

HIGH SCHOOL STUDENT/PARENT HANDBOOK

BIG WALNUT BOARD OF EDUCATION

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BIG WALNUT HIGH SCHOOL

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Mr. Stephen P. Fujii, Principal
Mr. Brad Felkey, Assistant Principal
Mrs. Nancy McCracken-Bennett, Counselor- Last Names "A-Go"
Mrs. Molly Fortune, Counselor- Last Names "Gr-Pa"
Mrs. Tammi Jordan, Counselor- Last Names "Pe-Z"

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The Big Walnut High School community welcomes you to the 2012-2013 school year. The beginning of each new academic year is filled with promise and excitement. We are excited to partner with our students, their families, and our supportive community to ensure that each learner is provided a quality 21st century education. Our staff is very anxious to begin the 2012-2013 school year to continue our work in becoming a highly effective professional learning community. We have implemented a great deal of change over the past year that has been developed from our district's mission and vision.

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.

Our staff is focused on student learning. Our teachers work in effective collaborative teams to provide each student with the learning experience that they deserve and to ensure the learning of each and every student. We are lifelong learners and will be working together, looking at our own practices, and sharing results that will make a difference in the classrooms and the learning experience.

We give our students a challenging and current curriculum to allow them to compete and succeed in today and tomorrow's global environment. We have added additional honors and advanced placement opportunities that allow students to earn college credit for demonstrating their proficiency. We have also added classes that our students believe will help them in the digital world in which they will live, learn, and work.

We want to keep families and the community informed. Using tools such as Power School Parent and Student Portal, Online Classroom, the automated call system, and our web site allow us to provide the community with information that will keep you knowledgeable and up to date with news, your child's progress and our buildings' events. These tools do not take the place of the personal interaction that we hope to establish with you regarding your student and our progress to evolve into the school we strive to become.

We strive to maintain a safe, respectful, welcoming environment. Relationships are paramount in accomplishing this and making it a reality. We must continue to develop and foster our strong sense of pride at Big Walnut High School. We must expand that pride to each and every student to provide the environment we are attempting to create.

I look forward to the opportunity of adding to the outstanding tradition at Big Walnut High School. I also look forward to the challenge of maintaining the high academic, extra-curricular and cultural expectations. Students will meet success by clearly demonstrating **pride in themselves, pride in their relationships and pride in the Big Walnut environment.** I hope you can join us this fall and enjoy the many talents that our students demonstrate on a daily basis.

Stephen P. Fujii
Principal

The mission of BWHS is to “inspire and guide each student to his or her maximum potential.”



BWHS ALMA MATER

Through the years of deep devotion
We will ever loyal be.
Love and cherish all our memories
Of our high school days with thee.
And the portals we'll remember
Friends who made our lives sublime.
Faith and honor, Alma Mater,
Praises be forever thine.

BWHS FIGHT SONG

Go you Big Walnut, smash right through that line.
Show the team we're here to win our slogan every time.
Fight! Fight! Fight!
Roll up that score now, onto greater fame.
Unto the end we're loyal to you.
Go Big Walnut, win this game.
Fight!

Staff Directory

Adams, Mike – Math
Adams, Nadine- Science
Bennett, Ashley – Intervention Specialist
Bok, Melanie- Guidance Secretary
Bowman, Kathie- Attendance Secretary
Broschart, Ben- English
Burchett, Carol-Spanish and French
Carr, MaryJane- Special Education
Cline, Sarah – Intervention Specialist
Collett, Jeanne- Science
Comstock, Steve- Science
Craig, Georgia- German
Crooks, Debbie- Special Education
Curtis, Erin- Special Education
Danne, Lisa- Web Design
Dawson, Kathy- Math
DeLaney, Mike- Social Studies
Denton, Mike- Physical Education
Dicken, Ashley- Special Education
Duncan, Denise- French
Eckelbarger, Melissa- Social Studies
Ellinwood, Kevin- Social Studies
Elliott, Scott- Social Studies
Evans, Melissa- Athletic Secretary
Felkey, Brad- Assistant Principal
Frank, Alan- Industrial Technology
Fortune, Molly - School Counselor
Fulford, Donna- English
Fujii, Stephen- Principal
Gallo, Laura – Educational Aide
Glesenkamp, Steve- Athletic Director
Hardy, Becky- Special Education Aide
Hite, Zack – Math
Hay, Melissa – Math
Huston, Lisa- Vocal Music

To email:

First_Last@bigwalnut.k12.oh.us

Jordan, Tammi- School Counselor
Kern, Mark- School Resource Officer
Kitchen, Ed- Math
Longshore, Ashley – Special Education
Macklin-Lanning, Kristen- Media Center Specialist
Maxson, Melissa – Art
McCracken- Bennett, Nancy- School Counselor
McDonough, Christina- Social Studies
McDonough, Mike- Math
Mitton, Mary- English
Moran, Lisa- Special Education Aide
Moore, Luke- Science
Moore, Wayne - Science
Myers, Eric- CBI
Ott, Pam- Activities Clerk
Peck, Leah – Art
Porter, Barb- Art
Porter, Craig- Instrumental Music/Social Studies
Ranalli, Jennifer- Special Education
Reely, Jeni- Agricultural Science
Rinella, James- Science
Riggs, Dora- Spanish
Rowley, Charlie – Social Studies
Ruark, Mike- English
Sayre, Denise- Building Secretary
Smith, Mike- Science
Snyder, Kay- Special Education Aide
Stepsis, Nicole- Special Education
Stooksbury, Angie- English
Sturtevant, Jim- Social Studies
Thompson, Gigi – Special Education Aide
Wallschlager, Matt- Science
Weaver, Joe- Physical Education
Wetzel, Scott- Health
Wampler, Kara- Special Education Aide
Winter, Linda- Special Education Aide
Wytzka, Sarah- English

Big Walnut Local Schools Calendar
2012-2013
Approved by the Board of Education November 9, 2009

August 2012

20 All Teachers (Workday)
21 All Teachers (Inservice)
22 First Day of School

September 2012

3 Labor Day – No School
17 Fair/Curriculum Day – No School

October 2012

18 End of 1st Quarter
19 COTA Day – No School

November 2012

1-2 No School in Lieu of Conference
21-23 Thanksgiving Break

December 2012

24 Winter Break

January 2013

7 School Resumes
17 End of 2nd Quarter
18 Teacher Workday – No School
21 M.L. King, Jr. Day – No School

February 2013

18 Presidents' Day – No School

March 2013

22 End of 3rd Quarter
25 Spring Break

April 2013

2 School Resumes

May 2013

27 Memorial Day – No School

June 2013

1 **Graduation**
5 Last Day of School
6 Teacher Workday

Make-up days, if needed: 6,7,10,11,12

BIG WALNUT LOCAL SCHOOLS CALENDAR

2012-2013 SCHOOL YEAR

Approved by Board of Education November 9, 2009
Revised graduation date October 11, 2010

JULY 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2012						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	■20	■21	▲22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2012						
S	M	T	W	T	F	S
						1
2	H-3	4	5	6	7	8
9	10	11	12	13	14	15
16	■17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2012						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	◀18	19	20
21	22▶	23	24	25	26	27
28	29	30	31			

NOVEMBER 2012						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	H-22	23	24
25	26	27	28	29	30	

DECEMBER 2012						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2012

- 20 Teacher Work Day
- 21 Elementary Open House
- 21 Teacher Inservice Day
- ▲22 First Day of School

SEPTEMBER 2012

- H 3 Labor Day - No School
- 17 Fair/Curriculum Day - No School

OCTOBER 2012

- 19 COTA Day - No School
- 31 Kindergarten ONLY-no school
- 31 Kindergarten conferences

NOVEMBER 2012

- 1-2 No School-conferences
- H 21-23 Thanksgiving Break

WINTER BREAK – DEC 24/JAN 4

JANUARY 2013

- 18 Teacher workday - No School
- H 21 M. L. King, Jr. Day - No School

FEBRUARY 2013

- H 18 Presidents' Day - No School

SPRING BREAK – MARCH 25 / APRIL 1

MAY 2013

- H 27 Memorial Day - No School

JUNE 2013

- 1 Graduation
- 5 Last Day of School
- 6 Teacher Workday

*Make-up days, if needed:

June 6, 7, 10, 11, 12

JANUARY 2013						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	◀17	■18	19
20	H-21	22▶	23	24	25	26
27	28	29	30	31		

FEBRUARY 2013						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	H-18	19	20	21	22	23
24	25	26	27	28		

MARCH 2013						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	◀22	23
24	25	26	27	28	29	30
31						

APRIL 2013						
S	M	T	W	T	F	S
	1	2▶	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2013						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	H-27	28	29	30	31	

JUNE 2013						
S	M	T	W	T	F	S
						1
2	3	4	▲5	■6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

LEGEND	
▲	First/Last Day of School
H-	Legal Holiday
■	Teacher workday
▶	Start of Grading Period
◀	End of Grading Period

PROMISES

Commencement

Graduation and receipt of your diploma is a right you earn through academic work and achievement. Participation in Commencement Exercises (Graduation Ceremony) is a privilege. Commencement exercises are held each year for the graduation class. Diplomas will be awarded to the students by the members of the faculty.

Senior Graduation Requirements

<u>Graduating Classes through 2013</u>	<u>Graduating Classes 2014 and Beyond</u>
<u>A student must pass all five (5) sections of the OGT</u>	<u>A student must pass all five (5) sections of the OGT</u>
<u>Twenty-one units to include the following plus one additional unit:</u> A. Four (4) units of English B. Three (3) units of Social Studies C. Three (3) units of Math D. Three (3) units of Science E. One-half (.5) unit of Health F. One-half (.5) unit of Physical Education G. Six (6) units of elective courses	<u>Twenty-one units to include the following</u> A. Four (4) units of English B. Three (3) units of Social Studies to include Economics C. Four (4) units of Math through at least Algebra II D. Three (3) units of Science E. One-half (.5) unit of Health F. One-half (.5) unit of Physical Education G. Six (6) units of elective courses

Earning credit outside the classroom the senior year:

1. Student attendance, achievement and behavior is paramount for participation in the Commencement Exercise.
2. Any tutoring or alternative education credit inclusive of but not limited to Goals, Graduate Recovery, independent study, summer school, and home schooling occurring as a result of deficient grades from Freshman through Junior year must be completed by the fourth full week of the Senior year of high school.
3. Any tutoring or alternative education credit to be earned, inclusive of but not limited to goals and graduate recovery to be used toward graduation requirements, either advanced or make-up, not completed by the fourth full week of the senior year must be started after the official graduation ceremony of the students graduating class. If a student wishes to begin any tutoring or alternative education prior to graduation in their senior year they and their parent/guardian must sign a waiver form acknowledging they understand the policy and that the student will not be permitted to be a part of the current year graduation ceremony. Exceptions to this rule, which may allow the student to participate in the graduation ceremony include:
 - A. Fifth year students whose intended graduation has already occurred.
 - B. Students who are unable to get all of the necessary credits scheduled within the normal periods in the school day.

- C. Medically approved circumstances that do not allow the student to attend during the traditional school day. These and any other extenuating circumstance that would allow participation in the graduation ceremony must be approved by the administration prior to the beginning of the education and a waiver form must be completed.

Miscellaneous:

4. Independent Study- During the senior year cannot be done for required credits unless it has administrative approval. All tutoring and Independent Study must have the appropriate Educational Options form on file and be pre-approved by the administration.
5. Any students participating in the graduation ceremony are required to have completed all graduation requirements prior to the graduation practice.

Honor Court

Since the 2006 graduation class the following system has been in place to recognize our top graduates. There is no recognition as a Valedictorian & Salutatorian. Honor Court will consist of the following cumulative GPA's at the end of the **first semester** of the student's senior year and being a full-time student for the prior semester.

4.00 or higher – ranked # 1 in the class	Summa Cum Laude
3.99 – 3.80	Magna Cum Laude
3.79 – 3.60	Cum Laude

Honor Diploma

Since September 15, 2010 the student who completes the college preparatory curriculum in high school must meet 7 of 8 of the following criteria:

- A. Four units of English
- B. Four units of mathematics that include algebra I, algebra II and geometry or equivalent content in a four (4) year sequence.
- C. Four units of science that include physics and chemistry.
- D. Four (4) units of social studies
- E. Either three (3) units of one world language or two (2) units of two (2) different languages
- F. One unit of fine arts or music
- G. Overall un-weighted high school GPA of at least 3.5 on a 4.0 scale
- H. Obtain a composite score of 27 on the ACT or a composite score of 1210 on the SAT with no regard for the writing portion.

Determination of students GPA

A student's grade point average (GPA) for all purposes will be rounded to the one-thousandth decimal place.

National Honor Society (NHS)

In order to qualify for consideration to the Big Walnut chapter of National Honor Society, a student must meet the following criteria:

1. Junior or Senior class status
2. A cumulative scholastic average of 3.4 on a 4.0 scale.

Students meeting the above criteria become eligible for consideration on the basis of three other areas—leadership, character, and service. Selection into the NHS is determined by the Big Walnut faculty. Selection and voting information is confidential and will not be released to either students or parents. Candidates must meet at least minimum requirements in all four areas to be selected as NHS members.

Members are subject to dismissal if they do not maintain the standards.

Renaissance Program

The Big Walnut High School Renaissance Program is a partnership between community and education that strives to recognize, reward, and motivate those students who excel in these specific areas of achievement—**academics, attendance, and behavior.**

The program extends privileges and rewards to those students who attain superior levels of excellence in these three areas. Renaissance also recognizes educators as dedicated and valued professionals.

Students can achieve significant individual privileges as a result of attaining specific levels of achievement in each of the three areas of emphasis. These privileges and rewards will be obtained by earning a Privilege Card differentiated by the color gold or red.

The levels of 9-weeks achievement and privileges are listed below.

	<u>Gold</u>	<u>Red</u>
<u>Academics</u>	3.5+ GPA	3.0-3.49 GPA
<u>Attendance</u>	Maximum 1 Excused Absence and 1 Excused Tardy	Maximum 1 Excuses Absence and 1 Excused Tardy
<u>Behavior</u>	No Disciplinary Referrals	No Disciplinary Referrals
		OR 3.5+ GPA Maximum 2 Absences and/or 2 Tardy No Disciplinary Action

** Absences for death in the family and college visits will not count for Renaissance Card purposes.

Renaissance Privileges

GOLD CARD

AM Locker Privilege
1 Alt. Educ. Day/Semester*
1 Free Lunch Per Grading Period
Free admission to designated athletic contests or other activities

*Juniors and Seniors **ONLY**

RED CARD

AM Locker Privilege
1 Free Lunch/Gr.Per.
Free admission to designated athletic contests or other school activities

As sponsored by local business and school organizations, additional rewards, discounts, gift certificates, etc. will be announced during the school year. The Renaissance program will also reward full-time students with straight “A” and/or perfect attendance.

Causes for Revocation

As the Renaissance Card Program is based upon personal integrity and achievement, it is important to remember these are *privileges* and not *rights*. Though a student may earn these privileges, there are several reasons which can result in the immediate and automatic loss of these same privileges.

These are listed below:

1. Any academic cheating
2. Any serious teacher or administrative disciplinary action
3. Any school/class truancy
4. Misuse of one’s privilege card

FULL TIME STUDENT/SCHEDULING LOAD

Students must schedule at least five (5) credits. Pep Band and PE will not count as one of the five subjects.

BWHS- STANDARD GRADE SCALE

The revised standardized grade scale to be used for assessing student work at Big Walnut High School is listed below. This scale is to be used by all staff members. This scale is to be made known to the students. Any deviation from the scale is to be discussed with the principal.

Letter Grade	Percentages	GPA
A	(93-100)	4.0
A-	(90-92)	3.6
B+	(87-89)	3.33
B	(83-86)	3.0
B-	(80-82)	2.67
C+	(77-79)	2.33
C	(73-76)	2.0
C-	(70-72)	1.67
D+	(67-69)	1.33
D	(63-66)	1.0
D-	(60-62)	.67

Class Designation

Class designation is based on the awarding of credits. It determines anticipated graduation rate, courses, locker assignments, field trips and assemblies. Class designation for students will be as follows:

- Freshman has not achieved 4.75 credits (where at least one credit is attained in Math and one in English)
- Sophomore minimum of 4.75 credits
- Junior minimum of 10 credits

Report cards and interims

Report cards will be made available electronically to the student and their family through the online Power School no later than the Friday following the close of each nine-week period. Paper copies of the report cards and/or interims can be made through the guidance office. The final report card of the year will be printed for all students. Previous nine-week grades will appear on each grade card after the first grading period. Approximately halfway through the grading period an interim report of progress will be given to the students.

Incomplete assignment policy

To receive consideration for full credit for an assignment the assignment, is to be completed satisfactorily and submitted by the due date.

The grade for the incomplete work will be averaged with the other work submitted during the marking period to determine the final grade for the respective marking period.

Requirement for Passing a Year Long Course

In addition to meeting the requisite passing percentage in a course for credit for a year course, a student must pass at least two of three factors that determine the second semester average. The three factors are: 1) the third marking period grade 2) the fourth marking period grade and 3) the second semester final exam. Failure to meet these requirements will result in failure of the course regardless of the grade earned.

Should a student not pass two of the three factors, the student will have one additional opportunity to earn course credit by completing the appropriate requirement listed below.

All requirements must be completed prior to the start of the following school year.

Requirement One: When the final exam and one grading period have been failed, the student can either retake the final exam or satisfactorily complete ten hours of tutoring.*

Requirement Two: When two grading periods have been failed, the student must satisfactorily complete twenty hours of tutoring.

* The tutoring will be done at the student's expense. The tutor and course-related material must be approved by the principal.

Requirement for Passing a Semester Course

In addition to meeting the requisite passing percentage in a semester course a student must meet the following criterion. Where a final exam is given, the student must pass two of the three factors that determine the final course grade in order to earn a passing grade and credit for the course.

Requirement One: When the final exam and one grading period have been failed, the student can either retake the final exam or satisfactorily complete five hours of tutoring. *

Requirement Two: When two grading periods have been failed, the student must satisfactorily complete ten hours of tutoring.*

* The tutoring will be done at the student's expense. The tutor and course-related material must be approved by the principal.

Dropping a course

A student has up to the first interim of a class to drop the course with no grade repercussion, after this deadline the student will fail the class regardless of the grade average, unless an administrative committee grants an appeal. This process is initiated by the completion of the appropriate paperwork with the school counselor.

Returning from the DACC

A student who wishes to return to BWHS from the DACC must be in attendance at BWHS by the first school day in October.

Early Graduation

Each year, a certain number of students wish to accelerate their courses of study in order to complete high school in less than four years. In order to meet the needs of the students while also maintaining the standards of Big Walnut High School, the following guidelines have been developed.

1. The student must notify the guidance office that they request to graduate early.
2. The parent of the student applying for early graduation must sign the application, thereby designating approval.
3. The student applying for early graduation must satisfy all the requirements, which include passing all parts of the Ohio Graduation Test necessary for graduation from Big Walnut High School
4. Possible reasons for granting an early graduation:
 - a. The student is over age, and wishes to graduate on his original graduation date, but has failed at least one grade.
 - b. The student wishes to pursue post-high school vocational training at an institution other than a four-year college or university. Proof that an individual will be accepted at the institution is required.
 - c. The student wishes to begin his education early at a four-year college or university. The student will need to have successfully completed the college preparatory courses that will satisfactorily meet entrance requirement(s) and that will adequately prepare the student for a successful college experience.

Post Secondary Education Options Program (PSEOP)

Under certain circumstances a student can enroll in college courses at a local college and receive either high school or college credit or both. This option is available to freshmen through seniors. Application and testing deadlines must be met to participate in PSEOP. PSEOP students must participate in any proficiency testing appropriate to their grade level. For additional information, contact guidance.

Administrative Guidelines for Schedule Change

After the official class lists have been printed, a schedule change will not be permitted. Changes are to be made prior to the printing of the official schedule. Exceptions will be made for the following:

1. A course may be added if the student has a study hall during the same period and the course enrollment can accommodate the addition. This will be permitted through the fifth school day.
2. A new student will be permitted one schedule change. A new student is someone who is new to the district. This does not include incoming freshmen from the middle school. This will be permitted through the fifth school day.
3. A student who is missing a course required for graduation.
4. A student returning from DACC.
5. To change a schedule for a student who has earned either tutoring or summer school credit.
6. Administrative changes deemed necessary such as equalizing class size, conflicts that could not be resolved prior to the printing of the schedule, and other changes as approved by the administration.

The administration reserves the right to make any schedule changes that are in the best interest of the learning process at Big Walnut High School.

Guidance

The general purpose of the school counselor is to assist each student to participate in his/her own development toward becoming purposefully self-directed in a changing society, having full respect for the worth and dignity of self and others, and becoming the person whom he/she desires to become. Some of the services offered by the guidance office include:

- Individual counseling
- Career Information
- College, scholarship aid, financial aid information
- Orientation of new students
- Testing, including PSAT for juniors and sophomores, PLAN for sophomores, ACT and SAT tests, Ohio Graduation tests.
- College admissions counselors are scheduled to meet with interested students.
- DACC representatives meet with students.
- Counselor information will be posted on the website and as part of the principal letter distributed to families.

-Counselors meet with each student to set up class schedules. They also talk with students and parents about meeting Big Walnut graduation requirements, college requirements, PSEOP and courses to meet career goals.

The guidance department is here to help the student. To meet with a counselor, make an appointment in the guidance office before school or between class periods.

****The guidance department telephone number is 965-2243**

Student activities

School Sponsored

Art Honor Society	Eagles First Flight	Math Olympiad	Student Trainers
Auditorium Technicians	FCA	Mock Trial	Science Club
Band	French Club	Ohio Reads	Yearbook

Be The Change Team	French Tutoring	Pep Band
Big Brothers/Big Sisters	German Exchange	Teacher Aides
Choir	German Club	Science Olympiad
Class Officer	Honor Choir	Spanish Club
Color Guard	IBA	Student Council
Dance	Jazz Band	Student Aides
Drama	Journalism	
	LEO Club	

Varsity Athletics

Fall			
Boys Golf	Boys/Girls CC	Boys/ Girls Soccer	Cheerleading
Football	Girls Tennis	Volleyball	
Winter			
Boys/Girls Basketball	Bowling	Cheerleading/Competition	Gymnastics
Swimming	Wrestling		
Spring			
Baseball	Boys Tennis	Boys/Girls Track	Softball

Non-Varsity Clubs

Lacrosse	Ski Club		
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*For a complete list of student activities, clubs and athletic offerings, please refer to the Eagle Activity Book.

Homecoming

During the football season and the basketball season, one of the games is proclaimed "Homecoming" for alumni of Big Walnut High School. At this time a queen and court are chosen to reign over the game and dance which follows the game.

Honors Assembly/Honors Night

This evening is set aside to honor those students who have excelled in academic achievements during the school year.

Junior-Senior Prom

The Junior-Senior Prom is an annual event sponsored by the Junior class for the Senior class. In order to attend the prom, one must have achieved either Junior or Senior status. A Sophomore may attend the prom as the invited guest of either a Big Walnut Junior or Senior.

Big Walnut freshmen or freshmen from any other high school are not permitted to attend the prom--no exceptions! It is the responsibility of the student to know the guest's class standing. In order to attend the prom a student must have all fees and obligations paid in full.

Dances

These functions are set aside for students to engage with each other socially. All students should feel welcome to each of these events. Students who are suspended at the time of the dance will be prohibited from attendance.

Dance Guidelines

1. Remain in the standing position and be in control of your own weight.
2. Admission stops at the halfway point and no else is permitted to enter.
3. Once you leave the dance you will not be permitted to re-enter.
4. No dances during the month of May, except the Senior dance.
5. PDA must be kept reasonable.
6. No dancing in such a manner which others may be injured or that would be considered inappropriate.
7. Anyone under the influence of alcohol or drugs must be released to parents. If parents cannot be reached, the student must be released to the police.
8. With exceptions for Fall and Winter Homecoming, only currently enrolled Big Walnut students are permitted to enter the dance.
9. Middle school students are not permitted to attend the high school dances.
10. Fog machines are not to be used.
11. Dress should be reasonable and appropriate.
12. The administration and/or chaperones reserve the right to remove from the dance for inappropriate behavior or dress and are subject to school discipline.

POLICIES

Administrative Policies

It is difficult to have a rule and/or policy stated in the student handbook that will cover every possible situation that might arise. Therefore, *the administration has the right to develop and implement a rule or policy not stated in the student handbook, and to modify existing policies/rules in order to deal with a particular problem.* To the extent possible, the administration will announce the new policy via the public address system, and post the new policy on the office window. The administration has the right to invoke the policy prior to it being either announced or posted.

Per Ohio law this disciplinary code of conduct will be in effect. (1) On school grounds during, before, or after school hours (2) off school grounds at a school activity, (3) on school buses at any time (4) off school grounds if it is connected with school activities or incidents occurring at school, or on school property or is directed at school district personnel, regardless of location.

Discipline Policies and Procedures

The conduct of all students shall be governed by a single set of reasonable rules and regulations established by the Big Walnut Board of Education. One goal of the Big Walnut High School administration and faculty is to develop self-discipline in the individual student. Self-discipline is the ability to abide by the reasonable and legal rules and regulations needed for the function of a

small group, an institution or society itself without the need for enforcement by an outside authority. Self-discipline is ultimately the development of the ability to exercise sound judgment in choosing between alternative behavior courses of action.

The development of self-discipline is a part of the learning process. As with any teaching/learning situation, positive methods should be used to guide the individual student in the development of self-discipline.

Whenever punishment is used, it should meet the criteria of fairness and reasonableness. Any disciplinary procedures must meet these criteria, but these procedures should also contribute to the learning of self-discipline for the individual student.

Routine Disciplinary Problems

The philosophy of the Big Walnut High School is that the classroom teacher should handle the discipline problems of the classroom. Any rules that the teacher has for the efficient operation of the class, should be made known to all of the students. The classroom teacher should handle violations of general and specific class rules. Methods of discipline should be positive.

Methods of discipline that could be employed by teachers might include teacher-student conferences, parent conferences, detentions, or other methods as determined by the staff.

Physical Restraint

Certified and non-certified school employees, including school bus drivers and custodians, are authorized within the scope of their employment to use the amount of force that is reasonable and necessary (a) to quell a disturbance threatening physical injury to others, (b) to obtain weapons or other dangerous objects on the pupil or in the control of the pupil, (c) for self-defense, (d) or for the protection of persons and property. Physical force and restraint is a preventive action taken before or during a disruptive or violent situation.

MINOR MISCONDUCT CODE

A violation of any of the following rules will result in disciplinary action including, but not limited to Detention, Community Service, **Social Exclusion (such as non-attendance to events, dances and extra-curriculars)**, In-School Retention (ISR), Extended School, Saturday School (SS), Emergency Removal, Suspension, and the recommendation for Expulsion or court referral.

Rule 1 Tardy

Any student who receives a tardy to school or is late from one class to another without an excused written admit.

Rule 2 Student Driving Violations

Violations on school grounds would include speeding, squealing tires, reckless operation, being at the car during the school day, and having a car on school grounds without a permit or parking in restricted areas. (Refer to parking permit section in this handbook.)

Rule 3 Minor Disruptions of the Educational Process

It is impossible to list all the minor disruptions of the educational process that could occur on any given school day. The following list is intended to serve as an example of those violations that will result in disciplinary action and is not all-inclusive:

1. Chewing gum will be permitted at the discretion of the classroom teacher provided students place wrappers and discarded gum in the proper receptacles and not in inappropriate places. This policy will be reviewed at the end of each nine-week period.
2. Throwing or kicking objects which might result in injury to another person.
3. Possession and/or use of squirt guns, water balloons, and other similar objects.
4. Forgery
5. Gambling
6. Lying
7. Classroom misbehavior such as inappropriate noises, sleeping, not sitting in assigned seat, non-attentiveness, failure to bring required materials to class, etc.
8. Running, pushing, shoving, or acting in any way, which might cause injury to another individual.
9. Open and inappropriate display of affection
10. Remaining in the building without permission after the designated time of dismissal
11. Littering school building and/or grounds
12. Failing to sign in or out of the building
13. Not properly completing required school forms
14. Failing to clear an absence from the previous day
15. Drinks in open or unsealed containers are not permitted to be brought into the building at anytime without prior administrative approval. Food and drink purchased in the building are not permitted in the Computer Labs, the Science rooms or any other classrooms without the permission of the instructor. Food and drink prohibited in Visual Arts, Industrial Arts, and stage and set construction areas.
16. Violation of the dress code.
17. High school students are not to enter the middle school building prior to or after school without first reporting to the middle school principal's office for permission.
18. Misbehavior on the school bus the proper school official will handle any minor disruption of the educational process not listed above in an appropriate and reasonable manner. Students who continue to violate the Minor Misconduct Code can be disciplined under Rule 15 of the Serious Misconduct Code.

SERIOUS MISCONDUCT CODE

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. A violation of any of the following rules will result in disciplinary action including, but not limited to Detention, Community Service, In-School Retention (ISR), Extended School, Saturday School (SS), Emergency Removal, Suspension, and the recommendation for Expulsion or court referral.

Rule 1 Disruption of School

Students shall not, by use of profanity, violence, force, noise, coercion, threat, harassment, bullying, sexual harassment, hazing, extortion, intimidation, fear or other conduct, cause the substantial and material disruption or obstruction of any lawful function of the school. Students shall not be disrespectful in their actions.

Rule 2 Disruption of the Educational Process - Bullying & Hazing

ANTI-HARASSMENT, INTIMIDATION, AND BULLYING POLICY

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, personal digital assistant (PDA), 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.

Rule 3 Fighting and/or Assault.

Students shall not cause or attempt to cause physical injury or behave in such a way that could cause physical injury to a school employee or other individual (1) on school grounds during, before, or after school hours, (2) off school grounds at a school activity, (3) on school buses at any time (4) off school grounds if it is connected with school activities or incidents occurring at school or on school property. Violations will result in an out of school suspension.

Rule 4 Leaving School Without Permission

Student who leaves school before the hour of dismissal without the consent of the school administration will be considered truant.

Rule 5 Truancy

Students who fail to follow attendance-reporting procedures or are absent from school or a school class without the consent of the school administration will be considered truant. Truants may be referred to Juvenile Court

Rule 6 Damage of Property

Students shall not possess school property without proper authorization, or intentionally attempt to cause damage to the school, school property, or private property either on the school grounds or during a school activity. Additionally damage to property at a school-sponsored activity off the school grounds may result in suspension or expulsion. Parents can be charged up to \$10,000 for damages caused by their child.

Rule 7 Unauthorized Possession, Publication and/or Distribution of Materials

Material published by non-school sponsored groups will not be distributed in the building, on the school grounds, or on school buses without the prior written approval of the school administration. Unauthorized possession of either a material or item can result in confiscation of the item. The item or material may not be returned to either the student or parent.

Rule 8 Insubordination

Students shall not fail to comply with school rules including those at any school-sponsored activity or any reasonable request of a school employee exercising his or her assigned duties.

Rule 9 False Alarms

A student who is known to have initiated a false fire alarm, a bomb alarm, or false 911 calls, or any other similar false alarm will be suspended and referred to the proper civil authorities.

Rule 10 Narcotics, Alcoholic Beverages and Drugs/**or Suspicion of Use**

Students shall not possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, or a prescription medicine not prescribed for the individual. (An exception would be the student who is taking prescription medicine under a doctor's direction. This medication may be required to be kept in the appropriate school office.) The illegal possession or use of any of the above by a student may be referred to the proper civil authorities. NOTE: Violation of rule 9 will be dealt with in the manner as prescribed by the Big Walnut Drug and Alcohol Policy.

Rule 11 Tobacco and/or Any Other Smoking Material

Student use and/or possession of tobacco or snuff in any form, **to include e-cigarettes**, or any other smoking materials are prohibited at any time on Big Walnut property, and at any school related activity.

Rule 12 Dangerous Weapons and Instruments

Students shall not possess, handle, or transmit any object that can reasonably be considered a weapon including "look-alikes," any type of knife, gun, chain, club, or fireworks. Additionally, any devices, which are not normally considered weapons, may under certain circumstances be used as a dangerous weapon. Devices used or intended to be used, as a dangerous weapon will be considered a violation of this rule.

NOTE: Ohio law now makes it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto or any property owned by or controlled by, or to any activity held under the auspices of a school. Students may be expelled for up to one year for the possession of a weapon.

Rule 13 Theft

Students shall not steal or attempt to steal public and/or private property either on the school grounds or at a school activity off the school grounds. Acts of major theft will be referred to the proper civil authorities. A student shall not possess or receive stolen property.

Rule 14 Cheating and Plagiarism

Students shall not cheat or plagiarize on any assigned schoolwork. To “plagiarize” means

- to steal and pas off (the ideas or words of another) as one’s own
- to use (another’s production) without crediting the source
- to commit literary theft
- to present as new and original an idea of product derived from an existing source.

Rule 15 Repeated Violations

Students shall not repeatedly fail to comply with school procedures and/or directions of school employees during any period of time when the students are properly under the authority of school personnel. Students who repeatedly fail to comply with school rules will be termed incorrigible and may be referred to Juvenile Court or expelled.

Rule 16 Trespassing and/or Unauthorized Entry

No individual shall trespass or enter any area of the school grounds and/or building without the approval of the school administration. Students are not to possess, handle, or transmit, school keys or fobs without permission. Violators may be subject to civil action. This shall apply to any district owned property.

Rule 17 Non-School-Time Violation

Students may be subject to school discipline for any harassment, vandalism, physical abuse, or other disruptive behavior towards school property or school personnel during non-school time, either on or off campus.

Rule 18 Closed Campus

Big Walnut Local Schools have a “closed” lunch policy. Students may not independently leave the school campus for lunch. Those students who live close enough to walk home for lunch (30 minutes) may request and be granted permission to do so. The parking lots are off-limits except when coming to or leaving school. This rule also applies to students 18 years and older.

Rule 19 Failure to Serve After-School Detention or Saturday School

Students must serve after-school detentions on the assigned date as indicated on the detention notification form. Failure to serve detention on the assigned date will result in a Saturday School or ISR (In-School Retention). Failure to serve ISR or Saturday School could result in out-of-school-suspension, as determined by the school administration.

Rule 20 Misuse and abuse of computers, software, and other related technology

A student will not abuse, modify, or destroy school-owned computers, software, or any kind of technological equipment or device. A student shall not fail to comply with the Big Walnut Computer Technology Code of Conduct. A student must sign the Technology Code in order to use any school owned technology equipment and software. (Refer to Computer Technology Code.)

Rule 21 Electronic Devices

Students are not permitted to use radios, pagers, all phones, CD players, laser pens MP3 Players, or any other electronic devices in school classrooms without authorization from the classroom teacher during the day. Disruptions caused by electronic devices will result in disciplinary action.

Student Due Process

No student shall be suspended, expelled, or removed from school except in accordance with the code adopted by the Big Walnut Board of Education.

Detention

Detentions are issued as minimal punishment with the hope of preventing future unacceptable behavior. The student will serve the detention with the assigning teacher for a time not to exceed one hour after the end of the school day. Students are given at least 24 hour written notice of the detention date, and therefore transportation home is the responsibility of the student. Should a student fail to serve a detention, Extended School, Saturday School or suspension, will be implemented.

Community Service

1. The superintendent or the Board of Education may require a pupil who has been suspended or expelled pursuant to this policy to perform community service in conjunction with, or in place of discipline.
2. The superintendent or the Board of Education may impose a community service requirement beyond the end of the school year in lieu of applying disciplinary process into the following year.

In School Retention

In-school retention 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. Students will be placed in a specific classroom under the supervision of a teacher. They will be marked as present for school for the days they are in ISR. They are required to complete their regular school work and will receive up to 100% credit for work completed while in ISR.

Extended School

Extended School is an alternative to out-of-school suspension. At times the behavior of a student goes beyond what can be expected in a school setting. The Extended School is a disciplinary measure that hopefully will discourage inappropriate behavior, yet permit the student to remain in school and receive an education.

Saturday School

Saturday School is an alternative to out-of-school suspension. At times the behavior of a student goes beyond what can be expected in a school setting. The Saturday School is a disciplinary measure that hopefully will discourage inappropriate behavior, yet permit the student to remain in school and receive an education.

Saturday School Guidelines

1. Students will report to the assigned classroom precisely at 8 a.m. and will remain until 12 noon.
2. Tardiness to Saturday School will not be tolerated and will result in additional time being assigned to Saturday School.
3. Students will not have access to their lockers prior to Saturday School. Students are to bring enough schoolwork to occupy the entire four hours.
4. Talking and/or sleeping will not be permitted
5. Transportation is to be arranged in advance. The school monitor will not have an office key.
6. Unexcused absence from Saturday School will result in additional discipline. The administration will determine whether or not an absence is excused or unexcused.

Additional regulations will be discussed by the Saturday School monitor.

Emergency Removal

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 extra-curricular activity, or from the premises.
 - b. A teacher may remove a student from a curricular or extra-curricular 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 extra-curricular 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.

Suspensions

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.

NOTE: Classroom work should be made up, but no credit will be given for work, which is missed. 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.

Appeal Procedure for Suspensions

The procedures of appeal are as follows:

1. Appeal by parent, guardian, or student of adverse opinion of the principal, assistant principal, dean of students, or the superintendent's designee shall be made in writing to the superintendent, who may affirm, reverse, vacate, or modify (including the imposition of community service) the suspension order.
2. Appeal by parent, guardian, or student of an adverse opinion of the superintendent shall be made in writing to the Board of Education which may affirm, reverse, vacate, or modify the superintendent's decision or imposition of community service.
3. Any appeal must be presented in writing within two (2) business days of the previous hearing.

Expulsion

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 treasurer of the Board of Education 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 twenty 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.

Appeal to the Board of Education

1. A verbatim, word-for-word record is required. This may be a tape recording.
2. Form action to affirm, vacate, or modify the disciplinary action on the appeal may only be taken in a "public" session.
3. The Board of Education, by a majority vote of its full membership, may affirm, reverse, vacate, or modify the expulsion order or the imposition of community service.
4. Appeal of the expulsion must be made by the pupil, parent, guardian, or custodian by filing a notice of appeal with the treasurer of the Board of Education within fourteen (14) business days of receipt of the notice of expulsion.

Big Walnut School District Tobacco, Alcohol and Other Drugs policy

Students of the Big Walnut School district shall not possess, use, sell, give, or otherwise transmit, or be under the influence of alcohol or other drugs. Tobacco use by students is prohibited in school buildings, in school vehicles, and on school grounds at all times. Students shall not possess or bring on school property tobacco products, matches, lighters, or other paraphernalia normally associated with tobacco use. Any type of drug paraphernalia is prohibited in school buildings, in school vehicles, and on school grounds. All items will be subject to confiscation. This policy is subject to enforcement and/or disciplinary action regardless of how minor the infraction:

1. On any property owned, leased by, or under the control of the board, including transportation vehicles.
2. At any school-sponsored or sanctioned activity or event away from or within the district.

Self-Referral

Voluntary referrals **do not** carry punitive consequences, and must be by the student or a member of the immediate family. Violations already reported or pending cannot be considered self-referral.

Compliance with the Law

Appropriate law officials will be notified as required by law. According to state law, the superintendent shall notify the Delaware juvenile judge whenever a student is suspended or expelled for possession or use of alcohol or other drugs. This may result in the loss of the student's driver's license. Suspension for students with disabilities will be in compliance with state and federal guidelines.

Student/Person, Personal Property and Locker Searches

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.

Distributing Alcohol, Drugs, Drug Paraphernalia or "Look-Alike" Counterfeit Drugs

1st Violation- 10 (ten) days out-of-school suspension with a recommendation to the superintendent for expulsion. The expulsion recommendation may be suspended if the student and parents/guardians enter the student in at least 8 hours of alcohol/drug education and receive an alcohol/drug assessment and follow recommendations.

2nd Violation- 10 (ten) days out-of-school suspension with a recommendation to the superintendent for expulsion.

Possessing, Using, or Under the Influence of Alcohol/Drugs, Drug Paraphernalia, or "Look-Alike" Counterfeit Drugs

1st Violation- Ten (10) days out-of-school suspension may be reduced to 4 days out-of-school suspension with alcohol/drug assessment including following recommendations, and at least 8 hours of alcohol/drug education and/or Community Service

2nd Violation- Ten (10) days out-of-school suspension.

3rd and Subsequent Violations- Ten (10) days out-of-school suspension with a expulsion recommendation to the superintendent.

All costs for an assessment, education or follow-up counseling are the responsibility of the student and family. Violations are cumulative in from grades 6-12. If a student has no alcohol/drug violations for 2 years from the last violation, the student will re-enter the policy at the 1st violation.

Possessing or using Tobacco - Parents will be notified of all violations.

1st Violation- Three (3) days out of school suspension reduced to 1 day out of school provided the student attends a tobacco education program, and that such a program is readily available. If no program is available then the penalty will be one day out of school suspension.

2nd Violation- Three (3) days out of school suspension

3rd Violation- Five (5) days out-of-school suspension

4th Violation- Ten (10) days out-of-school suspension with a recommendation for expulsion

DEFINITIONS

The following definitions apply to these policies and regulations:

Alcohol: liquor, wine, beer, or other intoxicants.

Distributing: Making available to or passing on to another individual (even if not for profit).

Drug Messages: Students with any article of apparel, including jewelry, that contains tobacco, alcohol, or other drug messages that promote or encourage alcohol or other drug use will be disciplined in accordance with the student code of conduct.

Drug Paraphernalia: Drug paraphernalia or instruments, such as smoking devices, pipes, roach clips, syringes, hypodermic needles, cocaine spoons or kits, and any other items normally, or actually used for the packaging, conveyance, dispensation, or use of drugs.

Drugs: Any drug, including illegal drugs, narcotics, hallucinogens, cocaine, amphetamines, barbiturates, marijuana, inhalants, legal prescription, and over-the-counter drugs used, possessed, or distributed for unauthorized purposes, build altering chemicals which include without limitation, anabolic steroids, growth hormones, testosterone, or its analogs, human chorionic gonadotropin (HCG) and other hormones.

“Look Alike” Counterfeit Drugs: includes any drug container or label that bears a trademark or trade name, or other identifying marks used without authorization of the owner’s rights. Any unmarked or unlabeled substance that is represented to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

Possession means having control over a thing or substance including, but not limited to, purses, wallets, lockers, desks, in vehicles on school property, or at any school-sponsored event.

Tobacco: Any product containing tobacco that is smoked, chewed, inhaled, or placed against the gums.

Under the Influence: Manifesting signs of substance use, such as staggering, reddened eyes, odor of alcohol or other drugs. Nervousness, restlessness, falling asleep or dozing, memory loss, abusive language, or any other behavior or physical appearance not normal for the particular student.

(Determination by school authorities on what constitutes “under the influence” is distinct and separate from any such determination by the courts).

Violation: Evidence indicating that a student used, purchased, sold, or possessed tobacco, alcohol, or other drugs.

Dress and Appearance

Dress and hair length are 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.

Dress Code

The BWHS administration and staff discourages any dress that draws undue attention to the wearer or distracts from the educational atmosphere in the classroom. Any student dressed inappropriately will be sent to the office until proper clothing is attained. During this period the student's absence from class will be unexcused.

Big Walnut administrators have the final decision as to the appropriateness of all student dress and appearance.

1. Clothes should be neat, clean, and in good condition. No torn or ripped jeans or clothing or any other apparel with inappropriate holes or tears.
2. Clothing that is torn or tattered to an extreme is not permitted. All undergarments must be covered. Spikes, studded bracelets and belts are not permitted. Studded collars or necklaces are also not permitted. Any clothing or accessories with spikes or studs is prohibited.
3. Footwear must be worn at all times. No "Heelys" or shoes with wheels attached.
4. Hair should be neat, clean, and not impair vision.
5. Clothing that might reasonably be considered indiscreet, immodest, or too casual for school will not be permitted.
 - a. All dresses, skirts and shorts must meet the "finger tip" standard. This is regardless of tights, or leg covering. Mini-skirts, biking shorts, strapless sun dresses, etc. will not be permitted.
 - b. Tank tops, tube tops, see-through tops, tops with spaghetti straps, halter- tops, muscle shirts, "bare back" styles of tops, etc. are not acceptable.
 - c. The tops of the shoulders must be covered.
 - d. Shirts and tops that reveal cleavage are considered inappropriate school attire.
 - e. A student's midriff/stomach must be covered.
 - f. Pants must be worn so that all undergarments are completely covered by outer garments. No low riders or "sagging pants".
6. The wearing of jackets, coats, and other items normally worn for out-of doors is permitted only when classroom temperatures warrant.
7. Attire with pornography or obscene language or pictures will not be worn. Attire that promotes drugs, tobacco products, or alcohol is not to be worn. Attire that has words with "double meaning's" are not permitted
8. The class time missed while a student is sent home to change clothes will be recorded as unexcused.
9. Hats and bandannas will not be worn inside the building at any time.
10. Clothing and paraphernalia that represents either "gangs" or any other unauthorized group approved by the school administration is not to be either worn or displayed in any manner.
11. Clothing and paraphernalia including belts, purses, book bags, etc. with words, pictures, emblems or symbols that would be considered profane, violent, suggestive, racially offensive or intimidating or offensive to any religion, gender or disability is **not** permitted to be worn.

Attendance Policies, Regulations and Procedures

The compulsory attendance laws established by the state of Ohio will be enforced. Regular school attendance and punctuality are necessary to facilitate the normal conduct of the school. When

recommended by a physician, home instruction is available to students who are unable to attend school. **Compulsory Attendance Law-** State compulsory attendance law is found in the Ohio Revised Code, Sections 3321.01 to 3321.13. Sections 3321.14 to 3321.23 detail the role of attendance officers. Sections 3321.38 and 3321.99 concern the failure to send a child to school and the penalties for such failure. The law, in part, prescribes the following:

1. Every child between the ages of six and eighteen must attend school.
2. Exceptions to the above are a) upon graduation from high school, b) when the student upon reaching age 16 receives an age and schooling certificate (work permit) as provided by law, c) or when the superintendent has determined a student to be incapable for further education.

Special provisions of law apply to any student who is considered to be either a “habitual truant” or a “chronic truant.” If a parent, guardian, or other custodian of a habitual truant fails to cause the child’s attendance at school, the board of education may proceed with an intervention strategy in accordance with its adopted policy, may initiate delinquency proceedings, or both.

Students missing 15 or more days will require a doctor’s note. Cases of chronic illness or surgery will be handled individually.

Rationale for BWHS Attendance Policy

Because many of the benefits of education come from in-class discussion and interaction, it is essential that a student attend as many classes as possible. Since good attendance is also a habit that employers strongly support, it is the philosophy of Big Walnut High School to promote the idea of good attendance habits and encourage them in all ways possible.

BWHS Nine-Week/Four Day Rule

A school absence will be designated as either excused or unexcused. Students will be required to make up work from classes missed. For each marking period a student can accumulate no more than four (4) absences per course without the potential for credits being withheld. **On the fifth (5) absence of the marking period a student will be provided with the opportunity to make up time, without the potential to lose credit for a course during the nine-week grading period.**

The following absences will count as excused for the attendance policy.

1. A medical excuse with a doctor’s note specifying the reason for the absence and the exact dates that the student was to be absent from school as a result of the medical condition. **THE NOTE MUST BE PRESENTED WITHIN TWO (2) SCHOOL DAYS UPON RETURNING TO SCHOOL.**

NOTE: Abuse of this provision, as determined by the school, can result in the medical excuse days counting toward the policy.

2. Doctor or dental appointment- Under normal circumstances no more than 1/2 day will be excused for either a doctor or dental appointment. When possible doctor and dental appointments are to be scheduled outside the school day.
3. Funeral
4. College Visits- Visits need to be approved by administration.

5. School Activities.
6. Participation in approved Delaware Fair activities.
7. Recognized religious holidays- Must be approved in advance.
8. Absences for students on early dismissal such as CBI, ME, DACC, PSEOP, who may be affected by a daily schedule modification.
9. Any other absences not listed above that are to be considered for an exception must be discussed with the assistant principal. This includes pre-approved family vacations up to five (5) days.

The following absences are examples that will count toward the four day rule as unexcused absences for a marking period. Note: There are many absences that even though they are excused will still count toward the 4 day attendance limit. The specific reason for an absence is the factor that determines whether it is an excused absence or an unexcused absence, and not the type of category in which the absence is placed.

1. Truancy (unexcused)
2. Suspension and expulsion (unexcused)
3. Court (could be excused or unexcused)
4. Personal illness without a doctor's note, but with parent note. (excused)
5. Personal illness without either a doctor's or parent's note (unexcused)
6. Emergency at home (could be either excused or unexcused)
7. Car and transportation problems; missed bus (could be excused or unexcused)
8. Vacation (excused)
9. Take your child to work day (excused)
10. Spring Day (unexcused)
11. Conduct personal business (could be either excused or unexcused)
12. Other absences as determined by the administration (could be either excused, unexcused or deleted depending on the reason for the absence)

Absences Reporting Procedures

If a student is absent from school, the parent must call the school at **965-7776** by 9:00 am to inform the office of the son or daughter's absence. In addition, all excused absences **require a written statement** from the parent or guardian within **48 hours** of the absence. Absences will be reported by full or half day increments. Students who arrive later than the halfway point of their first class will be considered tardy to school.

Absences or tardiness due to school bus problems will not be counted.

Perfect Attendance

For a student to be eligible for the perfect attendance certificate, he/she must have no absences, and no more than one tardy per semester.

Tardiness

Any student who is not in his assigned classroom when school officially begins for the day will be counted tardy and must sign in at the main office. In a school building where the day is divided into

periods, the pupil must be in class when the bell signals the beginning of the class period. **Students missing more than 1/2 of the period will be charged with a class absence.**

Students will be permitted two tardies whether excused or unexcused per nine-week grading period. The third tardy will result in a detention being assigned. The fourth and fifth tardies will result in an assignment to Extended School, Saturday School or ISR (In-School Retention). A student can be suspended from school and/or referred to Juvenile Court, or receive, and/or have driving privileges revoked for six or more tardies in a nine-week period or for habitual tardiness.

Underclassmen who are tardy to school or 1st period 6 or more times in a semester may not be permitted to purchase a parking permit for the following school year. Seniors who are tardy to school or 1st period six (6) or more times in a semester may not receive three (3) days early out at the end of the school year.

Excused Absences

An excused absence or tardy is defined as an absence requested by the parent or guardian and approved by the school. Excused absences allow the student, within a reasonable period of time, to make up work missed for credit. All other absences are classified as unexcused absences or truancy. Ohio State Board of Education regulations governing past absences (pp. 30-40, Ohio School Attendance Handbook) list seven reasons for approved absences. They are (1) personal illness, (2) illness in the family, (3) quarantine in the family, (4) death of a relative, (5) work at home due to parental absence, (6) observance of religious holidays consistent with a student's established creed or belief, and (7) emergency circumstances as judged by the principal. These emergency circumstances could include reasons emanating from the home, or circumstances emanating from the school such as a bus not completing a route.

Other reasons for excused absence must have the approval of the building principal in advance.

Any student who has missed school due to a contagious illness must present a note from a licensed physician certifying that he may return to school. Students who miss school for a medical reason must present a note from the doctor or dentist within two (2) days of the appointment stating that the student was in his office on the specific date of the appointment. Under normal circumstances no more than 1/2 day will be excused for a doctor or dental appointment. Doctor and dental appointments should be scheduled outside school hours when possible. Days missed prior to a doctor or dental appointment will be considered personal illness and not medical emergency unless a doctor verifies those days with a note.

Clearing an Absence

After an absence, the student must present a signed parental note or medical note explaining the reason for the absence to the attendance secretary in the main office beginning at 8:00 am. The student should place the note in the tray in the attendance office and then return to their assigned area. The student's absence will be recorded in the computer to determine if the absence was excused or unexcused. If a student does not present a note to the attendance secretary after an absence, the absence will be entered as unexcused and the students will not receive credit for the class work. **Students returning to school with a parental note indicating they were "needed at**

home” will be considered unexcused until an explicit reason for the absence is given. Prolonged absence without apparent reason will result in a juvenile court referral by the attendance officer.

Students missing 15 or more days will require a doctor’s note. Cases of chronic illness or surgery will be handled individually.

Unexcused Absences and Truancy

Unexcused absences are absences which have the approval of the parent or guardian, but do not fall within the approved guidelines of the school. The student is required to make up work, which is missed for the purpose of maintaining educational continuity.

Truancy is defined as absence from school, which does not have the approval of the school administration. **In general any absence related to car problems (flat tire, dead battery, out-of-gas, etc.) will be UNEXCUSED.**

Attendance Officer

The attendance officer can refer students with excessive truancy, unexcused absences or tardiness to Juvenile Court. The attendance officer will meet with at-risk students once a week to resolve attendance problems.

Policy for Attendance at Post-Season Athletic Contests

When a team or individual participates in a post season athletic contest (sectional through the state level) the members of that team can be excused from school to attend the contest. Their absence will be excused as a school activity. The members of the team are those individuals who are listed on the OHSAA eligibility rosters. **Students may be excluded from participation or as a spectator at an event when their conduct reflects negatively on the school or the individual.**

Other Students

If a student who is not a member of the team participating at the *state level* wishes to attend, a parental note must be submitted in advance requesting their attendance at the event. In most cases approval to attend will be granted. It is possible that a student who has either poor attendance, low grades, or has discipline issues may not be excused to attend. When a student is approved to attend his/her absence will be an excused absence but only for the time the individual/team is participating as determined by the administration. The absence will count towards the four (4) day limit for attendance policy. All missed work is expected to be made up.

Emergency Closing of School

Automated phone calls will notify families as soon as the decision has been made. The web-site can be checked throughout the morning as well. The following stations will carry announcements: Channels 4, 6, and 10. WNCI, WDLR, WBNS, WTVN, WCOL, WRVF, WLVO, WCVO will also have the information. Parents are encouraged to listen to these stations or check the web-site rather than attempting to call the school.

Make-Up Work

It is the responsibility of the students to ask for make-up work from each of their teachers. Students absent one or two days must make up work immediately (within one or two school days). **Example: A student absent Monday and Tuesday would have Wednesday and Thursday to make-up the work. The work would then be due Friday.** Students absent longer than one or two days should be given a sufficient number of days as determined by the teacher to complete make-up work. The deadline for the completion of the make-up work should not go beyond two weeks unless extenuating circumstances prevail.

In the case of make-up for tests and quizzes, the teacher's judgment will prevail. Generally, if a test or quiz has been previously announced to the student and no new work appearing on the test was discussed during the student's absence, the student will be required to take the test or quiz at the regularly scheduled time or make up the test or quiz during the first class period he/she returns to school. If new work appearing on the test was discussed during the student's absence, then he should be given the same number of days to make up the test or quiz, as he has to make up the other work in that class.

Make-Up Work as the Result of a Non-School Related Absence

Work that is assigned to a student prior to a non-school related absence is to be submitted on the first school day the student returns from the absence.

Building Leave Permission

In the event that it becomes necessary for a student to leave school grounds during school time, permission must be granted by the high school principal. Students are not to ask to leave unless absolutely necessary. Haircuts, shopping appointments, music lessons, senior pictures, etc. do not constitute emergencies. Except for emergency situations no student will be excused from school by the high school principal. A student will not be permitted to leave school if in the opinion of school personnel it is unsafe for the student to do so. **The high school office staff must secure parental consent before a student will be permitted to leave school grounds. Students must sign out in the office when leaving the building and sign in upon their return. In general, students will not be permitted to leave school the last period of the day because they have a study hall. This rule also applies to students 18 years and older.**

Building Leave without Permission

When a student enters school property and then leaves school property before the hour of dismissal without the consent of the principal, that student becomes truant and cannot enter class until reinstated by the principal. Discipline will result.

Withdrawal

A parent or guardian must inform the school when a student is withdrawing from Big Walnut High School and transferring to another school. The student must then secure a withdrawal form from the high school office. The form outlines procedures for returning books and lists current grades, payment of fines, locker cleanout.

Job Interviews

Job interviews should not be scheduled during school hours. In an emergency situation an early dismissal from school will be granted only after the administration confirms the appointment with the employer.

Excuses from Class

Teachers will not permit students to visit other classes and to ask to meet with students who are in class. The teacher concerned should refuse the request unless the student has approval from the office. No student may be absent from a class because of work in another class unless an unusual situation exists in which case office approval must be granted. Students should be excused from study hall for make-up work or other activities and then only when absolutely necessary and after the proper procedure has been followed. Students should not ask a teacher for a pass out of a scheduled academic class.

Early Dismissals

Students may receive early dismissals from school for the following reasons:

1. A doctor/dentist appointment
2. A funeral
3. Other reasons as determined valid by the administration

In general, students will not be permitted to leave school the last period of the day because they have a study hall.

Pre-Planned Absence Form

Parents should make every attempt to avoid taking their son/daughter out of school as it results in students falling behind in their studies. However, if it is absolutely necessary to take the student out of school the following procedures will be utilized.

Two days prior to the absence parents are to make a written request to the assistant principal indicating the dates. At this time students should pick up a pre-planned absence form, from the main office to be taken to their teachers to obtain signatures and assignments that will be missed during the absence. **All assigned schoolwork is due on the first school day upon the student's return from the absence.** Other daily classroom assignments, quizzes, and tests must be made up by the date determined by the teacher.

POLICIES

Bicycle, Skateboard and Skate Policy

Only students with written permission from a parent, approved by the principal/assistant principal, may ride bikes to school. Approval requires that the bike have safety reflectors, adequate brakes, and a strong lock. Bikes must be parked where assigned. No skateboards or skates may be ridden to or brought to school.

Building Entrance and Use

Students are not to enter the high school building before 8:00 a.m (exceptions- Zero Period Choir and Band). A warning bell rings three minutes before the first period begins and at that time students should report to class. Students should leave the building immediately after school, or as soon as possible after finishing an activity. **Students should not be in the building or use facilities, without direct supervision by a faculty member, especially after the 2:40 bell.**

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 return his own tray to the disposal area and put trash in waste containers. Each student should replace his chair and leave his place at the table as clean as possible. Students who do not cooperate will be assigned lunchroom duties such as picking up litter, washing table tops, etc. Tell the cafeteria supervisor immediately when food or drinks are spilled. **Moving ahead of others in the lunch line is unacceptable. Stealing food or drink from the food areas will result in disciplinary action.**

Students with Renaissance Cards and Seniors are permitted to eat lunch in the atrium.

All students should have no more than 8 students and/or chairs to any lunch room table.

Cafeteria Debit System

The Cafeteria Debit System provides a personal account for each student. Deposits of any amount are accepted conveniently with check or cash. Students gain access with a PIN number (Personal Identification Number—much like a phone number). This system is used for all purchases including full meals, ala carte and milk. Accounts remain active until graduation or withdrawal from district. 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.

Students who fraudulently use a debit account or deny payment for food items will be responsible for repayment, disciplined and may be prosecuted.

Care of School Property

Students who damage school property, including books, will be liable for the repair of such damage and shall pay for it in full. School credit will be withheld subject to the payment of damages.

Closed Lunch

There is a closed lunch policy at Big Walnut High School. In general, students are not permitted to leave school grounds for lunch. Any student at lunch time or at any other time must secure permission from the principal to leave the school grounds. This permission will not be granted without a note from the parent. Permission to go home for lunch will be granted upon the written request of the parents to the principal, provided the student lives close enough to **walk home** for lunch and to return within the allotted time. Students who have written permission to go home for lunch must sign out. A student must go to his own home for lunch. A student may have this privilege revoked for misbehavior or other violations. This rule also applies to students 18 years and older.

College Visitation

Students who are interested in visiting a college are encouraged to do so on weekends and vacations. Since this is sometimes impossible, we will permit students to have the opportunity for excused absences. The following conditions are to be observed:

1. That an appointment has been made with the college's admissions office.
2. That the visit has the prior approval of the administration. College visitation forms are available in the high school office. Students are to pick up and return the completed form to the secretary in charge of attendance. The visitation form must be on file one day prior to his/her scheduled trip.
3. That the students realize that they are responsible for all schoolwork missed that day.
4. College visitation for students may be deleted from one's total absences.
5. Students must have the college forms signed by an appropriate college official and returned by the student to the high school office before the day is excused and deleted from the four day attendance policy.
7. A junior or senior may have no more than two (2) visits out of any one class period and no more than 5 total visits (excluding study halls). The classroom teacher will monitor the number of classes missed for visits and the guidance office will keep.
8. Sophomores may attend the presentations during his/her study hall. Any student may request that the representative leave materials.

Computer Technology- Code of Conduct

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

Students must observe the following guidelines. A student must sign the Technology Code of Conduct prior to using any school technology equipment. Failure to do so will result in penalties as outlined in the Serious Misconduct Code.

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

6. Use of all telecommunications is restricted to school related projects and must be supervised by the teacher or network supervisor. Internet users must complete an Internet Use Consent form, which must be approved prior to using the internet.
7. No students shall attempt to establish or establish contact into school districts restricted computer nets or any other unauthorized database.
8. The user is held responsible for his or her actions while using a standalone computer or network workstation and activity with any of his or her accounts. Unacceptable uses or intentional damage of equipment, data, or accounts will result in suspension or revocation of use privileges, as well as being subject to the disciplinary procedures of the school and criminal prosecutions.
9. Any use of computers, networks or online accounts that is deemed by the supervising staff member and or school administration to be dangerous, objectionable, pornographic, distracting to education, or otherwise offensive or inappropriate in nature is prohibited. Any such violations are subject to disciplinary action.

Computer Usage- BYOT

Program participants are expected to return a signed BYOT Agreement prior to bringing a personal device to school in addition to the *BWLS Acceptable Use Policy*. As new technologies continue to change the world in which we live, they also provide many new and positive education benefits for classroom instruction.

Definition of Technology

For purposes of BYOT, "Technology" means personally -owned wireless portable electronic equipment used for instructional purposes. **All approved devices must allow access to the Internet through a fully functional web browser and be capable of accessing the BWLS guest network.** Recognizing the rapidly changing world of technology, the list of allowed devices will be reviewed annually. Approved devices include: smartphones, iPads, iPods, laptops, netbooks, tablet computers and eReaders that meet the definition of technology.

Internet

All Internet access shall occur using the BWLS guest network. Cellular network adapters are not permitted to be used by students to access the Internet at any time.

Security and Damages

Responsibility to keep privately-owned devices secure rests with the individual owner. The Big Walnut Local School District, nor its staff or employees, is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office in the same manner as other personal artifacts that are impacted in similar situations.

Course Fees

Some courses have a fee to cover breakage, loss of materials, and purchase of materials to be used. **Students will not be permitted to attend the Prom unless all school fees and obligations are paid.** Students who are unable to pay school fees can obtain an indigent form in the office.

Custodians

The custodians of the school have at all times the same authority as teachers and other staff members.

Drills, Fire- DO NOT RUN OR PUSH! PROCEED QUIETLY!

In the event that the fire bell rings, the following directions are to be followed:

1. Students are to stop what they are doing and immediately exit the building following the exit route that is diagrammed on the map by the classroom door.
1. The building is to be cleared by at least 150 feet.
2. All windows and doors are to be closed.
3. Teachers are to check attendance and report this to the school secretary who will be located in an designated area.

Drill, Lockdown/Stay-in-Place

The goal of a “Lock-Down” is to minimize persons in open areas. Persons need to “disappear” to the best of their abilities. Accountability and controlled communication are paramount.

In the event of a person entering the building or school grounds who is deemed by any staff member to pose a threat to students and/or staff, the building will go into “Lock-Down.” **Any staff member can utilize the telephones as the Public Address system to announce the need for a “Lock-Down.”** We will not use codes. Simply alert all persons to an event and get the students and yourself in a position of safety. *In the events of drills, this action will be initiated by the office staff.*

Drills, Tornado

1. Everyone should remain quiet and listen for instructions over the public address (PA) system and proceed quietly to previously designated area.
2. Open some windows in classroom area.
3. Close classroom doors. This will decrease the chance of flying glass from the hallways.
4. Everyone is to clear the upper level. Proceed from the class room and move to the lower level. Use the same staircase as you would for a fire drill and remain with your class. Students are to sit on the floor in the designated halls with their back to the wall or locker, knees up, head down on knees, and hands and arms covering head.
5. Physical Education classes are to use the boys’ locker room hallways. Band and choir students are to report to the girls’ locker room area.
6. Students must not sit near glass areas (large windows or glass doors).
7. Students are to remain in the hallways until the “all clear” is given by the administration.
8. In case of a real tornado the principal will announce on the PA, “This is not a drill.”

Emergencies

In case of an emergency, students must not act alone to handle the situation. Immediately secure the aid of a teacher and report the emergency to the office at once. The office staff knows how to deal with an emergency situation and can secure aid sooner if they are informed properly and promptly.

Equal Education Opportunity

All Students of the District have equal educational opportunities.

Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, religion, gender, economic status, marital status, pregnancy, age or disability, in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities; distribution of funds; academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity.

Failure of a Course Due to Misbehavior

Students who are removed from a class because of misbehavior will fail the course regardless of the grade average.

The Family Educational Rights and Privacy Act for Big Walnut Local Schools (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 receives 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 place where the records may be inspected.
2. The right to request the 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 to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; 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.

4. 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 are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

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

Flowers/Gifts

The high school office will not accept or assume responsibility for the delivery of flowers, food, or other gifts to students on special occasions (birthdays, Valentine's Day, etc.). Due to Latex Allergy policies, there are to be NO BALLOONS.

Food and Drink in the Building

Drinks in open or unsealed containers are not permitted to be brought into the building at anytime without prior administrative approval. Food and drink purchased in the building are not permitted in the Computer Labs, the Science rooms or any other classrooms without the permission of the instructor. Food and Drink prohibited in Visual Arts, Industrial Arts, and Stage & Set Construction Areas.

Food Services

The purpose of the cafeteria is to provide wholesome lunches. The cafeteria is open during lunch periods. A full lunch tray or a la carte options are available. All food is to be eaten in the cafeteria, atrium or Senior Patio regardless if lunch is carried in or purchased in the cafeteria. The cost of the school lunch is only enough to cover the cost of the food and expense of preparing it. **Food brought in from any outside eating establishments shall not be allowed without prior approval of the administration.**

Hall Passes

No student will be permitted in the hall without a hall pass. It will be the responsibility of the student to ask the teacher for the hall pass. The issuance of a hall pass will be at the discretion of the teacher. The student handbook is the official hall pass of Big Walnut High School.

Illness at School

If you become ill during the school day and feel you need medical attention, notify or consult your teacher who will refer you to the office. **Do not call your parents from the classroom phone or from a cell phone.** Office personnel must first talk with your parent or guardian before you will be permitted to leave the building due to illness or for any other reason. If first aid is needed during any period of the day, follow the same directions as to those given for illness. Do not panic. The school is not allowed to give medicine of any kind to a student who is ill. **Those who go home must sign out in the main office before leaving the building, and after parental contact has been made.**

Injuries to Students

The Board of Education is not financially responsible for injuries that may occur to students while in school or while on an athletic team. In case of emergency the school will call 911 and request help from an emergency squad and parents will be notified. Students can purchase school insurance.

Interrogation and/or Removal of a Student

School officials have the right and duty to interview students concerning misconduct or crimes which may have occurred during school hours or on school property. Such interrogations may be conducted for the purpose of maintaining an orderly school operation, protecting the health and safety of students and staff, or determining the presence of dangerous weapons or other prohibited materials. In a criminal investigation, police must secure permission from the school administration before interrogating a suspect during school hours on school grounds. An effort must be made to contact the parents of the student before the interrogation begins. If an interrogation is to take place, a school official must be present during the questioning. Except in emergency situations, a student will not be released to the custody of the police until the parents have been notified.

Locker Search and Seizure

School lockers are the property of the Board of Education. Lockers and their contents are subject to random searches at any time without regard to any reasonable suspicion. This policy is in accordance with section 3313.20 of the Ohio Revised Code. Any dangerous items, as determined by the administration, will be removed from the student's possession. All items seized may be turned over to the proper authorities for further disposition.

Lockers

Each student is responsible for seeing that his locker is locked, and the school will not be responsible for lost property. Students are not to jam lockers, share lockers, or give their combinations to other students. Scotch tape, masking tape, or other adhesives are not to be used for posting materials on or in the lockers. Please keep the locker areas litter free. Detentions may be assigned when book bag straps, purse straps, or clothing is left hanging out of the locker door. This invites forced entry by other students and damage to the locker door.

Marriage, Pregnancy and Parenthood

The following guidelines have been established with regard to married and pregnant students:

1. The right to participate in all the activities of the school will not be restricted to a student simply because of marriage, pregnancy, or parenthood.
2. Students should have access to professional staff such as counselors, psychologists, social workers, and nurses who are qualified to provide objective information to students concerning marriage and pregnancy.
3. The principal may regulate the schedule of married or pregnant students so as to promote the welfare of the student and the school system.
4. A married or pregnant student may participate in the official graduation ceremony.

5. A student who becomes pregnant may remain in regular school classes until such time as her physician indicates the student should no longer attend school.
6. If requested, the Board of Education may assign a teacher for home instruction of a pregnant student if approved by the State Department of Education.
7. A student who has given birth to a child may return to school.
8. Married and/or pregnant students are expected to abide by all rules and regulations.

The school administration reserves the right to alter the schedule of a married or pregnant student so as to act in the best interest of the student and the school.

Media Center

Students choosing to attend the media center instead of study hall should report to study hall first. The study hall supervisor will dismiss those wishing to go to the media center. Those attending must use the media center materials and abide by the regulations or forfeit the privilege of going to the media center and possibly be assigned to Saturday School or be suspended.

Medication

The board wishes to cooperate fully with students, parents and the medical profession to assure that any student receives required medication during the normal school day at the time the student needs it. It is preferred that medications be taken by students at home, however, it is recognized that certain circumstances may necessitate taking medications during school hours. Guidelines have been established to maintain control of authorized drugs within the schools and to ensure the health and welfare of the students.

In accordance with O.R.C. 3313.713, prescription medications must be kept locked in the office and administered by school personnel. A *Physician's Medication Procedure Request Form* and *Parent's Medication Procedure Request Form* must be completed, signed and on file in the office before any prescription medication will be given. In rare instances, a student may be allowed to carry certain prescription medications (e.g. asthma inhalers). If the physician deems it medically necessary for the student to carry a medication with him or her, the physician will note this on the required form. Students are permitted to carry a one day supply of non-prescription medication to self-administer if a *Parent's Non -Prescription Medication Request Form* is signed by the parent and on file in the office. Medication forms are available in the main office.

Nondiscrimination on the Basis of Gender

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.

Nondiscrimination/Harassment

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.

Attention Parents: Big Walnut will release standard student demographic data to non-profit organizations. If you do not wish to have data concerning your child released, notify, in writing, the principal of Big Walnut High School.

Off-Limits (before, during or after school hours)

To preserve the welfare of all and to aid in supervision, certain areas of the building and grounds are off limits unless supervised by a faculty member or coach.

- | | |
|---------------------------------|------------------------------|
| a. Auditorium | g. Faculty Restrooms |
| b. Boiler Rooms/Mechanical room | h. Teacher Lounge |
| c. Computer Labs | i. Locker Rooms/Weight rooms |
| d. Main Office/Teacher Offices | j. Gymnasiums |
| e. Xerox/Copy Room | k. Parking Lots |
| f. Front Patio/Entrance Areas | |

Parking Permits

The number of parking spaces is limited. Presently only Seniors and Juniors will be issued permits. Sophomores may be permitted to drive if spaces become available or it is an unusual circumstance

The use of a motor vehicle in driving to and from school is a privilege and not a right. Students who drive to school must have a parking permit form filed in the office, pay the parking fee and display a parking permit. The rules for obtaining & keeping parking privileges are as follows:

1. The student must have a legitimate reason for driving.
2. The student must have a valid driver's license.
3. He/she must have liability insurance.
4. Students must observe a 20 MPH speed limit while on school grounds.

5. The parking permit application must be signed by the driver's parents granting the driver permission to use the car to drive to and from school.
6. At no time during the school day will students be permitted to visit or loiter in their cars while in the parking lot.
7. All motor vehicles must be parked in designated student parking areas. Do not park in areas designated for staff, visitors, or the handicapped.
8. The driver is responsible to see that his/her driving is in keeping with all state and local laws and regulations.
9. Cars should be locked. The school is not liable for theft and vandalism.
10. The parking permit is to be displayed on the inside rear-view mirror face out.
11. Parking permits must not be transferred to another student.
12. Failure to follow these rules will mean suspension of driving privileges, or other disciplinary action.
13. The improper operation of an automobile on school grounds can result in the removal of the privilege to park on school grounds, a referral to the police, or assigned community service time.
14. Cars are to be parked in an orderly manner, one car per space.
15. Students are not permitted to smoke in cars when on school grounds.
16. Students must enter and leave the high school via Old 3c Highway and not through the middle school parking lot.
17. Driving through or parking on grassy areas is prohibited.
18. Unregistered or illegally parked vehicles will be ticketed or towed at the owner's expense.
19. It is the right of the administration to revoke any student's driving privileges due to excessive absences without a legitimate excuse.
20. Any violation of the regulations governing the student parking lot will mean ticketing (\$10.00 per offense), disciplinary action, revocation of the parking permit, towing of the vehicle at the owner's expense, or any combination of consequences.
21. Students found in violation of the alcohol/drug policy in addition to the regular discipline, will have driving privileges suspended/revoked.
22. Student must not display profane, violent, suggestive, racially intimidating or offensive material in or on vehicles parked on property.

Personal Search and Seizure

A search of a student's person will be limited to a situation where the administration has reasonable belief that the student is concealing evidence of an illegal act or school rule violation. Among the factors to be considered in determining whether a search may be made are the seriousness of the problem in school to which the search is directed, and the necessity of making the search without delay.

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

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

Consent before students are required to submit to a survey that concerns one or more of the following protected 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, anti-social, 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 non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
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: Collection, disclosure, or use of personal information for marketing, sales or other distribution.

Administration of any protected information survey not funded in whole or in part by board of education.

Any non-emergency, invasive physical examination or screening as described above.

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

Riding the School Bus

The Big Walnut transportation system is operated as a convenience and service for the pupils of the Big Walnut School District. The primary purpose of the system is to transport pupils 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.

Ohio attendance laws make the parents responsible for the attendance of pupils. School transportation systems have been instituted as a service to parents to help them fulfill their responsibility for attendance of pupils.

School Bus Rules

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils 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. Pupils must go directly to an available or assigned seat so the bus may resume motion.
5. Pupils must remain seated keeping aisles and exits clear.
6. Pupils must listen for directions or instructions and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. Pupils must not eat or drink on the bus except as required for medical conditions.
9. Pupils 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. Pupils must not throw or pass objects on, from, or into the bus.
12. Pupils may carry onto the bus only objects that can be held in their laps.
13. Pupils must leave or board the bus at locations to which they have assigned unless they have parental and administrative authorization to do otherwise.
14. Pupils 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.

Running Errands

Students will not be excused from school to run errands that could be completed before or after school hours. An absence from school for running errands will be considered **unexcused**.

School Store

The following items are among the many items that can be purchased at the school store: school supplies, juice, snacks, sweatshirts, T-shirts, hats, etc. The school store is open only to study hall students and not students from academic classes, and they are not permitted to sell food and drink items during the lunch periods.

Senior Pictures

Seniors will not be excused from school for senior pictures. This absence will be considered unexcused.

Student Activity Rules and General Activity Regulations

1. All activities beyond regularly scheduled meetings of organizations must be approved by the athletic director and placed on the school calendar.
2. Changes in meetings or extra business meetings should be scheduled at least three days before the meeting is to take place.
3. All organizations must have membership lists to the athletic director by October 1.
4. All new treasurers should meet with the assistant to the treasurer to discuss the financial system.
5. Pay-In and Pay-Out vouchers must be used for all transactions.
6. Student activity meetings will be scheduled on specific Thursdays. Any exceptions to this policy must be cleared with the athletic director three days prior to the meeting.
7. A schedule of meeting dates and places will be given to the advisors.

Student Meeting Procedures

1. Meetings should be scheduled in advance.
2. Normal class activities may not be disrupted.
3. The meeting shall not be such as may be likely to create a substantial danger to persons or property.
4. Students gathered informally shall not substantially disrupt the educational process.

Student Records

The standard approved cumulative record shall be initiated upon a child's entry for the first time into the Big Walnut Local School District and shall follow the student throughout his education career in the school. The record shall remain with the Big Walnut High School.

The following guidelines have been adopted with regard to student records:

1. All student records are confidential. Personnel having access to student records must not violate the confidentiality of those records.
2. The provisions of the Family Education Rights and Privacy Act will be strictly followed. Accurate cumulative records shall be maintained for every child enrolling in the public school.

No one but authorized school personnel, parents, and legal guardians shall have access to the cumulative record without a subpoena or the written permission of the student and his parents. Written parental objection to the accuracy or authenticity of data recorded in the cumulative record shall become part of the record upon request of the parents.

School officials will forward transcripts from the cumulative record upon request of parents, legal guardians, students, former students, and bona-fide educational institutions.

3. Parents desiring to discuss their child's educational development may do so by arranging a conference with an appropriate member of the school staff.
4. A student, while in school or upon graduation, may sign a statement giving the school permission to release requested information to prospective employers and to educational institutions.
5. Verbal communication is permitted between school officials and investigating officers for the purpose of national security clearance.
6. The key is accountability – all information included must be necessary for the educational development of the student.
7. As per Public Law 93-380 (Privacy Act) a signed release from parent or guardian of a minor student or from the adult student is essential unless the records are sent to one of the following designated "exceptions":
 - a. Other school officials and/or teachers within the school district.
 - b. Other officials or schools where the student intends to enroll. If a student transfers to a school outside the school district, the parents or adult student shall be notified of the transfer of the records and be given a copy of the records if they so request.
 - c. Specified representatives of the U.S. Government and educational agencies.
 - d. The student's application for or receipt of financial aid.

Testing/Ohio Graduation Test

As part of the provisions of 3319.151 and 3319.99 of the Ohio Revised Code and Rule 2201-13-05 of the Administrative Code, Big Walnut students are required to take a number of standardized tests. Any student sharing information with others regarding secure tests or cheating in any other way will be referred to a building administrator for disciplinary action. All students who are enrolled (either part or fulltime; including home schooled) are required to participate in all state required testing that is grade level appropriated.

Testing/OGT Incentives - Accelerated and Advanced

Students will be granted additional incentives based on their performance.

Textbook Covers

It is the responsibility of each student to cover all textbooks which they are issued with an approved covering.

Telephone

The office telephone is to be used by students only in the case of illness. Classroom telephones should not be used to call home.

Valuable Property

Valuable property including large sums of cash, radios, cameras, skateboards, tape players, cell phones, MP3 players, pagers, expensive jewelry, and electronic games should not be brought to school by students. It is strongly recommended that personal property such as textbooks, jackets, shoes, calculators, etc. be clearly marked with your name for identification.

Visitors

Students are not permitted to invite friends and/or relatives to attend classes or visit them during the school day. Parents can visit classes after an appointment has been made through the principal's office. Parents are not permitted to call a student from a classroom without first receiving permission from the principal's office. All visitors must sign in at the main office, obtain permission to visit and receive a visitor's pass before being allowed to visit other areas of the building. Persons in the building or on school grounds without permission are subject to trespass laws.

Wall Posters

Wall signs or posters advertising future events should be kept in good taste. Any signs or posters to be displayed must have the prior approval of the assistant principal and posted only at designated areas throughout the building.

Work Permit

All children between the ages of 6 and 18 are required to be in school. No student below the age of 16 can be granted a regular full-time permit. **Work Permits CAN be revoked due to poor attendance.** Employers are bound by law to require a work permit of all part-time employees under the age of 18. To obtain a part-time work permit, a student must inform the principal of his intentions and will be instructed as to what procedure to follow.

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