

**Big Walnut Local Schools  
Parent & Student Handbook  
Preschool-Sixth Grade**

2016-2017



**[www.bwls.net](http://www.bwls.net)**

*Our Mission is to inspire and guide each student  
to his or her maximum potential.*

**TABLE OF CONTENTS**

<p><b>Introduction</b>  <a href="#">Handbook Awareness Statement</a>  <a href="#">Letter from the Principals</a>  <a href="#">Foreword</a>  <a href="#">Mission and Vision Statements</a>  <a href="#">Board of Education</a>  <a href="#">Administrative Team</a>  <a href="#">School Information</a>  <a href="#">District Information Sources</a>  <a href="#">School Closings</a>  <a href="#">Safer Schools Ohio Anonymous Tip Line</a>  <a href="#">Federal/State/Local Compliance</a>  <a href="#">Protection of Pupil Rights Amendment</a>  <a href="#">Family Educational Rights and Privacy Act</a>  <a href="#">Technology Usage Policy</a>  <a href="#">Bring Your Own Technology</a></p> <p><b>Attendance</b>  <a href="#">Absence Reporting Procedure</a>  <a href="#">Excused Absences</a>  <a href="#">Unexcused Absences</a>  <a href="#">Pre-Planned Absences</a>  <a href="#">Arrival and Sign-Out Times</a>  <a href="#">Tardiness</a>  <a href="#">Early Dismissal/Transportation Changes</a>  <a href="#">Make-up Work</a>  <a href="#">Extracurricular Participation</a>  <a href="#">Withdrawal from School</a></p> <p><b>Academic Achievement</b>  <a href="#">School Fees and Instructional Materials</a>  <a href="#">Homework</a>  <a href="#">Field Trips</a>  <a href="#">Reporting Student Progress</a>  <a href="#">Gifted Identification and Services</a>  <a href="#">Academic Promotion and Retention</a>  <a href="#">Student Assessment</a>  <a href="#">Parent/Teacher Conferences</a></p>	<p><b>Health &amp; Medical Needs</b>  <a href="#">Immunization Requirements</a>  <a href="#">Emergency Medical Authorization Form</a>  <a href="#">Dispensing Prescription Medication</a>  <a href="#">Student Illness</a>  <a href="#">Communicable Diseases</a>  <a href="#">Allergies and/or Medical Plans</a>  <a href="#">Food Brought to School</a>  <a href="#">Latex Free Environment</a></p> <p><b>Student Code of Conduct</b>  <a href="#">Code of Conduct Rules</a>  <a href="#">Anti-Harassment, Intimidation, and Bullying Policy</a>  <a href="#">Anti-Harassment Policy: Title VI</a>  <a href="#">On the Basis of Gender: Title IX</a>  <a href="#">School’s Right to Search</a>  <a href="#">Security Recordings</a>  <a href="#">Discipline Options</a>  <a href="#">Lunch/Recess Detentions</a>  <a href="#">In-School Suspension</a>  <a href="#">Emergency Removal</a>  <a href="#">Suspension</a>  <a href="#">Expulsion</a>  <a href="#">Student Due Process</a>  <a href="#">Appeal Procedure for Suspensions</a>  <a href="#">Dress Code and Appearance</a>  <a href="#">School Transportation</a>  <a href="#">School Bus Rules</a>  <a href="#">Suspension of Transportation Privileges</a>  <a href="#">Bus Passes</a>  <a href="#">Cafeteria Behavior</a></p> <p><b>General Information</b>  <a href="#">Animals in School and Elsewhere on District Property</a>  <a href="#">District Safety Plan</a>  <a href="#">Food Service</a>  <a href="#">Fundraising Activities</a>  <a href="#">Lockers</a>  <a href="#">Lost and Found</a>  <a href="#">Parties</a>  <a href="#">Playground Safety</a>  <a href="#">Riding Bikes/Scooters/Skateboards to School</a>  <a href="#">Staff Gifts</a>  <a href="#">Toys and Novelties</a>  <a href="#">Vacationing Parents</a>  <a href="#">Visitors</a>  <a href="#">Volunteers</a></p>
--	--



**Handbook Awareness Statement**

My signature below indicates that I have received and read the contents of the Student Handbook. The student handbook can be found on the district’s website:

<http://www.bwls.net>

I understand that if I have any questions, I can contact my student’s principal. Parents should inform the school of changes in residence, custody and home phone, work and emergency telephone numbers.

TEACHER \_\_\_\_\_

STUDENT’S NAME (Please print) \_\_\_\_\_

STUDENT’S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

GRADE \_\_\_\_\_

PARENT’S SIGNATURE \_\_\_\_\_

\*This form was sent home with the beginning of the year paperwork. If you need an additional copy, please contact your school office.

## Letter from the Principals

Dear Parent/Guardian,

On behalf of the entire staff, welcome to the 2016-2017 school year. It is essential that parents read the Student Handbook and that students are made aware of its contents. We encourage your active involvement in your child's education. A strong partnership between home and school can greatly benefit your child as he/she grows and matures. We are looking forward to this school year as we inspire and guide each student to his or her maximum potential. Best wishes for a successful school year!

Sincerely,  
Big Walnut Intermediate & Elementary Principals

## Foreword

The Big Walnut Local School District (BWLSD) Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain board policies and procedures. Please take time to become familiar with the important information contained in this handbook and keep the handbook available for reference. Please note that the majority of information in our handbooks is standardized and applies to all students K-12. This Student/Parent Handbook is based in significant part on policies adopted by the Big Walnut Local School District Board of Education and Administrative Guidelines developed by the Superintendent. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects. If any of the policies or administrative guidelines referenced herein is revised, the language in the most current policy or administrative guideline prevails. Copies of current board policies and administrative guidelines are available from the building principal and on the district's website.

## Big Walnut Local Schools Mission and Vision Statements

Our Mission is to inspire and guide each student to his or her maximum potential. We will accomplish this through our vision of

- **Staff:** student-focused, professional, and collaborative
- **Curriculum:** student-focused, challenging, and current
- **Environment:** safe, respectful, and welcoming
- **Community:** informed, involved, and supportive.

## Board of Education

Dr. Allison Fagan, Mrs. Nicci Hess, Mrs. Mindy Meyer, Mr. Brad Schneider, Mr. Andy Wecker

Your Board of Education is comprised of five members, elected to a term of four (4) years by the residents of the school district. Dates, times, and locations of the regular meetings of the

Board of Education are set at the Organizational Meeting in January. See the District's web site, [www.bwls.net](http://www.bwls.net), for dates, times, and locations of Board meetings. All community members are invited to attend.

### **Administrative Team**

Mrs. Angie Pollock	Superintendent
Mr. Mark Cooper	Assistant Superintendent
Mrs. Terri Day	Treasurer
Mrs. Jen Young	Director of Academic Achievement
Mrs. Laura Lawrence	Director of Student Services
Mr. Ron McClure	Director of Administrative Services

### **Big Walnut Administrative Offices**

110 Tippett Court  
Sunbury, Ohio 43074  
740-965-3010

### **Big Walnut High School**

555 S. Old 3C Highway  
Sunbury, Ohio 43074  
740-965-3766  
Principal: Andy Jados

### **Big Walnut Middle School**

777 Cheshire Road  
Sunbury, Ohio 43074  
740-965-3006  
Principal: Josh Frame

### **Big Walnut Intermediate School**

105 Baughman Street  
Sunbury, Ohio 43074  
740-965-7800  
Principal: Ryan McLane

### **Big Walnut Elementary**

940 S. Old 3C Highway  
Sunbury, Ohio 43074  
740-965-3902  
Principal: Robin Keating

### **Harrison Street Elementary**

70 Harrison Street  
Sunbury, Ohio 43074  
740-965-7850  
Principal: Kim Castiglione

### **General Rosecrans Elementary**

301 S. Miller Drive  
Sunbury, Ohio 43074  
740-965-8900  
Principal: Megan Rose Forman

### **Helen Souders Elementary**

4121 Miller Paul Road  
Galena, Ohio 43021  
740-965-3200  
Principal: Andrew Hoffman

### **School Hours**

#### **High School & Middle School**

7:40 Classes Begin  
2:20 Dismissal

#### **Intermediate**

7:30 Students may enter buildings  
7:45 Classes begin  
2:25 Dismissal

#### **Two Hour Delay**

9:40 Classes Begin  
2:20 Dismissal

#### **Two Hour Delay**

9:30 Students may enter buildings  
9:45 Classes begin  
2:25 Dismissal

**Elementary**

8:35 Students may enter buildings  
 8:45 Classes begin  
 11:30 AM Kindergarten/Pre-K dismissal  
 12:45 PM Kindergarten/Pre-K dismissal  
 3:30 Dismissal

**Two Hour Delay**

10:35 Students may enter buildings  
 10:45 Classes begin  
 12:30 AM Kindergarten/Pre-K dismissal  
 1:45 PM Kindergarten/Pre-K dismissal  
 3:30 Dismissal

**District Information Sources**

Big Walnut offers a variety of ways to keep up with important news and information on our school district: • Website: [www.bwls.net](http://www.bwls.net) • Notification System: To subscribe or to manage your account, visit the homepage of the district website and sign up for Eagle-i. • Social Media: Facebook, Twitter, and Instagram.

**School Closings**

In the event of inclement weather, school delays and closings will be posted online at [www.bwls.net](http://www.bwls.net). Delay and closing information will also be reported using the district's automated phone system, the email notification system, the local television stations (Channels 4, 6, 10 and 28) and the radio stations (FM Channels 92.3, 94.3, 94.7, 97.9, 99.7, 103.9, 103.5/104.3, 104.9, 105.7 and 107.9 and AM Channels 610, 920, 1490 and 1550). There may be times when it is necessary to dismiss school during the day because of an emergency. In such instances, parents will be contacted using the district's automated phone system. Parents are urged to make arrangements with a neighbor or friend so that their child will have a place to go in case of an emergency if a parent/adult is not home.

**Safer Schools Ohio Anonymous Tip Line**

Big Walnut Local Schools uses the Safer Schools Ohio anonymous tip line for students and families to share information with school officials and law enforcement about threats to student safety—whether that involves a threat of a mass incident or harm to a single student. To report a concern, call or text 1-844-SAFEROH (1-844-723-3764). The system will send your anonymous report to the appropriate people to address the concern.

**Federal/State/Local Compliance**

The Big Walnut Local School District complies with federal laws that prohibit discrimination in programs and activities receiving federal assistance. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age. Big Walnut Local Schools also complies with the Family Education Rights and Privacy Act of 1994 and grants parents/guardians the right to examine children's official school records. Inquiries regarding unlawful discrimination may be directed to the principal of the building or the district compliance officer.

**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 areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education.

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

*Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. 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 to screening permitted or required under State law; and
3. 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 –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The Big Walnut Local School District will develop and adopt 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. The Big Walnut Local 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. The Big Walnut Local School District will also notify parents and eligible students 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:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part

by the U.S. Department of Education.

3. 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 Avenue, SW  
Washington, D.C. 20202-4650

### **Family Educational Rights and Privacy Act (FERPA)**

The following rights are afforded parents and students over 18 years of age (“eligible students”) under The Family Educational Rights and Privacy Act:

1. The right to inspect and review the student’s education records within 45 days of the day the school received a request for access. Parents or eligible students should submit to the school principal (or the principal’s designee) 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 location where records may be inspected.
2. The rights to request an amendment of the student’s education records that the parent or eligible student believes are 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 the principal’s designee), 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.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except that FERPA authorizes disclosure without consent.
4. 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; as 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.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Big Walnut Local School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA:

Family Policy Compliance Office

400 Maryland Avenue, SW  
Washington, DC 20202-4650

Big Walnut Local Schools will release standard student demographic data to non-profit organizations. If you do not wish to have data concerning your child released, in writing, notify the principal of your child's school.

### **Technology Usage Policy (7540)**

Students are encouraged to use the school's computers/network and the Internet connection for teacher-assigned, educational work. All references to schools in this policy will mean any school in the Big Walnut Local School District. The term computer or computer equipment includes but is not limited to: any electronic devices, personal or school owned that is used on school property (including on district-owned vehicles) or during district sponsored trips.

Students using computers are expected to abide by the following rules:

1. Students may only access the district network and/or Internet by using their assigned network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords. Students may not intentionally seek information on, obtain copies of or modify files, data or passwords belonging to other users or misrepresent other users on the network.
2. Students are permitted to use networked software and school-supplied software. Programs written by the student, which are part of an assignment in a school's course of study, may be run, as required, for that course of study's requirements with teacher supervision.
3. Students may not download programs from the Internet nor may they copy programs from any removable device or other outside media. Students may not install or delete programs on the school's computers.
4. Students may not use the Internet to engage in "hacking" or other unlawful activities.
5. Students may not create keyboard macros in Microsoft Word or any other program. Macros written by the student which are part of an assignment in a school's course of study may be run, as required, for that course of study's requirements with teacher supervision.
6. Students should only use computer programs approved by the classroom teacher.
7. The school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. It may be reviewed for any harassing or threatening material (e.g., cyber bullying), trade secret protection and/or any vulgar or obscene content.
8. Students are not to send messages over the network or participate in online "chat rooms." Students may not use any email or instant messaging programs on a school's computer. A student may only use Internet e-mail when a teacher instructs him/her to do so.
9. Students are not to enter the network's operating system.

10. A teacher may authorize the copying of student-created work to a removable device or other outside media. The use of a removable device or other outside media is not permitted without permission from a teacher.
11. Students may not have food or drink when working on school computers.
12. All copyright laws are to be enforced.
13. Students are not to unplug or change any computer device or network connections.
14. Students are not to change any display screen settings.
15. Students are not to change any program's toolbars or settings.
16. Students are not to add or delete any program icons on the desktop or Start Menu.
17. Malicious use of computers or the school's network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use computers or the school's network in such a way that would disrupt their use by others.
18. Students are not to remove, modify, damage or destroy any computer or networking equipment.
19. Students are not to modify or remove any identifying labels on computer equipment.
20. Students are not to modify or remove any printer settings.
21. Students are to advise school staff when they observe any violation of the school's policy for the use of the school's computers.
22. Students are to advise their teacher when a school's computer malfunctions in any way (example: a program is not opening or closing correctly). The teacher will notify the technical support staff so that the computer can be repaired.
23. The possession of; or the taking, disseminating, transferring or sharing of by way of example: nude, obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfers or other means (commonly called texting, emailing, sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.
24. Cyberbullying is the act of harassment that takes place via some method of technological media. If a student is being harassed and the effect is on the school it does not matter where the offense originates, even if off grounds, if the effect of such acts makes a transition to school grounds it is under our best judgment to take appropriate action.
25. The use of electronic devices for recording purposes must have prior approval.
26. Students are permitted to use their cellular phones or electronic devices in designated areas during designated times only. Designated times and areas will be determined at the discretion of the building administration. Students using their cellular phones or electronic devices at times other than designated or in locations other than designated may be subject to school discipline. Contents of cell phones or electronic devices may be searched if there is a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. At the building

leadership's discretion, students' confiscated cellular phones or electronic devices may only be returned to their parent or guardian.

27. BWLSD will provide access to filtered Internet via wireless access for personal computing devices belonging to students for educational purposes. Please note BWLSD will not be able to provide technical support for personal computing devices. Students are not allowed to circumvent the Internet filter or click-through warnings. Personal computing devices are not to be attached to the BWLSD network other than the wireless network provided for student use. Computing devices that have been determined to be a threat to the network integrity will be immediately removed from the network and will not be allowed back on until the technology department is assured that the cause for removal has been resolved. Passkeys are not to be shared with others. BWLSD will not be responsible for lost, stolen or damaged property whether it be by accidental or malicious means including but not limited to other users, viruses, malware, spyware or bot traffic. Violators will be subject to disciplinary actions, removal from wireless network and/or confiscation of equipment. As a condition to using BWLSD's wireless network, students should have no expectation of privacy in their use of the network, and by signing the handbook awareness statement specifically understand and agree that their personal computing device may be confiscated and searched anytime school officials have reasonable suspicion of violations of the technology usage policy or any other Board policies, guidelines or laws. Exceptions to the above rules are permitted only under direct teacher supervision. Violations of these rules may result in disciplinary action. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued.

Technology Usage Agreement: If you do NOT desire for your child to use district-provided technology while at school, please submit a letter to your building principal. In the event that we do not receive this information, ALL students will be permitted to use district-provided technology according to the provisions listed in the Technology Usage Policy.

### **Bring Your Own Technology (BYOT)**

Big Walnut Local Schools is committed to preparing all students and teachers to maximize learning by fully integrating relevant technology into academic content to acquire, share and evaluate information, achieve media and technology literacy, and maintain a safe and ethical environment. A first step is to develop and implement a plan allowing students to bring their own digital devices to school. As part of this plan, BWLS will implement a program that will allow students to access our guest wireless network using their own technology tools during the learning day. With classroom teacher approval, students may use their own devices in the classroom to access and save information from the internet, communicate with other learners, and use productivity tools provided by Big Walnut Local Schools. Added benefits of this plan will allow future access to digital textbooks and increase access to learning content. Please refer to the BYOT Agreement and Permission Form.

## Attendance (5200)

Section 3321.04 of the Ohio Revised Code provides that every parent, guardian, or other person having charge of any child of compulsory school age must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session. Such attendance must begin within one week of the date on which the child begins to reside.

The State Department of Education, Section 3321.0 of the Ohio Revised Code, has formulated the following rules and regulations, which govern the past absences of students from school. The child's parent or legal guardian must communicate explanation of the child's absence to the school office by phone the day of the absence and by written note upon the student's return to school. If there is no notification provided within ten days then it is an unexcused absence/tardy. If a student will be absent for twenty or more consecutive school days, the parents must contact the principal to explore the possibility of home instruction. In accordance with ORC 3321.03, chronic attendance violation cases of truancy are referred to Juvenile Court.

### Absence Reporting Procedure

If your child does miss school, **parents need to notify the school by 9:30AM for elementary and 8:30AM for the Intermediate School.** If the school is not notified, the school must attempt to contact parents at home or work. This is a result of the Missing Child Act passed in April 1985. **Parents need to provide notification and reason for absence within ten school days.**

### Excused Absences

1. School activities (will be reviewed on a case by case basis).
2. Doctor or dentist appointments (note from the health care provider required).
3. Absences where a doctor has indicated the student should not attend school. In this case, a doctor's note will be necessary. The note must specify the exact dates that the individual should have been absent from school. Personal illness not requiring a doctor's note requires parent notification. Students missing 15 or more days of school must provide a doctor's note. Absences in excess of 15 days that are not documented by a doctor's note will result in an unexcused absence.
4. Confinement to a hospital, clinic, or a similar health related institution
5. Funerals / death / emergency in the family
6. Court appearances
7. Religious holidays
8. Quarantine of the home
9. Reasons subject to principal approval
10. Bus missing stop

**Unexcused Absences**

1. Truancy
2. Oversleeping
3. Car problems / late ride / missing the bus
4. Out-of-school suspensions
5. Other absences as determined by the administration

**Pre-Planned Absences**

Parents must obtain a "Pre-Planned Absence Request" Form from the office when known in advance that a child will not be attending school (i.e. family vacation, participation in the Delaware County Fair, etc). The form is to be completed by the parents and submitted to the office for principal approval at least two days before the pre-planned absence. Work may be given in advance and will be due upon the student's return. Other work will be kept for the student during the course of the absence. That work will be due within the same number of days as the length of the absence. Please note that absences not authorized according to attendance policies and procedures will be counted as unexcused.

**Arrival and Sign Out Times**

## Elementary Arrival

8:46-9:30 - Tardy

9:31-10:20 - ¼ Day Absence

10:21-12:25 - ½ Day Absence

12:26-2:00 - ¾ Day Absence

2:01-3:34 - Full Day Absence

## Intermediate Arrival

7:46-8:59 - Tardy

9:00-10:44 - ¼ Day Absence

10:45-11:59 - ½ Day Absence

12:00-1:14 - ¾ Day Absence

1:15-2:24 - Full Day Absence

## Elementary Sign Out

8:46-9:30 - Full Day Absence

9:31-10:20 - ¾ Day Absence

10:21-12:25 - ½ Day Absence

12:26-3:00 - ¼ Day Absence

3:01-3:34 - Tardy (Early Departure)

## Intermediate Sign Out

7:46-8:59 - Full Day Absence

9:00-10:44 - ¾ Day Absence

10:45-11:59 - ½ Day Absence

12:00-2:00 - ¼ Day Absence

2:01-2:24 - Tardy (Early Departure)

\*Students leaving and returning within the same school day will have their absence calculated based on the time out.

**Tardiness**

Any students who are not in their assigned classroom when school officially begins for the day will be counted tardy. Habitual tardiness to school will be referred to the attendance officer for follow-up. Excessive violations may result in Juvenile Court proceedings.

**Early Dismissal/Transportation Changes (5230)**

For your child's safety and protection, students are not to leave the school or playground during the school day without special permission. Any students leaving during the school day will ONLY be dismissed from the office. If your child's transportation will change, please notify your child's office at least an hour before dismissal. If a child will be accompanying

another student on the bus or picked up with another student, notification must be received from BOTH sets of parents. Changes in bus transportation will be subject to approval based on availability.

### **Make-Up Work**

Students are given the same number of days as the length of the illness to complete and turn in make-up work. For example, a child absent three days from school would be given three days upon his/her return to complete and turn in the missed work. If your child is absent and you would like to receive missed work, please contact your child's school office.

### **Extracurricular Participation (5610.05)**

Guidelines for extracurricular participation as a result of illness or other absences are as follows:

1. If a student is ill and does not come to school, he/she should not attend extracurricular activities that evening.
2. If a student leaves school anytime during the day as a result of illness, he/she is not to return for the extracurricular activity that evening.

### **Withdrawal from School (5130)**

Parents/Guardians are required to complete the "BWLS Student Withdrawal Notice" Form in the office of attendance to initiate the withdrawal process in Big Walnut. This signed form may be used to begin the process until at least one of the following preferred documentation methods are provided: 1) a signed withdrawal form from a responsible party outside the district that includes the last date attended in the district and the name of the new district/school 2) documentation of notification from an ODE system that the student has enrolled in another Ohio district 3) a hard copy or electronic records request from the new district/school with the date enrolled in the new school and/or the date the request was received. Parents/Guardians need to provide their new mailing address and contact information.

## **Academic Achievement**

### **School Fees and Instructional Materials (6152)**

School fees for the 2016-17 school year are \$55.00 per student. Fees are due at the beginning of the school year. School fees are used for the annual purchase of consumable items (i.e. workbooks) and software subscriptions for individual students. Payments may be made using our on-line payment system on the district website: [www.bwls.net](http://www.bwls.net), a credit card transaction at school, or by sending a check to school. Invoices will be sent on a monthly basis. Until fees are paid, students may not purchase school pictures or Scholastic books. School fees are waived for those students who qualify for Free Lunch. Those students who qualify for Reduced Lunch will pay \$27.50 per student. Students are responsible for instructional materials loaned to him or her, and are expected to return instructional materials at the end of the course. Students will be responsible to pay for any instructional materials that are lost, destroyed, stolen, or mutilated.

**Homework (2330)**

Homework may be assigned. The Board of Education acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools. "Homework" shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school.

**Field Trips (2340)**

Field trips are an opportunity to participate in educational experiences beyond the regular classroom. Only classroom students and adult chaperones are permitted on field trips. Permission slips signed by a parent or guardian must be on file in the office prior to the date of the trip. A telephone call giving permission is not a signed permission slip. Field trips are a privilege, not a right. A student's attendance and attitude are key factors in determining his/her participation in these educational opportunities. Students on all district-sponsored trips remain under the district's administrative guidelines. Student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip.

**Reporting Student Progress (5420)**

Student academic progress will be reported to parents on consistent intervals throughout the year. Parent conferences and PowerSchool will be provided to keep parents informed of student progress. *PowerSchool* is the online tool used by Big Walnut Local Schools to report grade information. This allows parents access to their child's academic progress on an ongoing basis.

Big Walnut implements a Response to Intervention (RtI) model to meet the needs of all students. Each student is universally screened in the areas of literacy and math three times per year. Data teams that are comprised of various professionals including but not limited to classroom teachers, intervention staff, and the school principal look at student data to determine the needs of students to receive support in academics and/or behavior. Throughout these interventions, the student's progress is monitored and will be communicated to the parents. If the educational team, which also includes the parents, has a concern about a lack of or stalled progress, a switch in intervention may be made or further conversation of meeting the student's needs may occur.

**K – 3rd Grade**

Students in Kindergarten through 3rd grade receive marks based on Academic Skills and Effort/Behavior. They are as follows:

Skills

4 = Far Exceeds Expectations  
 3 = Consistently Meets Expectations  
 2 = Progressing Toward Expectations  
 1 = Experiencing Difficulty

Effort/Behavior

O = Outstanding  
 S = Satisfactory  
 U = Unsatisfactory

**4th - 6th Grade**

Students in 4th-6th grade receive letter grades. The grading scale is as follows:

A	=	90 – 100
B	=	80 – 89
C	=	70 – 79
D	=	60 – 69
F	=	59 –

**Gifted Identification and Services (2464)**

The State of Ohio requires gifted identification, however, it does not mandate comprehensive services for children identified as gifted. Big Walnut Local Schools follow the state term of “gifted” as students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment and who are identified following procedures and criteria established by the Ohio Revised Code, Section 3324.03.

If you wish to find out more about the “Big Walnut Policy and Plan for the Identification of Children Who Are Gifted” or “Gifted Education Services and Eligibility Criteria”, please contact your child’s school or the Big Walnut District office to obtain additional information.

**Academic Promotion and Retention (5410)**

The promotion/retention of a student in any grade level should always be in the best interest of the student. The first consideration for student retention is the inability to meet at least minimum levels of knowledge and skills at his or her grade level. However, academics will not be the sole factor in the determination of retention. The student’s age, maturity level, emotional and social development, and attendance will also be considered. Retention shall occur only if it is viewed as an opportunity for student growth. If deemed necessary, it should occur as early as possible in a student’s educational program.

**Student Assessment (2623)**

Big Walnut Local Schools follows requirements for all state mandated testing and assessments. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs. Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

**Parent/Teacher Conferences (5420)**

Parent/Teacher conferences are scheduled at the conclusion of the first grading period. Conference times may be arranged through your child’s teacher or by calling the main office. Conferences may be arranged at other times throughout the year by request of the parent, teacher, or building principal.

## Health & Medical Needs

### Immunization Requirements (5320)

Your child must meet county and state health regulations for entrance to school, which includes compliance with immunization laws. Each school year, the district nurse reviews health records and reminders will be sent if your child is out of compliance. Students will be excluded from school if the immunization requirements are not completed within 14 calendar days after the student's first day of school. Written statements of objection to immunizations due to parent/guardian philosophical or religious reasons must be provided to the school and are kept on file in the student record. An exemption from immunizations related to medical reasons must be signed by the child's physician and will be kept in the student file.

Listed below are the immunizations your child must have according to the Ohio Department of Health and the Ohio Department of Education for the 2016-2017 School Year:

Vaccines	Fall 2016 Immunization Requirements for Child Care/Head Start and Pre-Schools	Fall 2016 Immunization Requirements for School
<b>DTaP/DTP/DT</b> Diphtheria, Tetanus, Pertussis	4 doses of DTaP, DTP or DT or any combination.	<b>Kindergarten</b> 4 or more of DTaP or DT, or any combination. If all 4 doses were given before the 4 <sup>th</sup> birthday, a 5 <sup>th</sup> dose is required. If the 4 <sup>th</sup> dose was administered at least six months after the 3 <sup>rd</sup> dose, and on or after the 4 <sup>th</sup> birthday, a 5 <sup>th</sup> dose is not required.*  <b>Grades 1-12</b> 4 or more of DTaP or DT, or any combination. 3 doses of Td or a combination of Td and Tdap is the minimum acceptable for children age 7 and up.  <b>Grades 7-12</b> 1 dose of Tdap vaccine must be administered prior to entry.**
<b>Polio</b>	3 doses of OPV or IPV or any combination of OPV or IPV.	<b>K-5</b> 3 or more doses of IPV. The FINAL dose must be administered on or after the 4 <sup>th</sup> birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, 4 doses of either vaccine are required.***  <b>Grades 6-12</b> 3 or more doses of IPV or OPV. If the 3 <sup>rd</sup> dose of either series was received prior to the 4 <sup>th</sup> birthday, a 4 <sup>th</sup> dose is required; If a combination of OPV and IPV was received, 4 doses of either vaccine are required.
<b>MMR</b> Measles, Mumps, Rubella	1 dose of MMR administered on or after the 1st birthday.	<b>K-12</b> 2 doses of MMR. Dose 1 must be administered on or after the 1st birthday. The 2nd dose must be administered at least 28 days after dose 1.
<b>Hib</b> Haemophilus Influenza Type b	3 or 4 doses depending on the vaccine type and the age when the child began the 1st dose and the last dose is after 12 months or 1 dose if given on or after 15 months of age.	<b>None</b>
<b>HEP B</b> Hepatitis B	3 doses of hepatitis B	<b>K-12</b> 3 doses of hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.
<b>Varicella</b> (Chickenpox)	1 dose of Varicella administered on or after the first birthday.	<b>K-5</b>

		<p>2 doses of Varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three months after dose one; however, if the second dose is administered at least 28 days after first dose, it is considered valid.</p> <p><b>Grade 6-9</b> 1 dose of Varicella vaccine must be administered on or after the first birthday.</p>
<p><b>MCV 4</b> meningococcal</p>		<p><b>Grade 7</b> One (1) dose of meningococcal (serogroup A, C, W and Y) vaccine must be administered prior to entry</p> <p><b>Grade 12</b> Two (2) doses of meningococcal (serogroup A, C, W and Y) vaccine must be administered prior to entry ****</p>

**Emergency Medical Authorization Form (5341)**

Parent/Guardians are required by state law to complete an “Emergency Medical Authorization” Form. These are kept on file in the school office. This form must be on file in order for a student to participate in an activity off school grounds, including field trips, athletic and other extracurricular activities. The Emergency Medical Authorization is provided at the time of enrollment or each school year and must be completed every school year thereafter. Please note when listing person(s) as emergency contacts, it is recommended that those contacts are in close vicinity of the school building in the event that the student would need to be picked up from school if you are unable to be reached.

**Dispensing Medication (5330)**

Big Walnut Board of Education wishes to cooperate fully with students, parents, and medical professionals to ensure that students receive any required medication during the normal school day at the time which it is required, however it is ideal that medications be given at home if at all possible. Guidelines have been established to ensure to maintain the control of authorized drugs within the schools and to ensure the health and welfare of student.

A “Medication Request” Form must be on file in the office for any **prescribed or over the counter medication (OTC)** to be dispensed to your child. Medication brought to school must be in the original container and must be brought to school by a parent or parent designee. Medication cannot be sent to school with the student. Prescription medications must be kept in pharmacy container with the student’s name and match the physician’s written orders on the Medication Administration Form. For over the counter medications, the dosing must match manufacturer’s suggested dosing. All medication will be stored in a secure location in the office and dispensed by the principal or his/her designee. A medication log is maintained in the office including student name, type of medication, date and time medication is administered, amount provided and the expiration date of the medication.

In some instances, students are permitted to carry certain prescription medications (i.e. epinephrine) with them while in school or attending a school sponsored function. If the physician feels that is medically necessary for the student to carry the medication, the physician must provide documentation providing authority to do so. If the student requires

emergency medication to be kept at school, the appropriate Emergency Action Plan is to be completed and signed by the physician and parent/guardian. If the student is found to use the emergency medication in an inappropriate manner, Administration has the authority to confiscate the medication and notify parents and the physician to arrange for alternative means of administration.

Any medication that is not picked up by the parent/guardian at the end of the school year, will be appropriately destroyed by the district nurse.

Medical forms are available in the school office or on our district website at [www.bwls.net](http://www.bwls.net), and expire at the end of the school year.

***Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in the violation of the Big Walnut Local School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.***

### **Student Illness**

Your child needs to be free of vomiting, diarrhea and/or fever-free without medications for 24 hours before they can come or return to school. Students with an unexplained rash will need a note from a physician stating that they are not contagious and may attend school. Students will be sent home with any of these symptoms, in order to prevent spreading illness among our students and staff. If you have any questions or concerns, please feel free to contact District Nurse, Megan Truax.

### **Communicable Diseases (8450)**

Following is a list of Communicable Diseases from the Delaware County Health Department. Should your child contract a communicable disease please notify the office.

<b>Disease:</b>	<b>Exclusion from School:</b>
Strep Throat	24 hours on antibiotic
Chicken Pox	until all lesions are dry
Mumps	until swelling is gone
Impetigo	until lesions are no longer draining
Pink Eye	until discharge from eye(s) cease; 24 hours on medication
Head Lice	until treated and cleared by school personnel
Scabies	until adequately treated
Ringworm	until under medical control
Whooping Cough	24 hours after 5th dose of Zithromax

### **Allergies and/or Medical Plans**

If your child has an allergy or has specialized medical needs, please notify the District Nurse Megan Truax RN, or your child's teacher, or school office. If your student is transported to

school by bus, the bus drivers should also be provided with this information. Each year Food Service must have an updated statement from your physician documenting the specific food allergy and acceptable substitutes in order to make accommodations within the National School Breakfast and/or Lunch Program.

### **Food Brought to School**

Safety of our students is a top priority each day. In an effort to further promote the safety of all students, the following guidelines are now in place:

1. All food items brought in for students, besides your child(ren), must be purchased from a store, individually packaged, and labeled with ingredients. Baked goods from home are no longer permitted to be given to other students.
2. Food items being brought/sent in for other students must be nut-free (no peanuts, tree nuts, etc.).
3. Food items being brought/sent in for other students cannot be processed in facilities that process nut products (as noted on any labels).
4. We strongly encourage celebrating special days with non-food items. There are many ideas that can be found by doing a quick search on the internet. Please communicate your idea with the classroom teacher.
5. Grade level teams and/or individual teachers may have more specific requirements, based on the needs of their students. These requirements will be communicated to you by each team/teacher as needed.

### **Latex Free Environment**

Big Walnut Local Schools are a latex free environment. This means that no student is to bring balloons, gloves, and/or rubber bands which may contain latex, or any other materials that contain latex. This is for the safety of all of our students.

## **Student Code of Conduct (5500)**

### **Code of Conduct Rules**

The purpose of discipline is teaching students to control their own behavior in accordance with socially accepted standards.

As students progress from preschool to 6<sup>th</sup> grade, they become increasingly responsible for their behavior. The following behaviors are considered serious in nature and may result in disciplinary action. The principal considers many factors including age, previous discipline reports, disability and severity of behavior when considering disciplinary action.

- Fighting/Assault
- Threats
- Leaving school without permission
- Damage of property
- Disruption of the learning environment
- Insubordination

- False Alarms
- Possession or use of alcoholic beverages, narcotics, drugs or tobacco (5512, 5530)
- Possession of dangerous weapons or look-alikes (5772)
- Theft
- Sexual harassment
- Non school time violations toward school personnel, school property, or an event that disrupts the learning environment
- Lying/Cheating/Forgery
- Behaviors disruptive to the learning environment or use of objects causing disruption
- Behaviors that may cause injury to self or others (running in halls, shoving, playground actions, etc.)
- Violation of the BWLSD Technology Policy

### **Anti-Harassment, Intimidation, and Bullying Policy (5516, 5517)**

Harassment, intimidation, or bullying behavior by any student/school personnel in the Big Walnut Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Harassment, intimidation, or bullying, in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., internet, cell phone, or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school sponsored activity, on school-provided transportation or at any official school bus stop. Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation or bullying. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action. These reports can be formal, informal or anonymous. Bullying Reports are made available in the office. In addition, anonymous reports can be made by calling or texting 1-844-SAFEROH (1-844-723-3764). The system will send your anonymous report to the appropriate people to address the concern.

### **Anti-Harassment Policy: Title VI (5517)**

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, citizenship status, religion, gender, economic status, age or disability. The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual. Employees or students who engage in discrimination/harassment of another employee or student shall be subject to disciplinary action. Permission, consent or assumption of risk by an individual subjected to discrimination/harassment does not lessen

the prohibition contained in this policy. No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates policy.

### **On the Basis of Gender: Title IX**

The U.S. Department of Education has published regulations for implementing Title IX of the Education Amendments of 1972, which prohibits gender discrimination in federally assisted education programs.

Title IX states, in part, that “No person in the United States shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

The Board hereby states its intention to ensure compliance with Title IX of the Education Amendments of 1972, as affected by Title VI of the Civil Rights Act of 1964 and the regulations promulgated through the U.S. Department of Education.

### **School’s Right to Search (5771)**

If there are reasonable grounds for suspecting that the search will turn up evidence that the student is committing a violation of law or of school rules, the principal or designee may search the student and/or the student’s personal possessions. Lockers may be searched by school officials at any time (Intermediate School only).

### **Security Recordings (7440.01)**

Notice to students: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct. Students may receive discipline as a result of what is recorded.

### **Discipline Options (5600)**

The Superintendent, principals, and other administrators shall have the authority to assign discipline to students, subject to the Student Code of Conduct and, where required by law, to the student’s due process right to notice, hearing, and appeal.

### **Lunch/Recess Detention**

Lunch/Recess detentions are issued as minimal consequence with the hope of preventing future unacceptable behavior. The student will serve the detention with the assigning teacher or in the Main Office during lunch and/or recess.

### **In-School Suspension (5610.02)**

In-School Suspension will provide a practical alternative to Out-of-School suspension for less serious infractions as determined by the administration. This program will remove disruptive students from the classroom while providing a continuing educational program and an opportunity to change inappropriate behavior. They will be marked as present for school for the days they are in ISS. They are required to complete their regular school work and will receive up to 100% credit for work completed while in ISS.

**Emergency Removal (5610)**

1. If a pupil's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process, then:
  - a. The superintendent, principal, assistant principal or dean of students may remove the student from curricular or extracurricular activity, or from the premises.
  - b. A teacher may remove a student from a curricular or extracurricular activity under his supervision, but not from the premises. If a teacher makes a removal their reasons must be submitted to the principal in writing as soon after the removal as possible.
2. A due process hearing must be held 72 hours after the removal is ordered.
  - a. A written notice of the hearing and the reason for removal and any possible disciplinary action must be given to the pupil as soon as practical prior to the hearing.
  - b. The person who ordered or requested the removal must be at the hearing
  - c. The hearing must be held in accordance with the hearing procedures for suspension, if suspension appears probable, or with the procedures for expulsion, if expulsion appears probable.
3. If the superintendent or principal reinstates a pupil prior to the hearing for emergency removal, the teacher may demand and shall be given written reason for the reinstatement.
4. In all cases of normal disciplinary procedures where a pupil is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, the due process requirements of Section 13.66 (HB 421) do not apply.

**Suspension (5610)**

1. No suspension will be for more than ten (10) school days.
2. The superintendent, principal or assistant principal and the dean of students must give notice of intention to suspend and reasons why to the student.
3. The student or his designee must have the opportunity to appear at an informal hearing before the principal, assistant principal, dean of students or the superintendent to challenge reasons for intended suspension or otherwise explain his actions.
4. Within 24 hours of the suspension, the parent, guardian, or custodian of the pupil and treasurer of the Board of Education must be notified. To fulfill this obligation a phone call will be made to the parents or guardian notifying them of the suspension, or an informal letter will be sent home with the student. A formal letter of suspension will be mailed to the parents or guardian notifying them of the suspension and its conditions. This notice must include: 1) the reasons for the suspension; 2) notice of the right of the pupil or his parent, guardian, or custodian to appeal such action and to be granted a hearing; 3) notice of the right of representation at the appeal; and 4) notice of the right to request that the hearing be held in executive session.

5. Classroom work should be made up, as a student may receive up to 50% credit for the first suspension. For subsequent suspension, a student is encouraged to complete, but no credit will be given for work, which is missed. Students are encouraged to use Online Classrooms.
6. The student is not permitted to participate in any school function during the period of suspension. Students are to remain at home during school hours during the duration of the suspension.

### **Expulsion (5610)**

1. Only the superintendent may expel.
2. The superintendent gives the pupil and his parent or guardian written notice of the intended expulsion.
  - a. The notice must include the reasons for the intended expulsion.
  - b. The pupil and parent or their representative must have the opportunity to appear before the superintendent or his designees to challenge his action or to otherwise explain the pupil's actions.
  - c. The notice must state the time and place to appear for the hearing. This hearing must be held not less than three (3) not later than five (5) school days after the notification of intention to expel is given.
  - d. The superintendent may grant an extension of time for the appeal. If granted, he must notify all parties of the new time and place.
3. No expulsion may be for a period exceeding the greater of eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place.
4. Within 24 hours of the expulsion, the parent, guardian, or custodian of the pupil and Big Walnut Local School District Treasurer must be notified. The notice must include the reasons for the expulsion, the right of the pupil, parent, or custodian to appeal to the Board of Education or its designee, the right to be represented at the appeal, and the right to request that the hearing be held in executive session. If the expulsion is for a period of more than (20) school days or for any period of time that would extend into the following semester or school year, the notice must provide information about services or programs offered by public and private agencies that work toward improving behavior and attitudes that contributed to the incident giving rise to the expulsion, including the names, addresses, and phone numbers of such agencies.

### **Student Due Process (5611)**

No student shall be suspended, expelled, or removed from school except in accordance with the code adopted by the Big Walnut Board of Education. Should a student or a student's parent(s) choose to appeal the suspension, he/she must do within (14) days of the notice of the suspension. All witnesses are sworn and verbatim record is kept of the hearing which may be held in executive session at the request of the student or his/her parent(s). The student shall have the right to have representation at the hearing. The student may be excluded from school during the appeal process.

**Appeal Procedure for Suspensions**

Should a student or a student's parent(s) choose to appeal the suspension, he/she must do within 14 (fourteen) days of the notice of the suspension. All witnesses are sworn and verbatim record is kept of the hearing which may be held in executive session at the request of the student or his/her parent(s). The student shall have the right to have representation at the hearing. The student may be excluded from school during the appeal process.

**Dress Code and Appearance (5511)**

Dress is the responsibility of the student and parent. When dress and grooming disrupt the learning process for the individual student, other students, or the learning climate of the school, it becomes a matter of administrative action involving the student and/or parent. Big Walnut Local School District students are expected to maintain a high standard of behavior, and each student is encouraged to dress in a manner that is appropriate. The building administrator or designee may exclude any student, when, in his/her judgment, apparel is not consistent with the standards established below:

1. Hats, head coverings, bandanas, sweatbands, and sunglasses should only be worn outside the building.
2. Appropriate footwear must be worn for safety and sanitation reasons. Examples of unacceptable footwear include flip flops, slippers, and loose fitting footwear that cannot safely and securely remain on the student's feet. Shoes must cover heels.
3. Clothing must be safe for school activities. Examples of inappropriate apparel include but are not limited to: halters, midriff tops, crop tops, spaghetti strap tops, strapless tops, revealing and/or see through tops, open mesh garments, garments with open sides which expose skin or undergarments.
4. Lower garments are to be worn at the appropriate level and cannot drag the floor. Lower garments should not allow any portion of the undergarments to be exposed when the student sits, stands, raises his/her hand, or bends over. No form fitting shorts of any kind may be worn unless worn completely under a shirt/dress.
5. Patches, insignias, buttons, jewelry, clothing, or other items that include obscene, violent, gang, tobacco, drug or alcohol related writing or images are not acceptable. Items of clothing that belittle others may not be worn (i.e., race, religion, gender, etc.)
6. Coats and jackets are meant for outdoor wear and must be kept in school lockers or other designated areas during the day.
7. Jewelry or articles judged potentially harmful to students are not acceptable.
8. Excessive make-up, which causes disruption, is not permitted.
9. Distracting hair is not acceptable.

**School Transportation (8600)**

The Big Walnut transportation system is operated as a convenience and service for the students of the Big Walnut School District. The primary purpose of the system is to transport students safely to and from school. Safety is the key concept around which the system operates. Safety is the motivating force behind the operational policies, rules, and

regulations. Efficiency is also a basis for rules and regulations. Some of the following rules and regulations have grown from policies of the Big Walnut Board of Education. Others are state laws as found in the Ohio Revised Code (ORC) 3301-83-08, and still others formulated by the Ohio Department of Education.

### **School Bus Rules**

1. Students shall arrive at the bus stop before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and away from the bus stop.
3. Behavior at bus stop must not threaten life, limb, or property.
4. Students must go directly to an available or assigned seat so the bus may resume motion.
5. Students must remain seated, keeping aisles and exits clear.
6. Students must listen for directions or instructions and obey the driver, promptly and respectfully.
7. Students must not use profane language.
8. Students must not eat or drink on the bus, except as required for medical conditions.
9. Students must not use tobacco on the bus.
10. Alcohol and drugs are prohibited on the bus, with the exception of medication for medical reasons.
11. Students must not throw or pass objects on, from, or into the bus.
12. Students may carry onto the bus only objects that can be held in their laps.
13. Students must leave or board the bus at locations to which they have assigned unless they have parental and administrative authorization to do otherwise.
14. Students must not put head or arms out of the bus window.
15. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by preschool and special needs children.

Drivers and bus aides must have access to appropriate information about the child to the degree that such information might affect the safe transportation and medical well-being. This information must be available in the vehicle or readily accessible in the transportation office.

### **Suspension of Transportation Privileges (5610.04)**

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year. If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.

### **Bus Passes**

Due to the fact that the buses are operating at capacity load, we may NOT be able to honor notes requesting that students ride a different bus. Students will only be transported to and

from their place of residence or, if arrangements have been made in advance, to their childcare provider. Bus drivers will work with students, parents and administrators to ensure safety.

### **Cafeteria Behavior**

Because some classes will be in session during the entire lunch period, quiet must be maintained in the halls during that time.

- Each student must put trash in waste containers.
- Each student should leave his/her place at the table as clean as possible.
- Moving ahead of others in the lunch line is unacceptable.
- Stealing food or drink from the food areas will result in disciplinary action.
- Please tell the cafeteria supervisor immediately when food or drinks are spilled.

## **General Information**

### **Animals in Schools and Elsewhere on District Property (8390)**

Animals permitted in schools and elsewhere on district property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member who has a seizure disorder, those that serve as service animals as required by Federal and State law, or those that conduct random searches for illegal substances. The student's need for and use of a service animal must be documented in the student's individual education plan (IEP) or Section 504 Plan. A service animal is the personal property of the student and/or parents. The Board of Education does not assume responsibility for training, daily care, health care, or supervision of service animals. The Board of Education does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on district property or at district-sponsored events.

### **District Safety Plan (8400)**

In case of an emergency, district personnel will follow the District Crisis Management. This plan specifies steps to be followed should an emergency arise that threaten the wellbeing of students, staff and the public while utilizing school property. In addition to the steps outlined in the District Crisis Management Plan, our staff routinely trains on many of these procedures. The drills include fire, tornado, evacuation, and lockdown drills. In the event of a lockdown, parents will be notified via an email notification. If the situation causes a delay in the start of the school day or a change in release time, parents will be notified using the district's automated calling system.

### **Food Service (8500)**

Students in grades 1-6 and full-day kindergarten may purchase a lunch from the cafeteria. Student breakfast is \$1.25 and lunch is \$2.50. Payments may be made using our online payment system on the district website: [www.bwls.net](http://www.bwls.net), a credit card transaction at school, or by sending a check to school. Students are permitted up to three school lunch charges once their accounts are depleted. Lunch charges do not include a la carte items. Once a

student has charged a school lunch three times, he/she will be provided with a sandwich and drink for lunch.

Students gain access to their personal account with a PIN number. This system is used for all purchases including full meals, a la carte and milk. Accounts remain active until graduation or withdrawal from district. Students who fraudulently use a debit account or deny payment for food items will be responsible for repayment, disciplined and may be prosecuted. The school lunch includes a main entrée, milk, choice of fruits and vegetables, and often a dessert. A variety of ala carte items are always available.

Applications for the Free and Reduced-Price Meal Program are distributed to all students at the beginning of each school year. If you would like an application to this program, please contact your child's school.

### **Fundraising Activities (5830)**

Student fundraising by approved school organizations, those whose funds are managed by the Treasurer, may be permitted in school by the principal. Student fundraising by approved school organizations off school grounds may be permitted under administrative guidelines of the Superintendent. Contact your building principal with any questions.

### **Lockers (Intermediate School Only)**

Each student is responsible for his or her combination lock for his or her hallway locker. The combination lock will be provided to the homeroom teacher. Lockers should be kept locked at all times. Students should not reveal their locker number/combo verbally or visibly, or they cannot expect their property to be safe. Lockers must be cleaned every nine weeks. Lockers should be kept clean inside and out. Gummed labels; stickers, and/or pictures are not to be displayed inside or outside of the locker. Markers (including dry erase markers) may not be used on lockers. Damage caused by misuse will be charged to the student responsible. If a school supported (e.g. team spirit poster) locker display is placed on the locker, it must have prior administrative approval.

### **Lost and Found**

Found items are kept in a lost and found location. Found items that are identified with the child's name will be returned. With this in mind, please remember to label your child's clothing. Parents and students are encouraged to check the Lost and Found for missing items. Items not claimed will be given to a charitable organization.

### **Parties**

Various school parties are planned during the year by classroom teachers and the PTO. Birthdays are special - ask your child's teacher for specific guidelines on treats and times for the class. Delivery of flowers, balloons, and/or clowns is prohibited during the school day. \*Please refer to the section titled "Food Brought to School" for guidelines on what food is appropriate for these events.

**Playground Safety**

All items brought from home need to be approved by the classroom teacher and/or recess aide for safety and appropriateness (e.g., balls, jump ropes, etc.). Children should be properly clothed for daily outside play. Children are sent outside for recess when the temperature is 25° Fahrenheit or above, including the wind chill, and playground conditions permit safe play. We encourage all students to go outside for recess on outside recess days. We understand that children with asthma or those returning after a serious illness may need to occasionally stay in. If your child needs to stay inside, please send a note from home. If the need to stay in is longer than two days, you will need to provide us with a doctor's note specifying the reason.

**Riding Bikes/Scooters/Skateboards to School (5514)**

The Board of Education regards the use of bicycles/scooters/skateboards for travel to and from school by students as an assumption of responsibility on the part of those students -- a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others. The Board will permit the use of bicycles/scooters/skateboards by students in accordance with the administrative guidelines of the Superintendent. The Board will not be responsible for bicycles which are lost, stolen, or damaged.

**Staff Gifts (3214)**

It is the policy of the Board that staff members may accept gifts of nominal value from students or parents. The Superintendent may approve acts of generosity to individual staff members in unusual situations. However, at no time may a staff member accept compensation from any other source, other than the Board, for the performance of his/her official duties, any other act or service in his/her public capacity, for the general performance of the duties of his/her public employment, or as a supplement to his/her public compensation.

**Toys and Novelties**

Toys and novelties should stay at home except with principal permission. Any item that resembles or can be used as a weapon may not be brought to school.

**Vacationing Parents**

Each year some of our parents go on trips or vacations, leaving their children with friends or family. The school needs certain information in case of an emergency.

Before parents leave on vacation, the school must have a **notarized** medical consent form including:

1. Child's name
2. Name, address and telephone number of responsible adult
3. Length of time the responsible person is in charge
4. Parent's signature and date

5. Any pertinent medical history or allergies not already included in required paperwork

**Visitors (9150)**

Visitors are welcome at school. In order to properly monitor the safety of students and staff, each visitor must report to the school office upon entering the school to sign in and obtain a visitor's pass. Any visitor found in the building without a visitor badge will be asked to return to the office.

In order to protect our educational process, we ask that visitors and volunteers respect our learning environment and minimize the disruption of learning by remaining in scheduled areas. If parents wish to meet with a member of the staff, they should call for an appointment prior to coming to the school, in order to prevent any inconvenience to parents/staff or disruption of the learning process. Students may not bring visitors to school without first obtaining permission from the building principal.

**Volunteers (4120.09)**

All volunteers who work or apply to work unsupervised with children on a regular basis need to display appropriate behavior at all times, and that they may be required to provide a set of fingerprints at any time so that a criminal records check can be conducted. If a criminal records check is then conducted, it will be done as a condition of continued service as a volunteer and will be at the volunteer's expense.