Kyle Scott