

WELCOME

We welcome you as a member of the student body at **Bellbrook Middle School**. We hope you will enjoy the time you spend at our school. As a citizen of this school, you are expected to follow the rules that have been established for the welfare and safety of the entire student body. In this handbook you will find the rules and regulations specified alphabetically. Following the rules will help you and your peers maintain proper school behavior. Experiences are planned to help you learn the necessary and useful skills and fundamentals that will prove valuable in your future. ***Be proud of your school***, take good care of it and feel free to make reasonable suggestions for its improvement.

The educational programs and activities of the School District, and opportunities for employment with this School District, are available to all qualified persons without regard to race, color, religion, national origin, sex, marital status, or handicap, and persons over 40 are not denied employment opportunities on the basis of age, in full compliance with all applicable Federal and State statutes and regulations. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer. Complaints will be investigated and any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

BELLBROOK MIDDLE SCHOOL INFORMATION

Main Office: 937-848-5001 or 937-848-2141
Fax Line: 937-848-5001 or 937-848-2141
Sugar Creek Board of Education: 937-848-5001
www.sugarcreek.k12.oh.us

ABSENCE/ATTENDANCE

Regular daily class attendance and punctuality are necessary in order for the learning process to be effective. Studies show that students who miss school frequently experience great difficulty in achieving the maximum benefits of instruction. We are aware that there are occasions when a student cannot be present and thus may miss an essential learning experience. All children between ages six (6) and eighteen (18) are of compulsory school age and must attend school. It is the responsibility of the parent/guardian to cause the child to attend school. (ORC 3321.03)

Absence Categories

Excused: Student is absent from school with his/her parents' knowledge and the reason is deemed valid under the law. Students, parents and guardians should understand that absences may only be excused based on the definitions established by the State of Ohio. Phoning the school or sending a note does not automatically excuse an absence. The following are VALID reasons for absence from school:

1. Personal illness: The attendance office may require a physician's note. On excessive absences, a letter may be sent to the parent. Parent contact will then be requested. A doctor's statement may be needed for any future absence. Continued absences may result in a referral to juvenile court or further consequences including expulsion.
2. Doctor or dental appointments: Such absences are for the actual time necessary to complete the appointment and are not to be considered a reason to be absent for a whole day.
3. Illness in the family: Instances will be discussed and determined by the attendance office.
4. Death of a relative: Absence is limited to three days unless reasonable cause can be shown for an extension.
5. Observance of religious holidays: A student may be excused for the purpose of observing a religious holiday, provided it is required by his/her religion. If observance of such holiday requires only attendance at a religious service, the student should attend such service before or after school if possible.
6. Vacation: Please see Vacation Policy.
7. Subpoena to court: Documentation from court is necessary for the absence to be excused. The absence is excused for only the time required to be in court.
8. Emergency or set of circumstances which in the judgment of the administration constitutes a good and sufficient cause of absence.

Unexcused: Student is absent from school with his/her parents' knowledge, but for a reason deemed to be unacceptable under the law.

Truant: Student is absent from school and/or any part of class without parents' and/or school official's knowledge or permission. The student may not be permitted to makeup work for unexcused absences and disciplinary action may be taken. Continual school truancy may be filed with the Juvenile court.

Absence from school procedures

Parents or guardians MUST phone the school (848-2141) before 8:30 a.m. to report student absences. After 8:30 a.m. a phone call will be sent to the home. In the event that phone contact is not made, a signed note from a parent or guardian explaining the reason for the absence MUST be submitted on your return to school. Students who return to school without a phone call or note will be considered truant unless an excuse is provided from a parent/guardian within 24 hours of their return to school.

Attendance prior to a school function

Students, unless excused by the administration in advance, must be in attendance the entire day in order to attend dances or any other scheduled school event. Lunch does not count as a class period. See Extra/Co-Curricular Code of Conduct for attendance requirements for participation in athletic contests, musical contests and performances.

65-hour absence policy

Up to 65 hours of absence (including tardies) from school per school year for the reasons identified as "Excused Absences" may be documented by a parent note. Medical notes shall be required for every absence after 65 hours of absence regardless whether those 65 hours are excused, unexcused, or a combination of both. The physician's written excuse or court documentation must be received within three days of the absence. Physician's excuses may only excuse absences or tardies to school for the specific date(s) the student was under direct medical care

Tardy Policy

For every 3rd and succeeding tardy in a quarter to school and/or class a student will be assigned to serve 1 after-school detention. Tardy accumulation will start over each quarter. A detention will be issued for each tardy received after the 3rd tardy in the same class. Detentions for tardiness will NOT be included in the accumulation of detentions. Time missed due to tardiness will accumulate towards the 65 hour threshold.

Make Up Work

Students are responsible for making up class work missed due to any absence. As a general rule, a student will receive one day per each day of excused absence to make up missed work. Additional days may be granted upon administrative approval. Students may not receive credit for work missed due to the following reasons: 1. Truancy 3. Skipping class 4. Misuse of hall passes. 5. Any unexcused absence

Family Vacation Request Policy

1. Please email the administration at least one week prior to the days of absence.
2. Vacation requests shall not be granted to students who have accumulated of 65 hours or more of absence and all Absences due to vacation will accumulate towards 65 hour threshold.

Extended Absence/Home Tutoring

This service is provided for all students who will be out of school for an extended period of time due to illness verified by a doctor. The student's guidance counselor facilitates home tutoring.

EARLY DISMISSAL PROCEDURES

Each time a child leaves school, he/she is missing vital teaching and learning time. All early dismissals will accumulate towards 65 hour threshold. If it is necessary for a child to leave school early:

1. A verifiable note from the parent/guardian must be delivered to the main office on the day the student is to be dismissed early.
2. The student will be issued an early dismissal pass for the time that is on the parent note.
3. Students must present the note to his/her teachers at the approved time of dismissal. Parent/guardian must sign out their son/daughter in the main office.

TRUANCY DEFINED

Habitual Truancy is defined as follows and includes "Excessive Absences": 30 or more consecutive hours without a legitimate excuse 42 or more hours in one school month (30 day period) without a legitimate excuse 72 or more hours in one school year without a legitimate excuse.

Excessive Absences: 38 or more hours in one school month (30 day period) with or without legitimate excuse 65 or more hours in one school year with or without legitimate excuse.

PROCEDURES FOR HABITUAL TRUANCY

1. Within seven (7) days of the triggering absence, the school will do the following: a. Make 3 meaningful attempts to secure the student's parent/guardian's participation on the absence intervention team (mail Parent Invitation and complete "Attempts to Contact Parent" page); b. Select members of the absence intervention team.
2. Within ten (10) days of the triggering absence, the student will be assigned to the absence intervention team;
3. Within fourteen (14) days after the assignment of the team, the district will develop the student's absence intervention plan;
4. If the student does not make progress on the plan within 61 days OR continues to be absent without legitimate excuse while the absence intervention plan is in effect, the district will file a complaint in Juvenile Court. Membership of the Attendance Intervention Team (AIT) shall be as follows: 1. A representative from the school or district. 2. An additional representative from the school/district who has a relationship with the student. 3. The student's parent/guardian. 4. The student.

PROCEDURES FOR EXCESSIVE ABSENCES 1. Notify parent of Attendance Mediation Meeting (letter); 2. Refer student to Truancy Interventionist; 3. Conduct Attendance Mediation Meeting and put Attendance Contract in place; 4. Student may be referred to community resources (including Juvenile Court if student fails to comply with Attendance Contract).

ACCEPTABLE USE POLICY WITH TECHNOLOGY

Click on this link to see the district policy:

<http://www.sugarcreek.k12.oh.us/techresources.aspx>

ANNUAL NOTIFICATION: Rights Pertaining to Student Records

For the purpose of meeting the requirements of Section 99.6 of the regulation implementing the Family Educational Rights and Privacy Act of 1974, P.L. 93-380, & 438, 88 State. 57-79 (1974), the Sugarcreek Board of Education adopted the following policy: In order to provide students with appropriate instruction and educational services, it is necessary for the Bellbrook-Sugarcreek School District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or legal guardian(s) or the student in accordance with law, yet be guarded as confidential information.

Upon request, all records and files included in the student's cumulative folder will be available to parents, guardians or the student if over 18 years of age. This request must be in writing and will be granted within a reasonable time but in all cases 45 days. No records are to be removed from the school and a principal, teacher or other qualified school personnel must be present to explain any of the tests or other material.

In accordance with the procedures set forth under administrative regulations, the following rights are held by parents and eligible students under law and school policy:

- The right to inspect and review the student's education records;
- The intent of the school district to limit the disclosure of the information contained in the student's education records except;
 - by prior written consent;
 - as directory information; and
 - under other limited circumstances, as
 - enumerated under administrative regulations.
- The right, in accordance with administrative regulations, to seek to correct parts of the student's education record, including the right to hearing if the district decides not to alter the record according to the parent or eligible student's request;
- The right of any person to file a complaint with the U.S. Department of Education if the school district violates relevant federal law, specifically the Federal Rights and Privacy Act (FERPA); and
- The procedure which the parent/guardian or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for copies. (See administrative regulations available at the Board offices and any school office.) The school district designates the following personally identifiable information contained in a student's education record as "directory information," and it will disclose that information without prior written consent, except where the request is for profit-making plan or activity.
- The school district plans to use the directory information as it relates to school activities and programs.
 - Student's name
 - Names of the student's parents
 - Student's address

- Student's class designation
- Student's date of birth
- Student's achievement awards/honors
- Student's photograph
- Student's weight/height if a member of athletic team
- Student's extracurricular participation
- The school or school district the student attended before enrolling at Sugarcreek

Administrative regulations will set forth the information noted above as the annual notification to parent(s)/guardian(s) and eligible students of the school district's definition of directory information. Parent(s)/guardian(s) or eligible students will have two weeks to advise the school district of any or all items which they refuse to permit the district to designate as directory information about that student. Other than requests as described above, the school district will only release information from or permit access to a student's permanent file with prior written consent, except that the school Superintendent or his designee may permit disclosure in certain limited circumstances outlined under administrative regulations.

AREA/ROOM ASSIGNMENT/BUILDING HOURS

Students are to be in assigned areas at all times. Any time a student is in an area/room without permission or at a time when they are not assigned, he/she will be subject to disciplinary action.

Students are not permitted to leave school property during school hours without having an authorized office adult sign the student over to the custody of an authorized adult.

Students should not arrive at school prior to 7:20 a.m. (building is locked until then). They will not be permitted to enter the academic wing until 7:30 a.m. unless a prior arrangement has been made with a staff member. Students should be picked up after school by 3:00 p.m. unless supervised by a teacher, advisor, or coach.

BOOK BAGS/BACKPACKS, ETC.

Book bags may be used to carry instructional materials to and from school, however, they must be stored in the student's locker during the school day. No book bags will be permitted in the classrooms or allowed to be left in hallways. Bags may be inspected upon request.

BUS CONDUCT VIOLATIONS

Each student is expected to follow the school policy, bus rules, and guidelines set by the Board of Education, Administration, and State of Ohio. Students should be at their bus stop(place of safety) at least 5 minutes prior to the scheduled arrival time.

- Student not sitting properly on seat will receive three (3) warnings before a formal write-up.
- Students must stay seated until the bus is at a complete stop and the **airbrake is on**. Three (3) warnings before a formal write-up.
- Students must be respectful of driver at all times. First offense will result in a formal write-up. Building Principal will be notified. Parent will be called or notified.
- Student not at assigned **"safe spot"** before the bus arrives and after drop off will result in formal write-up. Parent will be notified.
- Student attempting to board another bus without proper permission and paperwork will result in formal write-up and sent to authorized bus. Principal and parents will be notified. To ride another bus, students must submit a request to the transportation office 72 hours in advance.
- Verbal altercation or foul language will result in an immediate formal write-up and one (1) day suspension of bus privileges. Building Principal will be notified and possible additional discipline.
- Physical altercation or touching someone in an unkind way will result in an immediate formal write-up and at least three (3) days suspension of bus privileges. Building Principal will be contacted for any further discipline. Parent will be notified.
- Any act of vandalism, marking or destroying any part of a bus will result in a formal write-up. Parent will be billed for replacement or repair. Student will be referred to the Building Principal and possible discipline.
- Throwing of any object inside or out of the bus window will result in formal write-up and possible suspension of bus privileges. Principal and parents will be notified.
- Possession or use of tobacco, drugs, or alcohol will result in immediate suspension of bus privileges and referral to Building Principal and Superintendent for further discipline. Parent will be notified.

- Carrying of weapon will result in immediate suspension of bus privileges and referral to Building Principal and Superintendent for further discipline. Parent will be notified.

CAFETERIA/LUNCH PROCEDURES

Students are expected to eat at school in the areas designated. Students are not permitted to call in orders for food to be delivered, or to receive food from visitors to campus including parents. There shall be no carry-in lunches from restaurants (including delivery services and apps, etc.) during school hours.

CATCH-UP CAFE

Whenever a student has a late, missing or incomplete assignment, he/she will be assigned to Catch Up Cafe (CUC) during the lunch period. Students are to report to the Large Group Room at the beginning of the assigned lunch period. Students will be permitted to leave CUC to buy lunches once the lunch line has died down. Students are expected to bring study materials with them. Students assigned to CUC will be emailed by an administrator prior to lunch. If there is a question regarding a CUC assignment, the student is to ask the assigning teacher prior to lunch. If a student fails to serve CUC, he/she may be assigned detention.

COMMUNICABLE DISEASES

Emphasis on perfect attendance frequently encourages pupils to be in school while in the contagious stages of a communicable disease. The following conditions require students to be excluded from school:

- Fever (elevated temperature of 100.4 degrees or above orally) - readmitted after temperature is normal for twenty-four (24) hour period of time, without fever reducing medications.
- Vomiting or diarrhea - excluded until symptom free for a twenty-four (24) hour period.
- Suspicious skin eruptions, intense itching, and/or rashes of undetermined origin.
- Conjunctivitis (pink eye) - readmitted after treatment for 24 hours with antibiotic eye medication and/or no evidence of discharge in the eye unless determined to be allergic conjunctivitis.

CONTRABAND/PHONES/NON-ACADEMIC ITEMS

Students are expected to bring to school only items/materials needed for classroom activity or assigned by the teacher. Items that are potentially dangerous, harmful, or disruptive are not permitted in the school and possession will result in disciplinary action. Scooters, wheels on shoes and skateboards are not permitted. Headphones, Ipods, MP3 players may not be used during classes without teacher permission. Phones should be turned off or kept on silent mode during school hours. Phones cannot be accessed during class unless given permission by the teacher. Phone use is not permitted in restrooms and locker rooms. Students should also not bring large amounts of money to school. The school will not be responsible for lost/stolen items/damaged items. Students are responsible for safely securing items of value.

DANCES

School sponsored dances are for Bellbrook Middle School 7th and 8th grade students only. All school rules are in effect including the policy for student dress. Students are not permitted to re-enter dances once they leave.

DETENTIONS

Violation of the Code of Conduct may result in a student being issued a detention by a staff member or the administration. The student will be given one week to serve the detention and should have the slip signed by their parent/guardian and turned into the office the following day. Failure to serve assigned detention within one week may result in being assigned to In-School Studies. Detentions are conducted on Tuesdays and Thursdays before school at 7:20am and after school until 3:20pm. Detentions will be served in the Main Office unless otherwise notified.

DISCIPLINARY CODE OF CONDUCT

The administrators and staff of BMS expect reasonable behavior from students. School rules are designed to protect the educational process from disruption, to conduct school and activities in an orderly manner, and to insure the safety and welfare of the students and staff. All school rules are in effect any time students are on school property, riding school buses, or in attendance at a school-related activity away from BMS. Disciplinary action, depending on the severity of the infraction may be a warning, parent notification, community service, in-school studies, out-of-school suspension, and/or expulsion. It is the decision of the school

administration after weighing the circumstances, as to which measures are taken. In some instances, the school may provide referrals to law enforcement authorities. An "emergency removal" of a student may be deemed necessary. All suspendable offenses as stated in O.R.C. 3313.66 are covered in this discipline policy. If a situation occurs that is not covered in this Student/Parent Handbook, BMS administrators will take appropriate commensurate action.

GENERAL GUIDELINES FOR CONSEQUENCES

<u>Category I</u>	Each Offense—Up to 10 days suspension w/expulsion recommended. Police notified.
<u>Category II</u>	1st Offense—Up to 5 days suspension. Next Offenses—See Category I
<u>Category III</u>	1st Offense—Up to 3 days suspension. Next Offenses—See Category II
<u>Category IV</u>	1st Offense—Up to 1 day suspension Next Offenses—See Category III
<u>Category V</u>	1st Offense—Up to 1 detention. 2nd Offense—Up to 2 detentions. Next Offenses—See Category IV
<u>Category VI</u>	1st Offense—Warning. Next Offenses—See Category V

SPECIFIC CONSEQUENCES (depending upon severity)

Aiding/Abetting: No student shall knowingly aid or abet another student who is violating the Disciplinary Policy. **Same consequences as policy being violated.**

Alcohol/Drugs: Category 1

No student shall possess (including in belongings or locker), use, sell, or transmit any narcotics, alcohol, or drug (including "look alikes") of any kind.

Alcohol/Marijuana Odor: Category I

Upon suspicion, student may voluntarily take a breathalyzer test or drug screening.

Possession of Drug Paraphernalia: Category II

Students may be requested to undergo a chemical dependency evaluation.

Assemblies: *Depends on severity. . . may lose future assembly privileges.*

Attendance

Tardy to Class - **Category V**

Late Entry to School - **Category VI**

Skiping Class - **2 detentions**

Skiping School - **Category IV**, Referral to County Attendance Officer.

Failure to Provide Parental/Guardian Note after Absence -**Category IV**

Using a Forged Note - **Category V**

Class or School Disruption: Category V

Conference with student, teacher, and administrator.

Contraband: Depends upon severity

Only school related materials should be brought to school.

Damage of School or Personal Property: Category II

Replacement or repayment.

Defiance/Non-compliance/Insubordination/Disrespect of Authorities:

Students shall comply respectfully with all school rules and promptly obey directions by school personnel. *Depends upon severity*

Detention: (failure to serve): Assigned detention is doubled

Electronic Devices used during class time w/o permission: **Category IV**

Entering School Events without Paying: **Category V**

Pay admission price.

Extortion: Category II

No student shall use force or intimidation to obtain money or personal property from another.

Unauthorized Touching: Category IV

Fighting: Category III

Attacking/Initiating a Fight: Category II

Assault: Category I

Forgery: Category IV

Hall Pass Violation: Category V

Inappropriate Dress: Remain in office until problem is solved.

Loitering/Off-Limits/In an Unauthorized Area: Category V

Passive Resistance: Passive resistance includes withholding or knowingly giving false information to a principal. ***Same consequence as policy being violated.***

Plagiarism/Cheating: *Referral to administration-consequence depends upon severity*

Possession of School Keys: Category II

Profanity/Unacceptable Language/Gestures (directed): Category III

Profanity (non-directed): Category IV

Public Display of Affection: Category VI

Setting False Alarms/Tampering with Fire Equipment: Category I

The civil penalty is up to six (6) months in jail and a \$1,000.00 fine.

Smoking/Possession of Tobacco/Nicotine/Vaping Products: Category III, referral to police for 2nd offense.

Possession of a Lighter/Matches: depends upon severity

Hallway Misbehavior: Category V

Hazing/Harassment/Threatening: *Depends upon severity*

Theft/Possession of School or Personal Property/Criminal Damaging: Category II

Replacement or repayment.

Vandalism/Writing on School or Personal Property: Category II

Replacement or repayment

Weapons/Dangerous or Hazardous Items: Category I

It is a felony to convey, attempt to convey, or possess any deadly weapon or dangerous ordinance on school property.

DRESS (STUDENT)

Student dress and appearance reflects in both a positive and negative way upon the school and the student body. Dress which is distracting to the educational process or presents a health or safety hazard (as determined by the building administration) will not be allowed. Violations may result in disciplinary action or removal from school or school activities. The following are examples of dress styles that are **unacceptable**:

1. Failure to wear shoes.
2. Clothes that do not adequately cover the body; i.e. no halter tops, bare midriffs, mesh clothing, spaghetti straps, miniskirts. No short shorts (min. of 4 in. inseam). Sleeveless tops should be at least 2 inches wide on the shoulder.
3. "Sagging" pants or shorts worn below the normal waistline.
4. Clothing or jewelry which expresses any profanity, hate messages, sexually suggestive pictures or phrases, and/or is degrading.
5. Clothing or jewelry that advertises alcohol, drugs, tobacco or weapons.
6. Hats, bandanas/scarves, blankets or hoods worn in the building.
7. Coats worn in the classrooms except with teacher permission.

The administration will make the determination on whether dress items or accessories are disruptive to the educational process.

EAGLE PERIOD

Students should be permitted to leave EAGLE period if they have a signed EAGLE pass or have permission via email from the teacher. This pass or email should be obtained by the student from the classroom teacher **prior** to arriving to EAGLE period. If the student does not have a pass, he/she is not to leave the room unless the EAGLE period teacher has granted permission to go to the restroom, etc. This should be avoided whenever possible because the student has the opportunity to use the facilities, etc. during lunch. Some club meetings will take place during EAGLE period. Students are to check in with their EAGLE teacher first before going to the meeting. The Peer Tutor room is available to students during EAGLE period. They may be required to attend. If they want to attend, they need to get permission from a teacher or counselor.

Library Students may be excused to go to the library if they have a prior written EAGLE pass. Students may also go to the library to check out a book, etc. (browse). If the student wishes to go to the library and does not have a pass, the EAGLE period teacher is to give the student a pass. Due to the large number of students wishing to use the library, all students may not be permitted to enter. Those students with an EAGLE pass will take precedence over those there to "browse". Students should not be sent to the library to work on group projects. If a teacher wishes for students to work in a group, he/she should make arrangements elsewhere. An example, the students could work in an empty classroom with teacher permission. Students must always sign the EAGLE period sign-out sheet when leaving the EAGLE period classroom.

EXTRA-CURRICULAR ACADEMIC ELIGIBILITY

Eligibility requirements for participating in athletic programs must conform with, but may exceed, regulations of the Ohio High School Athletic Association (OHSA). They will include the requirements that a student have the written permission of his/her parent or guardian and shall have been determined as physically fit for the sport or activity by a licensed physician. A physical form must be on file prior to the student trying out or practicing for a sport. The physical must have taken place within one calendar year. **All Bellbrook-Sugarcreek secondary school students, including those with an IEP, are subject to this policy.**

Criteria for eligibility in grades 7-12 includes:

2.0 GPA derived from the previous quarter grades.

Students with a 1.5 or above GPA from the previous quarter may participate on probation but must attend a twice weekly study table as scheduled by the athletic/counseling department. The duration of the attendance at the study table will be for the entire quarter of participation. At the end of the probationary quarter the student will return to full eligibility status with a 2.0 GPA.

Conversely, if the student does not achieve the necessary 2.0 GPA at the conclusion of 1. the probationary period, they will be ineligible until they attain a 2.0 GPA.

Students will be eligible if they pass 5 subjects in a quarter and have met the GPA requirements.

Student Activities that fall under this policy:

- A. All high school/middle school athletics
- B. All high school/middle school marching bands
- C. School plays/musicals, student council
- D. Other high school or middle school student activities which may involve competitive events with other schools' students

EXTRACURRICULAR CODE OF CONDUCT

Co-curricular and extracurricular activities are a valuable part of the total program at Bellbrook High School and Bellbrook Middle School. It is a privilege to participate in student co/extra-curricular activities and is not a right according to the law. Since it is a privilege and participation is voluntary for these activities, the student makes a choice to be a positive role model for other students as well as an appropriate representative of the school system. Thus, the student will have higher expectations placed upon him/her than those of the remaining student body. This representation of the school district carries with it the additional responsibility of maintaining the highest personal and ethical conduct. Co/extra-curricular participants include but are not limited to, athletics, cheerleading, band, winter guard, national honor society, drama, and clubs.

Students who participate in co-curricular and extracurricular programs at Bellbrook High School and Bellbrook Middle School will receive a copy of the entire policy when their season or activity begins. Students who fail to sign for and abide by policy that requires them to refrain from using alcohol, drugs, or tobacco will not be permitted to participate. This policy governs student use of these illegal substances on and off of school grounds 365 days a year.

Parents/Guardians are encouraged to review the Co-Curricular and Extracurricular Code of Conduct with their son/daughter to prevent a violation. Violation of the Code of Conduct will result in the student losing their eligibility to participate.

The following Code of Conduct governs all students participating in co/extra-curricular activities during the entire year (365 days) and is in effect at any time, whether or not the activity is currently taking place or is in season, and any place, on or off school property. Violation of the following code of conduct will result in the student being ineligible for any co/extra-curricular activity as set forth below under the heading "Consequences of Infractions to the Code".

- A. Use or possession of alcoholic beverages, tobacco products, or illegal drugs is expressly forbidden. Anyone who aids or abets another in committing an infraction concerning alcoholic beverages, tobacco products, or illegal drugs, will be treated as though he/she had violated the first sentence of this paragraph.
- B. A student should conduct himself/herself both in and out of school in a manner that reflects good citizenship. Any behavior that results in dishonor to the student, his or her event or team, or school will not be tolerated. Acts of unacceptable conduct include, but are not limited to, theft, vandalism, disrespect, and violation of laws (excluding traffic violations).
- C. A student under a disciplinary out-of-school suspension, expulsion or exclusion, will not be eligible to participate and/or attend (in any manner) any co/extra-curricular activities during the suspension, expulsion, or exclusion.
- D. The administration reserves the right to levy disciplinary action on any measures of misconduct not mentioned specifically in the above rules.

GENERAL CODE GUIDELINES

- A. All students, grades 6-12 involved in co/extra-curricular activities, will be considered "participants" and bound by the Code of Conduct. No student shall be allowed to participate in any school activity (ex. game, match, contest) with a group/team until the Code of Conduct has been signed by the parent/guardian and the student and returned to the coach/advisor. Code of Conduct violations are accumulated at the middle school level (grades 6-8) and again during high school (grades 9-12). Middle school accumulation ends and high school accumulation begins with promotion from the eighth grade. Consequences earned during middle school (8th grade) will be carried over to the beginning of high school (9th grade) until all requirements have been fulfilled.
- B. A student who is not in school FOR THE ENTIRE STUDENT DAY will not be permitted to participate in any group (team) activity. Participation in any weekend, school break, and/or holiday break activity requires a full school day's attendance on the previous Friday and/or last day of school. This is in effect until the next in-session school day. Any exceptions to this rule require the permission of the building principal or the student activities director.
- C. With prior approval by the building principal or the student activities director, as may be appropriate, additional standards and rules may be established in writing by the activity advisor or coach and become effective when given to each participant. The standards or rules shall be a part of the Code of Conduct for that activity.
- D. All students involved in co/extra-curricular activities must meet all grade requirements as mandated by the Bellbrook-Sugarcreek Local Board of Education and by the OHSA, if applicable, to the activity. Failure to meet grade requirements shall not be an infraction of the Code of Conduct but shall result in suspension of participating in the activity until grade requirements are met and OHSA rules, if applicable, have been followed.

INFRACTION AND REINSTATEMENT PROCEDURE

An allegation of an infraction of this Code of Conduct may be referred to the Student Activities Director or Building Administrator by any of the following:

- A. Any principal or other school district employee (i.e. teacher, teacher aide, secretary, coach, custodian, bus driver, maintenance personnel, security personnel) adult chaperone, any student, or other advisor regarding an infraction during the school day, on school grounds, or during school related activities; or
- B. Any principal, faculty member or advisor/coach or any law enforcement officer or agency at any time. Local law enforcement agencies may share information with school officials, when applicable, in an effort to promote a lifestyle among students that is tobacco, alcohol, and other drug free. Criminal conviction is not a requirement for enforcement of the Code of Conduct.
- If it is determined that an infraction has occurred, the participant, the participant's parents/guardians, and the participant's coaches/advisors will be notified. The Co/extra-curricular Code of Conduct is in addition to any other policy, rule, or regulation of Bellbrook-Sugarcreek Schools. Violations of the Student Code of Conduct that result in suspension from school may also affect extra/co curricular participation.

To be eligible for reinstatement after an infraction the student must have complied with the reinstatement requirements noted under the appropriate offense. A written request for probationary reinstatement should be directed to the student activities director or building administrator. The reinstatement decisions will be made by the building administration and the decision will be final.

Any reinstatement is probationary and can be rescinded at any time. The reinstatement will be revoked if the student does not make timely progress toward completing any remaining requirements for probationary reinstatement or for any action considered derogatory to the school system, its students, employees and/or programs. Revocation shall be at the sole discretion of the building administrator and the decision will be final.

SELF REFERRAL PROCESS

Students, peers, parents, or other adults sometimes come to the realization that the use of alcohol, tobacco, and other drugs is affecting them and/or a student and may seek help for assistance. Student participants may self-refer/refer one time if they have no prior violations of the code, do not have police documentation of an incident, and no school investigation has been initiated. Students will be considered referred for assistance if the participant approaches a coach, athletic director, administrator, or counselor and voluntarily seeks assistance. Parent(s) may refer their own son/daughter. Parent referrals will be treated as self-referrals.

Participants that fall under the Referral/Self-referral category will not serve a penalty (1st offense only), however they must complete all other requirements for reinstatement for a 1st time offense. Failure to comply will result in the denial of privilege to participate. Any future code violations will be treated as a second violation of the code of conduct. Self referral cannot be used to avoid consequences for an already documented violation. Violations of the Student Code of Conduct that result in suspension from school may also affect extra/co curricular participation.

Consequences of Infractions to the Code ---

First Offense:

—Suspension from participating in all co-curricular and extracurricular activities for 25% of regular season contests/events from date notified by the Student Activities Director or Building Administrator. In all events, the Student Activities Director or Building Administrator shall have the final authority to decide what sport, activity, or organization the consequences shall apply.

—The participant will not participate in the next contest/event after determining an infraction has occurred and will be removed from any leadership role (ie. officer, captain) for the remainder of the year or sport season.

—In order to be reinstated after the suspension, the student and the parent/guardian must have complied with the following: (1) student must complete a tobacco, drug, and/or alcohol assessment if the infraction involved tobacco, drugs, and/or alcohol. The assessment is at student/family expense. The student must follow any suggestions/recommendations made by the assessor.

2) The student must have completed one half of the ten hours of community service (assigned by the building principal or his/her designee) prior to returning to competition. Community Service must be completed in its entirety within 30 days of the date notified by the Student Activities Director or Building Principal. (3) The student must agree to complete an educational class/counseling related to correcting behavior that caused the suspension. This must consist of 3 one hour sessions with a school approved counselor. Failure to complete such classes or counseling within ninety days shall itself be considered a violation of this Code of Conduct.

Any number of suspended games, contests and/or events not fulfilled by the current season will be carried over into the next co/extra-curricular activity in which the student participates and successfully completes as defined by OHSAA official start and end dates. The student may not participate, travel, or be with team/group in any games, contests, or events. Students will be permitted to practice at the coach's discretion. A coach/advisor may impose additional consequences on their participants who violate the Code of Conduct. Athletes will comply with OHSAA regulations on suspension. Failure to successfully complete the reinstatement requirements in their entirety will result in the student losing his/her eligibility to participate until those requirements are met.

Second Offense:

Suspension from participating in all co-curricular and extracurricular activities for 50% of regular season contests/events from date notified by the Student Activities Director or Building Administrator. The Student Activities Director or Building Administrator shall have the final authority to decide what sport, activity, or organization the consequences shall apply.

The participant will not participate in the next contest/event after determining an infraction has occurred and will be removed from any leadership role (ie. officer, captain) for the remainder of the year or sport season.

In order to be reinstated after the suspension, the student and the parent/guardian must have complied with the following: (1) The student must have completed a tobacco, drug, and/or alcohol assessment if the infraction involved tobacco, drugs, and/or alcohol. Assessment is at student/family expense. The student must follow any suggestions/recommendation made by the assessor. (2) The student must complete one half of 20 hours of community service (assigned by the building principal or his/her designee) prior to returning to competition. Community Service must be completed in its entirety within 30 days of the date notified by the Student Activities Director or Building Administrator. (4) The student must attend weekly counseling sessions conducted by a Certified Chemical Dependency Counselor for a minimum of four weeks. Student must provide written documentation of attendance. Failure to attend sessions will result in the loss of the student's eligibility. (5) Parents and student must attend a minimum of one family counseling session conducted by a Certified Chemical Dependency Counselor. (6) The suspended student will not travel, or be with a team/group in any games, contests, or events (athletes will also follow the OHSAA regulations on suspensions). (7) The student must provide monthly medically administered drug screens to the Student Activities Director/Building Administrator each month for 2 months. Any positive results will be considered an additional Code violation. All costs incurred will be the responsibility of the parent/student.

For third, fourth and subsequent violations, please see the Extracurricular Code of Conduct posted on the district's web page.

Multiple Violations:

In the case of multiple violations, consequences will be imposed consecutively, not concurrently, i.e., the student cannot begin a second penalty until the first penalty has been completed.

FOOD AND DRINK

Food and drink are to be consumed only in the designated areas. No food or drink is to be taken into classrooms unless given permission for a special situation. No glass bottles are permitted in the building. Students are responsible for keeping the school as clean and attractive as possible. Students violating this rule will be subjected to disciplinary action.

HARASSMENT/BULLYING/CYBERBULLYING

The Board of Education recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the District.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age, and/or disability. The harassment by a student of a staff member or fellow student of this District is strictly forbidden. Any student who is found to have harassed a staff member or student will be subject to discipline in accordance with law and the Code of Conduct.

Students who are being bullied/harassed or have witnessed other students being bullied/harassed should report the incident. This can be done by leaving a note, a voicemail, or sending an email to an administrator, counselor or secretary. Include the following information: the exact time, location, potential witnesses and the violating action. All names will be kept confidential to protect the victim and the person who reported the incident.

HEALTH SCREENINGS “Healthy students are better learners.”

In the interest of student health and in promoting positive health practices, the Bellbrook-Sugarcreek Schools shall conduct a program of health screenings as mandated by state law and recommended by local authorities. The screenings shall be conducted during the school year as follows:

- Vision (K, 1, 3, 5, 7, 9)
- Color Deficiency (K boys only)
- Hearing (K, 1, 3, 5, 9, 11)

80% of learning occurs through the visual system. Thus, routine, comprehensive eye exams with an eye doctor are highly encouraged. Although students are screened for vision and hearing changes at school, it is a screening and not a comprehensive, diagnostic exam.

HONOR ROLL

We have a 3 tiered quarterly Honor Roll Policy. If a qualifying student would like to have an Honor Roll certificate printed, he should see a guidance counselor to obtain it.

1. All A's (4.0)
2. Honors (3.5+, no C's)
3. Honorable Mention (3.0+)

IMMUNIZATIONS

Students enrolled in preschool through grade 12 are required to have written proof on file that they have been immunized. To be in compliance with current Ohio law, students in grades K-12 will need the following vaccinations:

- Diphtheria, Tetanus, Pertussis: Four (4) or more of DTaP or DT or any combination.
- Tdap: Grades 7-12 only – One (1) dose of Tdap vaccine booster.
- Polio: Three (3) or more doses of Polio (IPV or OPV) or four (4) doses if combination of IPV and OPV received.
- MMR: Two (2) doses of Measles, Mumps and Rubella (MMR)
- Hepatitis B: Three (3) doses of Hepatitis B
- Varicella: Two (2) doses of Varicella vaccine for grades K-6; One (1) dose required for students in grades 7-10
- Meningococcal (MCV4) - One (1) dose required for 7th and 8th grades: Two (2) doses of MCV4 for grade 12 unless 1st dose given on or after the 16th birthday. The immunization is required for all 7th grade students and any 8th grade student who did not get immunized prior to 7th grade.

Additional vaccines recommended, but not required include Hepatitis A, Gardasil (HPV), Pneumococcal and Influenza.

Students who are not in compliance are to be excluded from school attendance no later than the fifteenth school day after admission unless otherwise exempt. An immunization exemption form must be on file if a child is not fully immunized due to religious/personal reasons. Exclusion from school may happen in the event of a communicable disease outbreak for those who are not fully immunized.

LOCKERS

School materials and personal property which may be stored in your assigned locker are your responsibilities. The school assumes **no responsibility** for the loss of items kept in your locker. Students are to use only the locker assigned to them by the school. Lockers are the property of the Sugarcreek Local Schools and are subject to inspection and search at the discretion of the administration. The student assigned to the locker is responsible for any item found in that locker. Any attempt to circumvent the security of the locker (i.e. rigging) will be subject to disciplinary consequences. Locker doors should be kept shut. Students may decorate the inside of their lockers, but the outside of the locker should remain clear of decorations.

MEDICATIONS

The school district strongly recommends that parents and physicians schedule medication so that students do not have to take medication during the school day. However, if this is not possible, school personnel will administer medication in accordance with the following guidelines:

All Prescription medications and Over-the-Counter (OTC) medications administered more than three times during the school year require both the parent and Physician's signature. You can find medical forms online under Health Service on the school's web page or request a form from the school office.

All medication must be in the original container as provided by the pharmacist. The label is to include the name of the student, physician, current date, dosage instructions, possible side-effects and name of medication. You can request a second bottle from the pharmacist specifically for the school.

New forms must be submitted each school year and for each new medication or change in dose.

Students will receive and take medication in the presence of the staff member appointed to administer it. A written record will be maintained of all medication administered.

Students may NOT keep medication with them or in their lockers.

However, in rare circumstances when the physician deems it medically necessary, a student may carry medication in the form of an inhaler, EpiPen, or supplies as needed for management of diabetes and when noted on the medication form by the physician. It is also best practice for parents to provide a backup dose of the medication or supplies to the school nurse.

We also recognize that at times students may benefit from parent-recommended OTC medications for symptomatic treatment of minor illness, allergy or pain. Under this policy, administration of OTC medication may be allowed with parental consent only and completion of the appropriate form.

Non-prescription Over-the-Counter (OTC) medications such as Acetaminophen, Ibuprofen, Tums, Bacitracin, Benadryl, Anti-itch gel, Cough Drops are stocked in the clinic. If you would like for your child to receive one of these medications on a VERY LIMITED basis (no more than three times during the school year), you will find this OTC form in the school office or online on the school's web page listed under Health Services/Medical Forms.

Students are not permitted to carry medication to, from, or during school. Consequently, parents are advised to deliver medication directly to school personnel. School personnel are not responsible for medication prior to its delivery to them.

OUT-OF-SCHOOL SUSPENSIONS

If a student receives an out-of-school suspension, the student is prohibited from any and all extra-curricular activities and is not to be found on the school district property during the duration of the out-of-school suspension. Credit will be given for work missed due to out-of-school suspension provided the student completes and submits all required assignments within 3 school days upon return to school. It is the student's responsibility to request assignments from teachers.

PERMANENT EXCLUSION OF NON-DISABLED STUDENTS

Permanent Exclusion shall mean the student is banned forever from attending a public school in the State of Ohio.

As authorized by law, the Board of Education may permanently exclude any student who has been found guilty of committing, when sixteen years of age or older, any of the following offenses while on school grounds and which are considered to be crimes when committed by an adult:

1. possession or involvement with a deadly weapon
2. trafficking in drugs
3. murder, involuntary manslaughter, assault or aggravated assault
4. rape, gross sexual imposition, or felonious sexual penetration on school grounds, at a school event, or when the victim is an employee of the district
5. complicity, regardless of where the complicity occurs, of any of the above crimes.

PROGRESS BOOK

Students and their parents can access their grades online at <https://parent.mveca.org> or on the district's web site www.sugarcreek.k12.oh.us. If a new username and password is needed, the student should email the principal to obtain his/her username and have his/her password reset.

PUBLICATIONS (STUDENT)

All student publications require administrative approval prior to distribution.

REPORTING

A student can anonymously report concerns by writing a note and leaving it with a secretary, calling an administrator's voicemail or emailing an administrator. Information should be as specific as possible including time, area, and potential witnesses.

RULES

At any time the students are on school grounds, in any district school building, on a school bus or at any school activity (regardless of location), school rules apply and students are subject to discipline for violation of rules.

Students are expected to follow directions or instructions by any staff member. They are expected to be courteous to others, talk and behave quietly, and walk at all appropriate times. Students should keep hands, feet, and objects to themselves. They are to be in assigned areas and have permission to use materials/equipment.

SELLING/SOLICITATION

Students are not to sell candy, tickets, books, etc., during school hours and/or on school property without prior approval of the principal.

TEXTBOOKS/CHROMEBOOKS

Textbooks and chromebooks are school property. Students may be charged for any lost or damaged books/chromebooks.. Students are requested to cover all textbooks to reduce damage. Library fines are charged for books not returned to the library on time. If a student is having a problem with a chromebook working properly, he should notify a teacher as soon as possible. Students should not attempt to repair damaged chromebooks on their own due to potential warranty violations.

WALKING TO/FROM SCHOOL

Walkers and bikers should use the appropriate paths on the school property. If going to Feedwire Rd., students need to cross at the marked crosswalk. Students should use the crosswalk signal and wait for oncoming cars to come to a complete stop before crossing the road. Students walking to the high school and beyond are expected to stay on the south side of Feedwire Rd. and then the east side of Upper Bellbrook Rd. using the paved paths.

VISITORS

Parents are always welcome but are encouraged to make an appointment to see teachers, the principal, or visit their child's classes. Students **are not permitted** to bring visitors to school.

All visitors, including parents, must register at the office immediately upon arrival. When bringing items to school for a student, it is requested that parents bring the **labeled** items to the office; they will be delivered by office personnel.