Bellbrook High School

Student/Parent Handbook

3737 Upper Bellbrook Rd. (937)848-5001 ext. 2900

BELLBROOK HIGH SCHOOL
Student Handbook 2026-27

Bellbrook High School
3737 Upper Bellbrook Road
Bellbrook, OH 45305

Main Office	937-848-3737
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Greene County ESC	888-947-3363
Greene County Career Center	937-426-6636
National Suicide and Crisis Hotline	988
District Website	www.sugarcreek.k12.oh.us

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Welcome!

On behalf of the Bellbrook High School faculty, we extend a warm welcome to another exciting year at BHS. With each new school year comes the promise of fresh experiences, friendships, and academic growth. As a nationally recognized institution for academic excellence, BHS is committed to guiding our students as they "Soar to New Heights" by upholding high standards in personal, artistic, athletic, and academic endeavors.

To support a safe and productive learning environment for our students, staff, families, and visitors, the Board of Education updates the Student/Parent Handbook annually. This resource outlines the rights, responsibilities, and expectations for our school community. We strongly encourage everyone to review it carefully and use it as a guide throughout the year. Together, we strive to cultivate a culture of respect, active participation, and accountability.

Should you have any questions or concerns throughout the year, please don't hesitate to reach out to the school. Let's work together to make this school year another great year!

Mr. Hann Mrs. Lasota Mr. Limon

PLEASE NOTE: School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others.

BELLBROOK HIGH SCHOOL

Bellbrook High School is located in Sugarcreek Township, Ohio at 3737 Upper Bellbrook Road. BHS is the four-year comprehensive public high school of the Bellbrook-Sugarcreek Local School District. The district has suburban and rural areas, which encompasses the city of Bellbrook and Sugarcreek Township, lying within southwestern Greene County and southeast of Dayton, Ohio.

DISTRICT VISION

Better Today Than Yesterday, Better Tomorrow Than Today

MISSION STATEMENT

Do The Right Thing
Soar Together
Pursue Excellence

CULTURE

Our culture is the heart of our school system. It makes Bellbrook-Sugarcreek Schools a special place to learn and work. Building and sustaining this culture requires intentional effort from everyone in our district. Because culture shapes behavior, it determines how effectively we execute our mission. Success depends on our ability to work together and learn in a constantly changing environment. Culture helps everyone in the district align around a common set of beliefs and behaviors that ultimately determine how we prepare our students for the future. Our beliefs drive our behaviors. Our behaviors produce results. Please follow this link for additional information.

FIGHT SONG

Come on and cheer for Bellbrook High.
We're going to win this game tonight.
We're going to score every time. Team!
Show them how we fight. Alright!
We're going to be the champs this year.
So come on give a great big cheer.
We are the Eagles brave and loyal to you!
So Fight! Fight! Fight!

BHS BUILDING CALENDAR GRAPHIC

BELLBROOK HIGH SCHOOL

REGULAR SCHEDULE

PERIOD	BEGIN	END
1	8:05	8:51
2	8:55	9:40
3	9:44	10:29
4	10:33	11:18
5A	11:22	12:07
Lunch B	12:07	12:37
5B	11:52	12:37
Lunch A	11:18	11:48
6	12:41	1:26
7	1:30	2:15
8	2:19	3:05

BLOCK SCHEDULE

PERIOD	BEGIN	END
1/2	8:05	9:31
3/4	9:36	11:02
5A/6A	11:07	12:33
Lunch B	12:33	1:03
5/6B	11:37	1:03
Lunch A	11:02	11:32
HR	1:08	1:34
7/8	1:39	3:05

ABOVE-BEYOND-TOGETHER

BELLBROOK HIGH SCHOOL

2 HOUR DELAY

PER.	BEGIN	END
1	10:05	10:37
2	10:41	11:11
3	11:15	11:45
5A	11:49	12:19
Lunch B	12:19	12:49
5B	12:19	12:49
Lunch A	11:45	12:15
4	12:53	1:23
6	1:27	1:57
7	2:01	2:31
8	2:35	3:05

BELLBROOK HIGH SCHOOL

BLOCK 2-HR DELAY SCHEDULE

PD	BEG	END	TIME
1/2	10:05	11:10	1:05
5/6A	11:14	12:18	1:04
Lunch B	12:18	12:48	0:30
5/6B	11:44	12:48	1:04
Lunch A	11:14	11:40	0:30
3/4	12:52	1:56	1:04
7/8	2:00	3:05	1:05

PURPLE STAR
2025-2028
Bellbrook
High School

ATTENDANCE POLICIES

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

ABSENCE FROM SCHOOL PROCEDURES

Parents or guardians MUST contact the school before or within one hour of the school day start time to report student absences. After that time period, contact will be made to a parent/guardian through one of the approved District communication pathways. In the event that contact is not made, a signed note from a parent or guardian explaining the reason for the absence MUST be submitted on the student's return to school. If a student is not called in, they must submit a written note within five school days of their return; otherwise, the absence will be recorded as unexcused.

ABSENCE CATEGORIES:

All absences, regardless of their status, will accumulate toward the 100 hour threshold.

Medically Excused:

1.Personal illness, doctor or dental appointments with a written statement from a physician: Such absences are for the actual time necessary to complete the appointment and are not to be considered a reason to be absent for a whole day.

2. A medically excused absence requires a doctor's note listing all dates missed. Medical notes must be provided within 5 days of a student's return to school.

Religious Expression Days:

1. The Principal may approve up to three religious expression days per year upon a parent or guardian's written request. These days can be used for religious holidays or activities organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization.

2. Parents or guardians must request religious expression day absences in writing. Students may participate in extracurricular activities on approved days.

3. Absences for approved religious expression days will be treated like any other excused absence from school and will count towards absence thresholds.

Non-exhaustive List of Major Religious Holidays

Rosh Hashanah	Oct. 11-13, 2026	Oct. 1-3, 2027
Yom Kippur	Sep. 20 – 21, 2026	Oct. 10-11, 2027
Diwali	Oct. 20-21, 2025	Nov 8, 2026
Hanukkah	Dec. 21-29, 2025	Dec. 4-12, 2026
Ramadan	Feb. 17 - March 18, 2026	Feb. 7- March 8, 2027
Ash Wednesday	Feb. 18, 2026	Feb. 10, 2027
Eid al-Fitr	March 19-20, 2026	March 9-10, 2027
Pesach (Passover)	April 1-9, 2026	Apr. 21-29, 2027
Good Friday	April 3, 2026	March 26, 2027
Easter	April 5, 2026	March 28, 2027
Eid al-Adha	May 26-27, 2026	May 16-17, 2027

Parent Excused:

To be considered excused, an absence must meet State of Ohio legal criteria; notifying the school by phone or note does not automatically guarantee an excused status. Students may be excused for up to 65 hours per school year via parent note or phone call. However, once a student reaches the 65-hour absence threshold—regardless of whether those initial hours were excused by a parent or not—further parent notes will no longer be accepted. Note that all absences, regardless of their status, accumulate toward the 100-hour state-mandated intervention threshold.

1. Personal illness (a written physician's note verifying the illness may be required.) On excessive absences, a letter may be sent to the parent. A doctor’s statement may be needed for any future absence. Continued absences may result in a referral to juvenile court or further consequences.

2. Family illness necessitating the presence of the child: Instances will be discussed and determined by the attendance office.

3. Quarantine of home

4. Death in the family: Absence is limited to three days unless reasonable cause can be shown for an extension.

5. Work at home necessitated by absence or incapacity of a parent or guardian

6. Religious expression days, up to three (3) days, after approval by the principal

7. Out of state travel (up to 24 hours) for a district approved extra-curricular activity

8. Medical or dental appointments

9. Medically necessary leave for pregnant student

10. Service as a precinct officer at a primary, special, or general election with principal approval

11. Travel with Parents/Guardians: Please see Vacation Policy.

12. College Visit: See College Visits

13. Subpoena to court: Documentation from the court is necessary for the absence to be excused. The absence is excused for only the time required to be in court.

14. Emergency or set of circumstances which in the judgment of the administration, constitutes a good and sufficient cause of absence.

15. Driver's education: Students are limited to a maximum of eight hours of excused absences per school year for driver's education. This time must not exceed two hours per day across a maximum of four days. Students will only be excused from SH and lunch for this purpose.

If a student is not called in, they must submit a written note within five school days of their return; otherwise, the absence will be recorded as unexcused.

Unexcused: Student is absent from school with parents' knowledge, but for a reason deemed to be unacceptable under the law. All absences will accumulate toward the 100 hour threshold.

EXAMPLES OF UNEXCUSED ABSENCES

1. Overslept (child or family member)

2. Missed the bus or running late

3. Car trouble

4. Student refusal

5. Personal or appointment (without further clarification)

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

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

ATTENDANCE THRESHOLDS DEFINED
Chronically Absent is defined as fifty (50) or more hours a month or one hundred (100) hours or more a year. All absences, with or without legitimate excuse, will accumulate toward the 50 and/or 100 hour thresholds.

Habitual Truancy is defined as 30 or more consecutive hours without a legitimate excuse, 42 or more hours in one school month (30-day period) without a legitimate excuse, 72 or more hours in one school year without a legitimate excuse. Absences excused by a doctor's note and approved religious expression days are not included in the Habitual Truancy total

The administration in the District shall file a complaint in the juvenile court against any student who is habitually truant unless the District or the student's school determines that the student and the student's family are making satisfactory progress in improving the student's attendance at school. If no determination of progress is made, or if the school determines that the student and the student's family have ceased to continue making progress in improving the student's attendance, the district shall proceed to file a complaint in juvenile court against the student. The complaint will allege that the child is unruly for being habitually truant, and the parent, guardian, or other person having care of the child has violated Revised Code 3321.38.

TARDY POLICY
For every third and succeeding unexcused tardy in a quarter to school and/or class a student will be assigned to serve one after-school detention. Tardy accumulation will start over each quarter. A detention will be issued for each tardy received after the third tardy in the same class. Detentions for tardiness will NOT be included in the accumulation of detentions. Time missed due to tardiness will accumulate towards attendance thresholds.

MAKE-UP WORK
Students are responsible for making up class work missed due to any absence. As a general rule, a student will receive one day per each day of excused absence to make up missed work. Additional days may be granted upon administrative approval. Students may not receive credit for work missed due to the following reasons: 1. Truancy 2. Skipping class 3. Misuse of hall passes. 4. Any unexcused absence

COLLEGE VISITS
Student visits to colleges for the purpose of determining post-high school academic paths are counted as an excused absence as long as the following conditions are met:

1. Parents should contact the office in advance of the absence

2. A letter of verification on university or college letterhead clearly identifying the name of the college official and the date or dates of visitation must be presented to the office upon returning to school.

*Please note: Absences for college visits will count toward the attendance thresholds and for consideration for exam exemptions. Students who are close to these limits should be careful that absences due to college visits do not push them over their limit.

FAMILY VACATION/LEAVE REQUEST POLICY
1. Please email the administration at least one week prior to the days of absence.

2. Vacation requests shall not be granted to students who have accumulated 65 hours or more of absence and all absences due to vacation or family leave will accumulate towards the 100-hour threshold.

*Please note: Absences for family vacations will count toward the attendance thresholds and for consideration for exam exemptions. Students who are close to these limits should be careful that absences due to vacations do not push them over their limit.

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

EARLY DISMISSAL PROCEDURES
Each time a child leaves school, he/she is missing vital teaching and learning time. All early dismissals will accumulate toward the 50 and 100-hour threshold. If it is necessary for a child to leave school early:

A verifiable note from the parent/guardian must be delivered to the main office on the day the student is to be dismissed early. Parents/guardians must sign out their student in the main office.

LATE ENTRY/EARLY RELEASE Juniors/Seniors who are in good standing at Bellbrook High School may be granted a Late Entry or Early Release privilege. The Late Entry and Early Release option is a privilege for junior/senior students only. Students must remain in good standing in the following areas: academic, attendance, and behavior to maintain this privilege. **Students may not have any F's, must be on track to graduate, must have a minimum grade point average of 1.75 in the previous nine weeks grading period and maintain good attendance to school. (A student has reached the threshold of Chronically Absent or Habitually Truant or who are habitually tardy may have their LE/ER privilege revoked.)**

Late Entry
Late Entry is for juniors/seniors who have a study hall 1st period. Students with this privilege will begin their school day at the start of 2nd period. Students with late entry cannot enter the building prior to 10 minutes before their first class.

Early Release
Early Release is for students who have a study hall 8th period. Juniors/Seniors with this privilege will end their day at the end of 7th period. Early release students must leave within 10 minutes of their last class. Failure to do so may result in loss of Late Entry/Early Release privileges. Students who are granted Early Release must leave school property immediately after signing out and may not return to school property prior to 3:30 p.m.

Reminder: This is a privilege. Students are not entitled to this option. Schedule changes will not be made to facilitate Late Entry or Early Release. Bellbrook-Sugarcreek Schools will not provide transportation for students granted Late Entry/Early Release. Students with Late Entry/Early Release are required to sign in and/or sign out at the main office each day.

The administration maintains the right to revoke this privilege temporarily or permanently at any time for failure to meet any of the criteria listed above or for any violation of the rules, regulations, and Code of Conduct for Bellbrook High School. Students whose privileges are revoked will be placed in a study hall.

GRADING AND PROMOTION POLICIES

GRADING SYSTEM

Grade Cards are distributed quarterly. Course credit is assigned upon completion of the course. Credit for semester classes will be assigned at semester end. Credit for classes that span both semesters will be assigned at the end of the year. Credit may not be awarded for any course that is not completed.

BHS GRADING SCALE

A+	97.5-100	A	92.5-97.4	A-	89.5-92.4		
B+	87.5-89.4	B	82.5-87.4	B-	79.5-82.4		
C+	77.5-79.4	C	72.5-77.4	C-	69.5-72.4		
D+	67.5-69.4	D	62.5-67.4	D-	59.5-62.4		
F	Below 59.4	I	Incomplete	P	Pass	WD	Withdraw

GRADING INFORMATION:

1. Semester points: use point value of letter grade for each 9 weeks, add 1st and 2nd nine weeks points, double, then add exam and divide by five.

2. Year points: use point value of letter grade for each 9 weeks, add 1st, 2nd, 3rd, 4th nine weeks points, double, add both exams and divide by 10.

3. Credit may not be given unless:

a. in semester courses, student attains passing grade in 2 of 3 grades (1st and 2nd nine weeks and semester exam) regardless of total points earned.

b. in year courses, student attains passing grades in 2 of 3 second semester grades (3rd and 4th nine weeks and final exam) regardless of points earned.

c. in all courses, all requirements of the course are completed regardless of points earned (requirements: such items as homework, term papers, reports, tests, exams, etc.)

GRADE POINT AVERAGE:

A student's official cumulative GPA shall be calculated using only courses that have been successfully completed, with credits and GPA points awarded solely upon full course completion. In-progress, and incomplete shall not be included in GPA or credit totals. Bellbrook High School GPA's, semester and final grades are computed on a 4-point scale using the following chart:

Letter Grade	Percentage	Point Range	Point Value
A+	97.5-100	4.00	4.00
A	92.5-97.4	3.85-4.00	4.00
A-	89.5-92.4	3.51 – 3.84	3.67
B+	87.5-89.4	3.18 – 3.50	3.33
B	82.5-87.4	2.85 – 3.17	3.00
B-	79.5-82.4	2.51 – 2.84	2.67
C+	77.5-79.4	2.18 – 2.50	2.33
C	72.5-77.4	1.85 – 2.17	2.00
C-	69.5-72.4	1.51 – 1.84	1.67
D+	67.5-69.4	1.18 – 1.50	1.33
D	62.5-67.4	0.85 – 1.17	1.00
D-	59.5-62.4	0.40 – 0.84	0.670
F	Below 59.4	0.00 – 0.39	0.000

CLASS WEIGHTING SYSTEM:

Weighted values are given to certain classes with designated grades as stated below. These weighted values will accumulate from grade 9 through 12. Post-secondary classes are weighted at Level III. **Weighted GPA is INCLUDED ON FINAL TRANSCRIPT.**

LEVEL 1 (4.0)

All other subjects NOT listed in Level 2 or Level 3

LEVEL 2 (4.5)

English 9 Honors
English 10 Honors
French 3*, 4*
Spanish 3*, 4*
Schol Alg 1
Schol Geometry
Schol Alg 2
***if not taken as college credit plus**

Schol Pre-Calculus
Schol Physics
JROTC 4
Art 4

***if not taken as college credit plus**

LEVEL 3 (5.0)

AP English Literature
AP English Language
AP PreCalculus
AP Calc AB
AP Calc BC
AP Statistics
AP Music Theory
AP Computer Science A
AP Computer Science Principles
AP Cybersecurity
AP Biology
AP Environmental Science

**** If taken as college credit plus**

AP Chemistry
AP Physics
AP US History
AP US Government
AP Psychology
Supply Chain Management**
Spanish 3**, 4**
French 3**, 4**
EDD
Medical Interventions
Biomed Innovation

**** If taken as college credit plus**

In accordance with Ohio law, career-technical education courses that meet the criteria of the Career-Technical Assurance Guide (CTAG) or the Industry Recognized Credential Transfer Assurance Guide (ITAG) shall receive weighted grades consistent with LEVEL 3.

WEIGHTED SCALE:

GRADE	4.0 SCALE	4.5 SCALE	5.0 SCALE
A	4.00	4.50	5.00
A-	3.67	4.17	4.67
B+	3.33	3.83	4.33
B	3.00	3.50	4.00
B-	2.67	3.17	3.67
C+	2.33	2.83	3.33
C	2.00	2.50	3.00
C-	1.67	1.67	1.67
D+	1.33	1.33	1.33
D	1.00	1.00	1.00
D-	0.67	0.67	0.67
F	0.00	0.00	0.00

GRADUATION REQUIREMENTS

In order to graduate from Bellbrook High School, the student must fulfill ALL credit and course requirements and meet the requirements of *Ohio's End of Course Exams or Alternate Pathway.* Ohio Graduation Requirements See Bellbrook Graduation Plan Form

BELLBROOK ADVANCED DIPLOMA

In order to earn the Bellbrook High School Advanced Diploma, students must earn a minimum of 24 credits and meet the following requirements:

English	4 credits
Math	4 credits
Social Studies	3 credits
Science	3 credits
Health (1 Course)	.5 credit
PE (2 courses)	.5 credit
Fine Arts	1 credit
Personal Finance	.5 credit
Electives	7.5 credits

BELLBROOK STANDARD DIPLOMA

In order to earn the Bellbrook High School Standard Diploma, students must earn a minimum of 22 credits and meet the following requirements:

English	4 credits
Math	4 credits
Social Studies	3 credits
Science	3 credits
Health (1 course)	.5 credit
PE (2 courses)	.5 credit
Fine Arts	1 credit
Personal Finance	.5 credit
Electives	5.5 credits

Credit is only earned at the successful completion of a semester course or year-long course. Partial credit will not be granted for year-long courses.

➽ No more than one summer school credit may be earned per year. No more than one correspondence course may be earned for high school credit. Any request to exceed these guidelines will require administrative approval.

Graduation with Honors

The following procedures will be used to determine Valedictorian/Salutatorian status: the graduating senior with the highest cumulative weighted GPA shall be designated as the Valedictorian. The graduating senior with the second highest cumulative weighted GPA shall be designated as the Salutatorian.To be eligible for Valedictorian or Salutatorian recognition, a student must qualify for the Bellbrook High School Advanced Diploma and have been enrolled and attended Bellbrook High School during their 5th, 6th, 7th, and 8th semesters. Because of Bellbrook High School's strong academic standards and competitive environment, the school does not publicly rank its students. Valedictorian and Salutatorian awards are determined by a student's cumulative weighted GPA (calculated to the 3rd decimal point) at the end of their seventh semester, which includes progress points (ie. Q1, Q2, S1 Exam will be calculated into the GPA) for year-long courses. Official grades/records will not be in place for graduation. If there is a tie, there will be Co-Valedictorian and/or Co-Salutatorian. If official grades on the final transcript after the eighth semester qualify an additional student for either of these top honors, a Co-Valedictorian or Co-Salutatorian will also be named. Separately, up to five Students of Merit may be recognized for county and local awards. These honors are also based on the students'

with the highest cumulative weighted GPA after their seventh semester, including progress points (ie. Q1, Q2, S1 Exam will be calculated into the GPA) for year-long courses.

Students can also earn senior recognition for their academic achievements through the Latin Honors System. The level of honor is based on their cumulative weighted GPA at the end of the 7th semester including progress points (ie. Q1, Q2, S1 Exam will be calculated into the GPA) . Students at Bellbrook High School will receive an academic classification of Summa Cum Laude (4.10+), Magna Cum Laude (3.8-4.09), or Cum Laude (3.50-3.79)

DIPLOMA OF HONORS GUIDELINES

High school students can gain state recognition for exceeding Ohio's graduation requirements through an Honors Diploma. High-level coursework, college and career readiness tests and real-world experiences challenge students.

There are 6 honors diploma options available. Students should look at ODE's link, https://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Contacts-and-Resources/Honors-Diplomas for the remaining requirements. Below is the criteria for the Academic Honors diploma.

Students must meet **all but one** of the criteria. Each of these criteria go beyond the standard requirements for a diploma. Students must meet general graduation requirements and complete the requirements outlined below to qualify for an honors diploma. Students may replace one requirement of either 4, 5 or 6 with a "Student Strength Demonstration."

ACADEMIC HONORS DIPLOMA

Requirements	State Minimum
1. Math	Fourth math must be > Algebra 2
2. Science	One additional unit Advanced Science
3. Social Studies	One additional unit Social Studies
4. World Languages	Three sequential units of one world language, or no less than 2 sequential units of two world languages studied
5. GPA	3.5 on a 4.0 scale
6. ACT/SAT	ACT: score of 27 or higher, SAT: score of 1280 or higher
7. Seal Requirement	Earn two additional diploma seals, not including Honors Diploma Seal
8. Experiential Learning	Field Experience, Ohio Means Jobs Readiness Seal*, Portfolio, or Work-Based Learning

*Students can use OMJ Readiness Seal in 2 additional seal requirements if it is not used in Experiential Learning.

Student Strength Demonstration Replacement

Students can use the Student Strength Demonstration to replace one of either the **ACT/SAT, GPA *or* World Language** requirement for any Honors Diploma. The Student Strength Demonstration options are listed below. The same options exist for each of the six honors diplomas* but, where relevant, should reflect coursework or experiences relevant to the theme of the Diploma. For example, a student earning the Academic Honors Diploma and using the College Credit Plus option to replace another requirement for the diploma should have College Credit Plus courses relevant to the Academic Honors diploma.

OPTIONS:

College Credit Plus: 12 total College Credit Plus credit hours

Advanced Placement: three courses with score of 3 or higher on AP tests

Career-Technical Assurance Guide (CTAG): 12 total credits

Apprenticeship/Pre-Apprenticeship: Completion or Evidence of Acceptance if required to be older than 18

WorkKeys: Score of 6 or higher on all tests (*void for Career-Tech Honors Diploma)

Armed Services Vocational Battery: Score of 50 or above on the ASVAB

Work-Based Learning: 250 total hours of work-based learning

HONOR ROLL REQUIREMENTS

A three-tiered Honor Roll is published each grading period based upon the following:

1. Highest Honors (4.0 GPA
2. Honors (3.5+ GPA
3. Honorable Mention (3.0+ GPA)

EXAMS

Exams will be administered at the conclusion of each semester. Exams will be worth 20% of the grade for the semester. A schedule will be provided for students prior to the administering of the tests. Each semester, all students will be awarded one exam exemption that they may use in a single class where they have earned an "A" or "A+" in each quarter of the semester. **No "A-" in any quarter in a semester.** Students may not exempt the same exam both semesters. *Students may not use an exam exemption in an AP class 1st semester.* Students are expected to take their exams on the day and during the period that the exam is scheduled. Exam exemptions apply to BHS courses only, not College Credit Plus courses.

Students will lose the privilege of their exam exemptions under the following conditions:

☐ A student receives office discipline of: 3+ detentions, a Saturday School, in-school studies, or out-of-school suspension during the semester.

☐ A student has reached the threshold of Chronically Absent or Habitually Truant.

Semester 2 Exams

At the end of the 2nd semester, AP teachers may allow students to exempt the final exam if they have taken the AP exam for that course.

At the end of the 2nd semester, departments may permit students currently taking Algebra I, Geometry, and ELA 2, to exempt their final exam in those respective courses due to extended standardized testing (including MAP, Benchmark Testing, and state end of course testing). This is in addition to their one exam exemption. **Students who fail the 3rd or 4th quarter in one of these classes are required to take and pass the final exam in order to earn credit.** A student may choose to take an exam in a class to improve their grade.

2nd Semester Seniors who earn an "B+" or higher third quarter and earn an "B+" or higher fourth quarter, will be eligible to exempt any final exams for which they meet exemption guidelines.

COLLEGE CREDIT PLUS

SEE BELLBROOK HIGH SCHOOL COURSE GUIDE FOR CCP INFORMATION

CREDIT FLEXIBILITY
SEE BELLBROOK HIGH SCHOOL COURSE GUIDE FOR INFORMATION ON CREDIT FLEXIBILITY

SUMMER SCHOOL/CREDIT RECOVERY
A limited number of summer school courses may be offered at BHS. Students may attend other school districts' summer school for remediation credit only with the prior written approval of an administrator. Summer school tuition and transportation are the responsibility of the students/parents. A student's summer school is subject to administrative review.

PHYSICAL EDUCATION WAIVER OPTION
The PE waiver is available to students (grades 9-12) participating in Bellbrook High School Interscholastic Sports, Cheerleading, the Marching Band/Flag Corp, and JROTC daily participation paralleling an official sport season must be successfully completed and approved by each respective coach/director. *The waiver is NOT retroactive.*

Qualifying Bellbrook High School Activities:

Baseball Basketball Bowling Cheerleading/Comp Cross Country	Football Golf JROTC Lacrosse	Marching Band & Color Guard Soccer Softball Swimming/Dive	Tennis Track and Field Volleyball Wrestling

To qualify for the Physical Education Waiver, a student must complete two full-seasons in one or more qualifying activities. Once successfully completed, the two Physical Education classes (1/4 credit each) required to meet BHS graduation requirement will be waived. Additionally:

1. A student cannot mix one PE class with one activity to meet the BHS graduation requirement. A student must successfully complete two activities or successfully complete two PE classes to meet the graduation requirements.
2. No credit is earned toward graduation requirements for participation in the activities. Students opting for the PE waiver will be required to fulfill the minimum 24 credits for graduation by successfully completing another class offering.
3. The PE waiver does NOT include Health. All students are required to successfully complete Health class to meet the graduation requirements.

For a season to be considered complete, a student must physically participate (practice, participate in competition) in a minimum of 70% of the season. A student who is injured but has met the 70% threshold must attend practices, meetings, and games throughout the remainder of the season in order to qualify for a waiver. A student who quits or is dismissed from the team is ineligible to earn the physical education waiver for the season in question. This includes dismissal for academic ineligibility as well as violating team, athletic department, or school rules. (All physical education waivers are subject to administrative review.)

PROGRESS BOOK
Students and their parents can access their grades online at https://parent.mveca.org or on the district's web site www.sugarcreek.k12.oh.us.

REPORT CARDS
Bellbrook-Sugarcreek Schools will provide a hard copy of the report cards for students in grades K-5. Parents may access online report cards via Progress Book for students in grades K-12. If you need assistance to access your child's account, or do not have computer access, please contact the school. The purpose of the report is to improve parent/teacher

communication and to inform the parent of specific classroom problems. Parents wishing to arrange a conference with a teacher should contact the teacher by phone or email.

GENERAL INFORMATION

ACCEPTABLE USE POLICY WITH TECHNOLOGY
Click on this link to see the district policy: Acceptable Use Policy

ANNUAL NOTIFICATION: Rights Pertaining to Student Records

The School District maintains many student records including both directory information and confidential information.

Directory information includes: a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found on the district website.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, their parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

A. political affiliations or beliefs of the student or the student's parents;
B. mental or psychological problems of the student or the student's family;
C. sex behavior or attitudes;
D. illegal, anti-social, self-incriminating or demeaning behavior;
E. critical appraisals of other individuals with whom respondents have close family relationships;
F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
G. religious practices, affiliations, or beliefs of the student or his/her parents; or
H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the building principal to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

BUS TRANSPORTATION (937-848-4029)

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

- Students not sitting properly on a seat will receive three (3) warnings before a formal write-up.
- Students must stay seated until the bus is at a complete stop and the airbrake is on. Three (3) warnings before a formal write-up.
- Students must be respectful of drivers at all times. First offense will result in a formal write-up. The Building Principal will be notified. Parents will be called or notified.
- Students not at their assigned "safe spot" before the bus arrives and after drop off will result in formal write-up. A parent will be notified.
- Students attempting to board another bus without proper permission and paperwork will result in formal write-up and sent to the authorized bus. The Building Principal and parents will be notified. To ride another bus, students must submit a request to the transportation office 72 hours in advance.
- Verbal altercation or foul language will result in an immediate formal write-up and one (1) day suspension of bus privileges. The Building Principal will be contacted for any further discipline.
- Physical altercation or touching someone in an unkind way will result in an immediate formal write-up and at least three (3) days suspension of bus privileges. The Building Principal will be contacted for any further discipline. Parents will be notified.
- Any act of vandalism, marking or destroying any part of a bus will result in a formal write-up. Parents will be billed for replacement or repair. The Building Principal will be contacted for any further discipline.
- Throwing of any object inside or out of the bus window will result in formal write-up and possible suspension of bus privileges. Principal and parents will be notified.
- Possession or use of tobacco, drugs, or alcohol will result in immediate suspension of bus privileges and referral to the Building Principal and Superintendent for further discipline. Parents will be notified.
- Carrying of weapons will result in immediate suspension of bus privileges and referral to Building Principal and Superintendent for further discipline. Parents will be notified.
- Eating and drinking will not be permitted on the bus unless medically necessary and permission given from the Transportation Supervisor.Bellbrook schools reserve the right to deny transportation to students who create an unsafe environment on the buses.

- The use of any device to record unauthorized photos, videos, or audio is strictly prohibited on the bus.

COMMUNICATIONS

Teachers, administrators, counselors, and other staff will communicate with parents via email, ParentSquare app, or by phone. Please keep contact information current in Final Forms. Also, be sure to follow the district on social media.

DANCES

The following policies and expectations have been developed jointly by student leadership and BHS Administration in order to promote a healthy, safe, and enjoyable experience for all students. The policies and guidelines listed below will be in place for all dances at, or sponsored by, Bellbrook High School.

- No inappropriate groping, grinding or touching.
- Students must remain face to face.
- No bending over or straddling legs. (Students must remain upright.)
- Couples must maintain one arm's length distance from other couples.
- No overt/prolonged public displays of affection
- Students may not leave a dance and return

Any student or guest of a BHS student violating these guidelines may be asked to leave the dance and may be banned from future dances. There will be no refunds. The BHS code of conduct is in effect at all school dances.

DRIVING/PARKING (STUDENT)

Driving to school is a privilege, which can be denied if the driver does not assume proper responsibility. Students must submit a parking application form and parking fee to receive a permit to park on school grounds. Students who do not comply with driving/parking regulations may be disciplined, forfeit their parking fee/pass and have their vehicle towed, at their expense, from the school grounds. Once a student parks their vehicle in the parking lot, they must leave their vehicle. Students are not to be in their vehicle at any time except when coming to or leaving school. Vehicles parked on school grounds may be searched. It is highly recommended that vehicles remain locked at all times.

Parking permits

Parking Permit Application forms will be available online and in the HS office. Applications must be signed by the student and parent. Students will only be issued one (1) permit for the school year. If the parking permit is lost or stolen, students will be required to purchase another permit ($5). The permit can be used only by the student to whom it is issued. Parking permits must be displayed prominently and must be visible through the front windshield of the vehicle. Permits may be revoked if not properly displayed. Parking permits are $50 per year for all locations. Payment must be received before a permit will be issued. There is no other student parking available or allowed on school property.

Parking/Driving regulations

Driving to Bellbrook High School is a privilege which can be denied if proper responsibility is not assumed by the driver.

- Students are not permitted to drive behind the school building at any time. Violations of this rule WILL result in the loss of parking permit and additional discipline.
- Student parking is by permit only. Parking spaces will be assigned. Students are expected to park within designated lines of parking spaces. Do not occupy more than one space.
- Vehicles must be parked and locked upon arrival at school.
- Students are not permitted to loiter in vehicles, or parking lots, before, during, or after school.
- Students are not permitted to return to their vehicles during the day unless they have a pass from an administrator.
- Students should not leave anything valuable in their vehicles. The school is not responsible for the theft of or

damage to personal property in the parking lot.

- Students are expected to drive safely and courteously and follow all state and local driving regulations. Cars should not exceed 10 mph in the parking lots. Students must wear seatbelts when operating a vehicle or riding as a passenger. The student issued the permit is responsible for the safety and conduct of their passengers. Unsafe operation of a vehicle WILL result in the loss of parking permit.
- Students may not have, in any vehicle parked on school property, any alcohol, drugs, tobacco products, weapons, knives, or other items which students are prohibited from having on school property.
- Vehicles are subject to search by school officials at any time.

Revocation of Parking Permit

Students who do not comply with driving/parking regulations will be subject to disciplinary action, including, but not limited to, revocation of their parking permit, and may have their vehicle immobilized (booted) or towed at owner's expense. Permits may be revoked if the car is used to violate school rules (i.e. leaving school property during the school day). No warnings will be issued. Driving to school is a privilege. There is no appeal if your permit is suspended or revoked.

ELEVATORS

The elevator is "off limits" to the student body. These are for the physically handicapped or injured students, or for moving equipment. Students must have approval for use of the elevator.

EMERGENCY CLOSING OR DELAYS

Emergency closings or delays are reported to Dayton area radio and television stations as soon as possible (listed as Bellbrook/Sugarcreek Schools). Families SHOULD also sign up to be notified via the ParentSquare app. In the event of a delay, students are not to arrive at school before the delayed starting time. Generally, no one is available to answer the school phone during closings or delays.

ENROLLMENT/WITHDRAWAL PROCEDURES

ENROLLMENT

New students under the age of 18 must be enrolled by their parent or legal guardian. To register a new student, parents should view procedures on the district website. When enrolling, parents must provide copies of the following:

- a birth certificate or similar document
- court papers allocating parental rights and responsibilities, or custody (if appropriate)
- proof of residency
- proof of immunizations (see page 30 for more information)

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The building guidance counselor will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying

admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

FOREIGN EXCHANGE STUDENTS

In accordance with U.S. Immigration & Naturalization laws, all foreign exchange students with F-1 visas must pay tuition to attend public school in the United States. A limited number of foreign exchange students (2), based on enrollment, may be accepted at BHS per school year. Preference will be given to applicants: 1) with English reading, writing and speaking proficiency and 2) whose host family have students currently enrolled at BHS. No student will be accepted nor enrolled without a complete transcript and proper enrollment documents. Applicants must be of appropriate high school age and not have graduated prior to attending BHS. Only students who meet BHS graduation requirements are eligible to receive a BHS Diploma.

CHANGES OF ADDRESS

All changes of enrollment information must be reported to the school office immediately and changed in Final Forms. This includes, but is not limited to: name, address, phone, email address, health status, emergency contacts, guardianship, and custody or other court orders. Failure to do so may result in withdrawal procedures.

WITHDRAWAL/TRANSFER FROM SCHOOL

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of their parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if they are under the age of 18. All outstanding school fees must be paid before records are released.

EXTRACURRICULAR ACADEMIC ELIGIBILITY

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

Criteria for eligibility in grades 7-12 includes:

2.0 GPA derived from the previous quarter grades. Students with a 1.5 or above and below a 2.0 GPA from the previous quarter may participate on probation but must attend a twice-weekly study table as scheduled by the athletic/counseling department. The duration of the attendance at the study table will be for the entire quarter of participation. At the end of the probationary quarter, the student will return to full eligibility status with a 2.0 GPA. Students will not be eligible for a probationary quarter if they were on probation or ineligible the previous quarter.

Students will be eligible if they pass five (5) 1 credit classes in a quarter and have met the GPA requirements.

Student Activities that fall under this policy:

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

EXTRACURRICULAR and CO-CURRICULAR CODE OF CONDUCT

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

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

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

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

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

GENERAL CODE GUIDELINES

- All students, grades 6-12 involved in co/extra-curricular activities, will be considered “participants” and bound by the Code of Conduct. No student shall be allowed to participate in any school activity (ex. game, match, contest) with a group/team until the Code of Conduct has been signed by the parent/guardian and the student and returned to the coach/advisor. Code of Conduct violations are accumulated at the middle school level (grades 6-8) and again during high school (grades 9-12). Middle school accumulation ends and high school accumulation begins with promotion from the eighth grade. Consequences earned during middle school (8th grade) will be carried over to the beginning of high school (9th grade) until all requirements have been fulfilled.
- Student-athletes are expected to be in attendance a minimum of three-fourths of the regular school day to be

eligible to practice or participate in a contest that day (6/8 periods, 3/4 block periods). Student-athletes who have already exceeded the threshold for excessive absence and/or habitual truancy, and are absent for one-fourth of the regular school day, or less, must produce official documentation to be eligible to practice or participate in a contest that day. Any exceptions to this rule require the permission of the building principal or the student activities director.

- With prior approval by the building principal or the student activities director, as may be appropriate, additional standards and rules may be established in writing by the activity advisor or coach and become effective when given to each participant. The standards or rules shall be a part of the Code of Conduct for that activity.
- All students involved in co/extra-curricular activities must meet all grade requirements as mandated by the Bellbrook-Sugarcreek Local Board of Education and by the OHSAA, if applicable, to the activity. Failure to meet grade requirements shall not be an infraction of the Code of Conduct but shall result in suspension of participating in the activity until grade requirements are met and OHSAA rules, if applicable, have been followed.

INFRACTION AND REINSTATEMENT PROCEDURE

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

- Any principal or other school district employee (i.e. teacher, teacher aide, secretary, coach, custodian, bus driver, maintenance personnel, security personnel) adult chaperone, any student, or other advisor regarding an infraction during the school day, on school grounds, or during school-related activities; or
- Any principal, faculty member or advisor/coach or any law enforcement officer or agency at any time. Local law enforcement agencies may share information with school officials, when applicable, in an effort to promote a lifestyle among students that is tobacco, alcohol, and other drug free. Criminal conviction is not a requirement for enforcement of the Code of Conduct.

If it is determined that an infraction has occurred, the participant, the participant's parents/guardians, and the participant's coaches/advisors will be notified. The Co/extra-curricular Code of Conduct is in addition to any other policy, rule, or regulation of Bellbrook-Sugarcreek Schools. Violations of the Student Code of Conduct that result in suspension from school may also affect extra/co-curricular participation.

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

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

SELF REFERRAL PROCESS

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

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

CONSEQUENCES OF INFRACTIONS TO THE CODE

First Offense:

- Suspension from participating in all co-curricular and extracurricular activities for 25% of regular season contests/events from date notified by the Student Activities Director or Building Administrator. In all events, the Student Activities Director or Building Administrator shall have the final authority to decide what sport, activity, or organization the consequences shall apply.
- The participant will not participate in the next contest/event after determining an infraction has occurred and will be removed from any leadership role (ie. officer, captain) for the remainder of the year or sport season.
- In order to be reinstated after the suspension, the student and the parent/guardian must have complied with the following:
    - student must complete a tobacco, drug, and/or alcohol assessment if the infraction involved tobacco, drugs, and/or alcohol. The assessment is at student/family expense. The student must follow any suggestions/recommendations made by the assessor.
    - The student must have completed one half of the ten (10) hours of community service (assigned by the building principal or their designee) prior to returning to competition. Community Service must be completed in its entirety within 30 days of the date notified by the Student Activities Director or Building Principal.
    - The student must agree to complete an educational class/counseling related to correcting behavior that caused the suspension. This must consist of three (3) one-hour sessions with a school-approved counselor. Failure to complete such classes or counseling within 90 days shall itself be considered a violation of this Code of Conduct.

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

Second Offense:

- Suspension from participating in all co-curricular and extracurricular activities for 50% of regular season contests/events from date notified by the Student Activities Director or Building Administrator.The Student Activities Director or Building Administrator shall have the final authority to decide what sport, activity, or organization the consequences shall apply.
- The participant will not participate in the next contest/event after determining an infraction has occurred and will be removed from any leadership role (ie. officer, captain) for the remainder of the year or sport season.
- In order to be reinstated after the suspension, the student and the parent/guardian must have complied with the following:

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

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

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

FIELD TRIPS/ASSEMBLIES
Field trips and assemblies may be held with the aid of donated funding during the year. These may be professional or student-prepared presentations. Students are to use courteous group manners. Displaying positive reactions to the presenters is expected. Behavior during classes and at field trips/assemblies determines the individual student's privileges to attend future field trips/assemblies. If the student's permission slip to attend field trips/assemblies/movies is not returned on time, the student will not be permitted to participate in the activity. All students are expected to ride the bus to and from school. If a student goes to and/or leaves a field trip with the parent, the parent will sign their child out. No child will be permitted to leave from a field trip with an adult who is not their parent. No siblings are permitted to attend field trips. Students attending a Field Trip for a class in which they are not enrolled in will be counted as an unexcused absence.

FOOD AND DRINK
Food and drink are to be consumed only in the designated areas. No food or drink other than water is to be taken into classrooms unless given permission by the teacher.

GREENE COUNTY AND CAREER CENTER
The GCCC is the vocational/technical school for students in Greene County. It is located at the intersection of State Route 68 and State Route 35 in Xenia, OH. Students attending GCCC from Bellbrook are BHS students and must meet BHS graduation requirements. Programs are available primarily for Juniors and Seniors; however, a few programs do permit Sophomores to enroll. For more information, check with BHS counselors.

HALL PASSES
Students are not permitted to be out in the hallways during class period times unless they have a hall pass.

HARASSMENT/BULLYING/CYBERBULLYING
Harassment, intimidation, or bullying toward a student for any reason, including their sexual orientation, gender identity, or membership in any other population or group whether by other students, staff, or third parties is strictly prohibited and

will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the School District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

Definitions

Harassment, intimidation, or bullying means:

A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

General

Any student or student's parent/guardian who believes s/he has been or is the victim of harassment, intimidation, or bullying should immediately report the situation to the principal, assistant principal, or the counselor/teacher. The student or student’s parent/guardian may also report concerns to teachers and other school staff who will be responsible for notifying the principal or assistant principal. Complaints against the building principal should be submitted to the Superintendent. Complaints against the Superintendent should be submitted to the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be harassment, intimidation or bullying directed toward a student. Reports may be made to those identified above. All complaints about harassment, intimidation, or bullying shall be promptly investigated. If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying, the principal or designee believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the principal or designee will report the act of harassment, intimidation or bullying to one of the Anti- Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti- Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment, intimidation, or bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint

is substantiated. Suspected retaliation should be reported in the same manner as harassment, intimidation, or bullying. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been harassment, intimidation, or bullying, regardless of whether it fits a particular definition, s/he should report it and allow the Administration to determine the appropriate course of action.

The School District shall implement intervention strategies to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

When the identity of the complainant is known, the complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the principal or designee shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the principal or designee shall notify the custodial parent/guardian of the perpetrator of that finding.

HEALTH SERVICES

The goal of school health service in Bellbrook-Sugarcreek Schools is to promote an understanding of positive health practices with the desired outcome of maintaining and improving the state of health in the school community. This goal will be accomplished through a program of providing minor emergency care, monitoring contagious diseases, identifying health needs through screening programs, enforcement of state rules and regulations regarding immunizations and providing current information about diseases, illnesses and health practices.

Health Clinic

A nurse is assigned to each building. The school nurse is available for consultations and handles any medical emergency that may occur during school hours. Please consult your school nurse should your child have medical/medication needs during the school day. The office staff and the nurse work closely together to manage all student medical needs. Students will be sent to the clinic for first aid and assessment of illness/injury by the nurse. After assessment of illness/injury, the student will return to class as soon as able. If they are unable to return to class, the parent/guardian will be notified by the nurse or a member of the office staff. The office staff assists the nurse if she is working in another building or completing necessary nursing tasks throughout the building.

Bellbrook-Sugarcreek Schools has partnered with SchoolCare for the documentation of health services. Parents can download an app and there is a parent opt-in option, where parents can see their student's visits to the clinic and case management services. SchoolCare will also help parents with access to care if needed. SchoolCare is FERPA and HIPAA Compliant.

All forms will be completed in FinalForms. It is imperative that parents provide current phone numbers throughout the school year in case of illness or emergency.

Communicable Diseases

- Emphasis on perfect attendance frequently encourages students to be in school when potentially contagious to others. Please take into consideration the following conditions that may require a student to be excluded from school:
- Fever (elevated oral temperature of 100.4 degrees or above) – readmitted after temperature is normal for 24-hour period of time, without fever reducing medications (such as Tylenol or Advil).
- Upper respiratory symptoms with coughing, green/yellow nasal discharge, or body aches, may indicate the flu or an infection, especially if accompanied with a fever.
- Vomiting and diarrhea may also be signs of a communicable disease, especially with multiple episodes. Students should be excluded from school until symptom free for a 24-hour period.
- Conjunctivitis (pink eye) – readmitted after treatment for 24-hours with antibiotic eye medication and/or no evidence of discharge in the eye unless determined to be allergic conjunctivitis.
- Suspicious skin eruptions, intense itching, and/or rashes of undetermined origin.
- Head lice until initial treatment is completed and all live lice are removed from hair and/or by the discretion of the school nurse.

Please report your student's specific contagious illness to the office personnel in order to monitor potential exposures within the classroom and to provide accurate information on reports to Greene County Combined Health District. Please let the school know of any changes in your student's medical condition.

Health Screenings

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

- Vision: School-aged children shall be screened at six grade levels–K, 1, 3, 5, 7 and 9. Students may be screened in additional grade levels as needed or requested.
- Color Deficiency (K boys only)
- Hearing: School-aged children shall be screened at seven grade levels–K, 1, 3, 5, 7, 9 and 11. Students may be screened in additional grade levels as needed or requested.
- Postural (Scoliosis or Kyphosis): Grades 6, 7 and 8.

Immunizations

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

- Diphtheria, Tetanus, Pertussis: Four (4) or more of DTaP or DT or any combination · Tdap: Grades 7-12 only – one (1) dose of Tdap vaccine booster
- Polio: Three (3) or more doses of Polio (IPV or OPV) or four (4) doses if combination of IPV and OPV received
- MMR: Two (2) doses of measles, Mumps and rubella (MMR)
- Hepatitis B: Three (3) doses of Hepatitis B (HBV)
- Varicella: Two (2) doses of Varicella vaccine for grades K-7 and one (1) dose required for students in grades 8-11.
- Meningococcal (MCV4): One (1) dose required for grades 7-8; two (2) doses of MCV4 for grade 12 unless 1st dose given on or after the 16th birthday

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

Emergency Medical Authorization

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed within the FinalForms account in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. If parents do not complete FinalForms, this may jeopardize a student's educational program.

Policy for Administering Medications

The policy concerning administering medication to students is a requirement of State law. Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. If possible, all prescribed and non-prescribed medications are to be given by the parent at home. If it is necessary to dispense any medication during regularly scheduled school hours and/or school-sponsored activities, it will be done in accordance with the following procedures:

1. The appropriate person(s) appointed by the building principal will supervise the secure and proper storage and dispensing of medications. A prescribed drug must be received at the school office, in person, from the parent /guardian in the container in which it was dispensed by the licensed health professional.
2. Written permission must be received from the parent or guardian of the student, requesting that the school district comply with the licensed health professional's order. (parent/guardian should file Form: CO 0880-1 at the school office.)
3. The person(s) designated by the principal must receive and retain a statement complying with Ohio Revised Code and is signed by the licensed health professional who prescribes the drug. (Form: CO-0880-1)
4. If any of the information originally provided by the licensed health professional changes. A new form CO-0880-1 must be placed on file. Plus, a new one is to be filed for each school year.
5. No person who is authorized to dispense a prescribed drug and who has a copy of the most recent licensed health professional's statement would be liable in civil damages for administering or failure to administer the drug, unless he/she acted in a manner that would constitute "gross negligence or wanton or reckless misconduct."
6. No school person employed by the Board of Education will be required to administer a drug to a student except pursuant to requirements established under this policy. The Board of Education shall not require an employee to administer a drug to a student if the employee objects on the basis of religious convictions to administer the drug. (Legal References: O.R.C. Sections 3313.711, 3313.712, 3313.713, 4729.01)
7. Only in special circumstances as determined by the physician and parents, students may carry certain emergency medications such as an Epi-pen, rescue inhaler or Glucagon on their person. However, parents should also provide the school clinic a back-up in the event that the medication is misplaced, left at home or the student requires an additional dose. Form CO-0900, Authorization for Student Possession and Use of Medications, must be completed by physician and parent.
8. Cough drops are permitted. For safety reasons, please notify the classroom teacher and the school nurse if your child needs cough drops. Parent/guardian may provide your child with their own cough drops or non-mentholated/pectin lozenges are available in the health clinic.
9. The Board of Education recognizes that at times students may benefit from parent-recommended over-the-counter (OTC) medications for symptomatic treatment of minor illness, allergy or pain. Under this policy, administration of OTC medication(s) may be allowed, with parental consent only. Form: CO-0870 Authorization for Administration of Non-Prescription/Over-the-Counter (OTC) Medication must be completed and submitted by parent/guardian to administration of medication. The OTC medication form is available in FinalForms and can be updated at any time.

HOMEROOM
Students are not permitted to leave their homeroom classes unless they have a signed pass. This pass should be obtained from the teacher prior to the arrival to homeroom class. If the student does not have a pass, they will not be permitted to leave the homeroom unless it is to go to the restroom.

LOCKERS
The school assumes **no responsibility** for the loss of items kept in lockers. Lockers are the property of the school district. Lockers, and all contents, may be opened and inspected by school personnel at any time. Therefore, students should assume no expectation of privacy with regard to lockers. The student assigned to the locker is responsible for any item found in that locker. Locker doors should be kept shut and locked. Students are to use only the locker assigned to them by the school. Students are permitted to carry book bags.

LOST AND FOUND
Students who have lost items should check with the office or the Lost and Found area and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

LUNCH
Lunch is available for purchase each day. Sodexo is our food service provider. Students are not permitted to purchase food if there is a negative balance in their food account. Payments can be made to the student's lunch account via the district website or by sending in money. Free/Reduced lunch request forms are available on the district website. Students are expected to eat at school in the areas designated. Students are not permitted to call in orders for food to be delivered. There shall be no carry-in lunches from restaurants (including delivery services and apps, etc.) Students are expected to remain in their assigned areas during lunch. They are not to remove items from the food counter without paying for them. Students are expected to clean up after themselves.

NATIONAL HONOR SOCIETY
The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. These characteristics have been associated with membership in the organization since its beginning in 1921. It is important to understand that chapter membership not only recognizes students for their past accomplishments, but challenges them to develop further through active involvement in school activities and community service.

Membership is awarded by a vote of a faculty council, appointed by the principal, representing the faculty as a whole. Membership is "an honor bestowed upon a select group of students by the faculty council … " in accordance with the National Honor Society Constitution, and is not a right accorded the academically eligible student. Membership in the National Honor Society is an award from the Bellbrook High School faculty and, as any award, is a privilege and not a right of any student. You can find the NHS bylaws here.

MESSAGES AND DELIVERIES
Messages and deliveries from home MUST be left in the school office. Students will be called out of class only in an emergency. Students will be permitted to use the school office telephone for emergencies only. This helps children to learn to plan ahead and keeps phones available for school business.

NCAA CLEARINGHOUSE
Many college athletic programs are regulated by the National Collegiate Athletic Association (NCAA). The NCAA establishes rules on eligibility, recruiting, and financial aid. The three membership divisions of the NCAA are: Division I,

II, & III; based upon the size and scope of the athletic programs. Students planning to enroll in college and play athletics must make application to, and be certified by, the NCAA Initial Eligibility Clearinghouse. The Clearinghouse ensures consistent application of the NCAA requirements and eligibility which includes: high school graduation, college admission test scores, academic core course work, and grade point average based upon the core courses. Clearinghouse information may be obtained from the guidance counselors.

PUBLICATIONS (STUDENT)
All student publications require administrative approval prior to distribution.

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

SAFETY/DISASTER DRILLS
Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, they must notify a staff person immediately. Fire, tornado and disaster drills are conducted in accordance with state law. An evacuation plan is posted in each room. Students should become familiar with the plan and drill procedures. Students are expected to be orderly, move in a safe/timely manner, and cooperate with all instructions being given.

SCHOOL PICTURES
Individual student photos are taken by the school photographer. Students and parents will be notified of the scheduled day for those photos to be taken. A make-up/retake date will be given as well. These photos will be available for purchase. Students and parents will be provided information to order school yearbooks.

SCHOOL RESOURCE OFFICER
A Sugarcreek Twp. Police Officer is on the premises of BHS daily. The officer gives classroom lectures, is a resource for legal issues, and provides additional security.

SECURITY MONITORS
In an effort to insure the safety and security of our campus we will use all available methods including cameras and video equipment. The purpose of this equipment is to assist the school in providing a safe and secure environment for its students, staff and general public. The school reserves the right to use recorded images in the investigation, and prosecution of violations of the BHS Code of Conduct and/or the Ohio Criminal Code.

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

SENIOR SKIP DAY
There is no school sanctioned senior skip day.

STUDENT ACCIDENT INSURANCE
Accident insurance is offered to the parents of all students. Forms are sent home with the student and should be returned as soon as possible. Child enrollment is voluntary and at parent expense. The school merely acts as a resource in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the insurance company.

STUDENT FEES

The Board of Education has approved the fees for the school year. The fees are based upon the quoted costs of materials and instructional supplies at the time of approval and publication of the Student-Parent Handbook. Should it become necessary to increase/reduce any of the fees, announcements will be sent home with the student. An itemized list of materials is available upon request in the office. Student fees will be collected at the beginning of the year. Checks should be made payable to Bellbrook-Sugarcreek Schools or parents may use their credit card to pay in the school office or online via the website link. For more information, see the district website. Failure to pay fines, fees, or charges may result in the withholding of grades and credits. School fees for academic purposes will be waived for students who qualify for the Free Lunch program. School fees are reduced by 50% for those students who qualify for the Reduced Lunch program.

TEXTBOOKS / CHROMEBOOKS

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

VISITORS

Parents are encouraged to make an appointment to see teachers, counselors, or administrators. All visitors must register at the Main Office immediately upon arrival. Student visitors are not permitted under normal circumstances. Requests must be made in advance to the building administration.

VOLUNTEERS

Parents and community members who volunteer to work with our staff or students, must have a Background Check that is on file with the school office. Details regarding the Background Check will be provided by each school. Volunteers must also sign in at the office and wear a badge while in the building.

STUDENT CODE OF CONDUCT

The administrators and staff of BHS expect reasonable behavior from students. School rules are designed to protect the educational process from disruption, to conduct school and activities in an orderly manner, and to ensure the safety and welfare of the students and staff. All school rules are in effect any time students are on school property, riding school buses, or in attendance at a school-related activity away from BHS. Disciplinary action, depending on the severity of the infraction may be a warning, parent notification, community service, detention, Saturday school, in-school studies, out-of-school suspension, and/or expulsion. It is the decision of the school administration after weighing the circumstances, as to which measures are taken. In some instances, the school may provide referrals to law enforcement authorities. An “emergency removal” of a student may be deemed necessary. All suspendable offenses as stated in O.R.C. 3313.66 are covered in this discipline policy. If a situation occurs that is not covered in this Student/Parent Handbook, BHS administrators will take appropriate commensurate action.

SEARCHES

Administrative officials reserve the right to search the lockers, desks, automobiles and personal belongings of a student on school grounds or at any school activity when reasonable suspicion exists for the maintenance of order, discipline and safety and in the supervision and education of students. Be advised that lockers, desks, automobiles and personal belongings are subject to search for contraband, harmful or dangerous substances. Administrators are permitted to conduct a random search of any student's locker and its contents at any time, providing proper notice has been posted in the locker areas of each building.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities and is not to be used to search individual students unless a warrant has been obtained prior to the search.

DETENTIONS

After-school detention will be assigned through the assistant principal and will run from 3:15-4:15 p.m. on Tuesdays and Thursdays. Students are expected to collect assignments from teachers prior to the assigned session. After-school detention will be supervised and all students are to follow the rules and regulations provided. Failure to do so can lead to dismissal from the after-school detention session and further disciplinary action. Detentions will be served on Tuesday and Thursday only. A detention can only be rescheduled at the request of a parent in writing or by contacting the assistant principal's office (937-848-3737) prior to the start of the following school day. A student will not be excused from detention to participate in athletic events or extra-curricular activities. There are no appeals of detentions. Failure to attend and serve in full after-school detention will result in further disciplinary action, such as additional detention, assignment to in-school studies, out-of-school suspension, and/or referral to juvenile court.

Detentions will be accumulated on a semester basis. Continued misbehavior may result in a carryover to the following semester.

- 1st to 4th detentions after-school detentions
- 5th & 6th detention 1 day In-School Studies or Sat. School
- 7th detention 2 days In-School Studies or Sat. School
- 8th detention 1 day out-of-school suspension
- 9th detention 2 days out-of-school suspension
- 10th detention 3 days out-of-school suspension and/or court action will be taken

IN SCHOOL STUDIES

Students may be assigned to In-School Studies (ISS) upon violation of the code of conduct depending on the offense. Students will be responsible for having an ample amount of assignments to complete or other work when assigned to In-School Studies. Schoolwork completed during assignment to In-School Studies will be credited to the student. There are no appeals of In-School Studies.

SATURDAY SCHOOL

Students may be assigned to Saturday School at the discretion of administration in lieu of suspension. Students assigned to Saturday School must bring school assignments or school related reading material. Failure to do so may result in the student being removed from Saturday School with additional discipline being assigned. Saturday School will be held 8-11 a.m. in the BHS cafeteria.

OUT-OF-SCHOOL SUSPENSIONS

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

PERMANENT EXCLUSION OF NON-DISABLED STUDENTS

Permanent Exclusion shall mean the student is banned forever from attending a public school in the State of Ohio. As authorized by law, the Board of Education may permanently exclude any student who has been found guilty of committing, when sixteen years of age or older, any of the following offenses while on school grounds and which are considered to be crimes when committed by an adult:

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

GENERAL GUIDELINES FOR CONSEQUENCES

Category I Each Offense—Up to 10 days suspension w/expulsion recommended. Police may be notified.
Category II 1st Offense—Up to 5 days suspension. Next Offenses—See Category I
Category III 1st Offense—Up to 3 days suspension. Next Offenses—See Category II
Category IV 1st Offense—Up to 1 day suspension Next Offenses—See Category III

Category V 1st Offense—Up to 1 detention. 2nd Offense—Up to 2 detentions. Next Offenses—See Category IV
Category VI 1st Offense—Warning. Next Offenses—See Category V

SPECIFIC CONSEQUENCES (depending upon severity)

Academic Dishonesty Any form of cheating, including plagiarism, copying the work of others, using unauthorized materials during an exam, or the unauthorized use of AI tools to complete assignments. **Depends Upon Severity. Referral to Administration.** See ACADEMIC DISHONESTY

Academic/Missing Work The failure to complete or submit assigned coursework, projects, or assessments by established deadlines. **Category V.**

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

Alcohol Use/Possession Being under the influence of, or in possession of, any alcoholic beverage on school property or during school-sanctioned activities. **Category I.** See DRUGS/ALCOHOL

Assault An intentional act that causes another person to fear immediate physical harm, or any intentional physical attack upon another person. Unlike "Fighting," which implies mutual participation, assault often involves a clear aggressor and a victim. **Category I.**

Bomb Threat/False Alarms The act of falsely reporting a fire, bomb, or other catastrophe, or intentionally triggering a fire alarm when no emergency exists. **Category I.**

Bullying Behavior Unwanted, aggressive behavior that involves a real or perceived power imbalance and is repeated over time. This includes physical, verbal, social, and cyberbullying. **Depends Upon Severity.** See HARASSMENT/BULLYING/CYBERBULLYING

Bus Referral A formal report of misconduct occurring on school-provided transportation. Students must follow the same conduct rules on the bus as they do in the classroom. **Depends Upon Severity, potential Suspension of Bus Privileges.**

Computer Usage Violation Failure to follow the school's Acceptable Use Policy (AUP). Includes accessing prohibited sites, bypassing filters, or using school technology for non-educational purposes. **Depends Upon Severity, potential loss of privileges.**

Contraband/Non-Academic Items Students are expected to bring to school only items/materials needed for classroom activity or assigned by the teacher. Items that are potentially dangerous, harmful, or disruptive are not permitted in the school and possession will result in disciplinary action. **Depends upon Severity.** See CONTRABAND/NON-ACADEMIC ITEMS

Cut Class An unauthorized absence from a specific scheduled class period while the student is present on campus for other parts of the day. **Category V.**

Damage/Misuse of School Property Any intentional or reckless act that results in the defacement, breakage, or unauthorized use of school buildings, equipment, or materials. **Category II.**

Disobedient/Disruptive Behavior Persistent refusal to follow school rules or repeated actions that significantly hinder the educational process for others. **Depends Upon Severity.**

Disruptive Conduct Behavior that interferes with the educational process or the orderly operation of the school, such as excessive noise, outbursts, or preventing others from learning. **Depends Upon Severity.**

Dress Code Failure to adhere to the school's established clothing guidelines, including attire that poses safety risks or promotes illegal substances. **Category V.** See DRESS CODE

Driving Violation Operating a motor vehicle on campus unsafely, parking in non-designated areas, or failing to register a vehicle with the main office. **Category V. Depends Upon Severity.** See DRIVING/PARKING

Drug Use/Possession The possession, use, sale, or distribution of illegal drugs, controlled substances, or drug paraphernalia, including the misuse of prescription medications. **Category I.** See DRUGS/ALCOHOL

Explosive Use/Possession The possession or use of any device containing chemical compounds or mechanical mixtures that could ignite or explode (e.g., firecrackers or smoke bombs). **Category I.** See WEAPONS AND DANGEROUS INSTRUMENTS

Failure to Attend Assigned Discipline Neglecting to report for a scheduled disciplinary consequence, such as a detention, without a prior excused absence. **Category V.**

Failure to Provide Parental/Guardian Contact after Absence/Using a Forged Note: Category IV. See ATTENDANCE PROCEDURES

Fighting/Violence Engaging in physical contact with the intent to harm another person, including hitting, kicking, or shoving, regardless of who initiated the conflict. **Category II.**

Gun Look-Alikes The possession of any object that reasonably resembles a real firearm (e.g., BB guns or airsoft guns) used in a way that causes alarm or is intended to deceive. **Category I.** See WEAPONS AND DANGEROUS INSTRUMENTS

Gun Use/Possession The possession, handling, or use of a firearm on school grounds, transportation, or at school-sponsored events. **Category I.** See WEAPONS AND DANGEROUS INSTRUMENTS

Hall Pass Violation Being in the hallways during instructional time without a valid, teacher-authorized pass, or using a pass to go to an unauthorized location. **Category V.**

Harassment/Intimidation Persistent, unwelcome conduct or communication—verbal, physical, or written—that creates a hostile environment or causes emotional distress. **Depends Upon Severity.** See HARASSMENT/BULLYING/CYBERBULLYING

Insubordination The refusal to comply with a reasonable request or directive from any school staff member. Disrespect towards staff. **Depends Upon Severity.**

Leaving School Grounds Without Permission Exiting the campus boundaries during the school day without following proper sign-out procedures or receiving administrative authorization. **Category IV.**

No Contact Violation of a formal directive to avoid all interaction (physical, verbal, or digital) with a specific individual to ensure safety or prevent conflict. **Depends Upon Severity.**

Other Any behavior not specifically listed that violates the general spirit of the code of conduct or compromises school safety.

Out of Assigned Area Being in a location on campus (e.g., the gym or parking lot) other than where a student is scheduled to be according to their timetable. **Category IV.**

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

Profanity The use of vulgar, abusive, or obscene language, gestures, or images, whether directed at an individual or used generally. **Depends Upon Severity.**

Public Display of Affection (PDA) Physical intimacy that goes beyond casual greeting and is deemed inappropriate for a professional school setting. **Category V.**

Serious Bodily Injury An incident resulting in significant physical harm requiring professional medical treatment or involving substantial risk of extreme physical pain. **Category I.**

Sleeping in Class The act of sleeping or appearing to sleep during instructional time, preventing active participation in learning. **Category V.**

Tardy to Class/School Arriving at school or a specific classroom after the designated start time without an excused note. **Category V.** See ATTENDANCE PROCEDURES

Theft Taking, carrying away, or concealing property belonging to the school or another individual without rightful consent. **Category II.**

Tobacco Use/Possession The use or possession of any tobacco products or nicotine delivery systems, including cigarettes, chewing tobacco, and vapes. **Category II.** See TOBACCO/VAPES

Truancy An intentional, unjustified, or unexcused absence from school for all or a significant portion of the school day. **Category IV.** See ATTENDANCE PROCEDURES

Unauthorized Use of Electronic Device The use of cell phones, headphones, speakers, “meta” glasses, smart watches, or other personal electronics without explicit permission. **Category IV.** See PERSONAL ELECTRONIC DEVICES

Unwelcome Sexual Conduct Any unwelcome behavior of a sexual nature, including physical contact or verbal comments, that creates a hostile environment. **Category I.**

Vandalism The willful or malicious destruction, damage, or defacement of school property or the personal property of others. **Category II.**

Weapon Look-A-Like Possession of any object designed to resemble a weapon or used in a way that implies it is a weapon, creating a climate of fear. **Category I.** See WEAPONS AND DANGEROUS INSTRUMENTS

Weapon Use/Possession The possession or use of any instrument capable of inflicting bodily harm or using a common object as a weapon to threaten or injure others. Includes Chemical irritants. **Category I.** See WEAPONS AND DANGEROUS INSTRUMENTS

Written or Verbal Threat to Harm Others or School Any communication—spoken, written, or digital—expressing an intent to cause physical injury or damage to school property. **Category I.**

ACADEMIC INTEGRITY/CHEATING

1. The faculty of Bellbrook High School has defined cheating as a student engaging in any of the following actions.
2. Representing someone else's work as yours
3. Copying or stealing work from another individual, having another individual do your work, or allowing another student to view or copy your work.
4. Unauthorized storage, use of notes, formulas, etc. on calculators and text-messaging using cell phones or through any other means of communication including all forms of social media.
5. Copying test answers from another individual or from a "cheat sheet."
6. Communicating to students in other classes questions or answers to tests/quizzes administered earlier in the day.
7. Stealing, or having unauthorized possession of teacher tests, computer files, or answer documents.
8. Violating any policies with regard to copyright laws for hard copy and/or electronic materials

Students in violation of this regulation will receive zero credit for the assignments or work involved and parents will be notified. Students repeatedly violating this regulation will receive zero credit and will be referred to the appropriate administrator for additional disciplinary action.

PHONES / PERSONAL ELECTRONIC DEVICES (Phones, AirPods, iPads, Smart Watches, etc.)
Student cell phones must be powered off during school hours. Students may not use or access their phones, iPods, AirPods, iPads, or any other personal electronic devices during class, passing periods, study hall, or lunch—from the first bell until the last bell of the day.

It is strongly recommended that students leave their phones in their locker, book bag, or vehicle during the school day. If a student chooses to carry a cell phone, it must be powered off and placed in the designated classroom phone holder at the beginning of each class period. Phones must remain in the holder for the entire period, including restroom breaks, visits to the nurse, office etc.

Wireless earbuds, headphones, or similar devices are not permitted without prior approval from administration

Smartwatches are allowed but may not be used for texting, calculating, calling, or gaming. Any misuse of a smartwatch falls under the same policy as a cell phone.

If a student needs to contact a parent or guardian during the school day, assistance is available through the main office. Violations of this policy may result in disciplinary consequences, including the confiscation of the device. Confiscated phones may be held and returned only to a parent or guardian.

The use of any device to record unauthorized photos, videos, or audio is strictly prohibited. In limited cases, cell phones

may be used for academic purposes with prior approval from administration.

If there is reasonable suspicion that a phone or device has been used in violation of the Student Code of Conduct or Board of Education policy, it may be searched. Refusal to surrender a phone (including its battery or SIM card etc.) when requested by staff will be considered insubordination and may lead to additional disciplinary action.

CONTRABAND//NON-ACADEMIC ITEMS

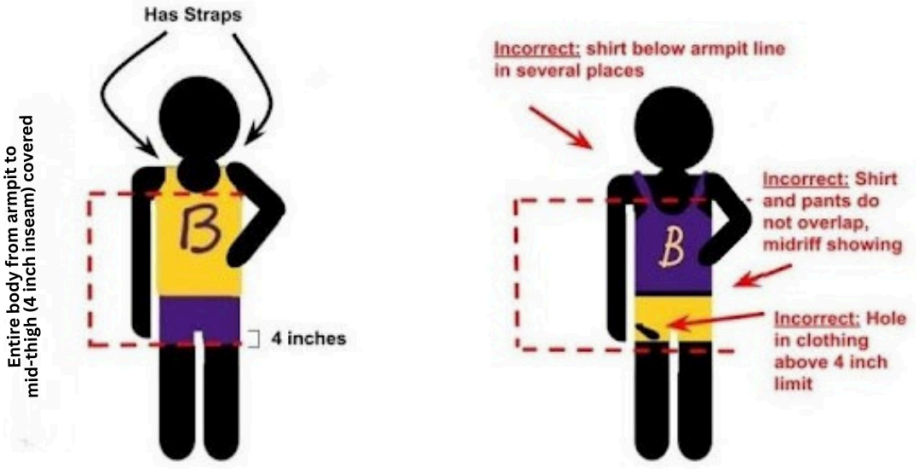
Students are expected to bring to school only items/materials needed for classroom activity or assigned by the teacher. Items that are potentially dangerous, harmful, or disruptive are not permitted in the school and possession will result in disciplinary action. Scooters, wheels on shoes and skateboards are not permitted. Cameras are not to be used during classes without teacher permission. Students should also not bring large amounts of money to school. The school will not be responsible for lost/stolen items/damaged items. Students are responsible for safely securing items of value.

DRESS CODE

Student dress and appearance reflect in both a positive and negative way upon the school and the student body. Bellbrook High School respects students' rights to express themselves in the way they dress but all students are expected to respect the school community by dressing appropriately for a 9-12 educational environment. Dress which is distracting to the educational process or presents a health or safety hazard (as determined by the building administration) will not be allowed. Violations may result in disciplinary action or removal from school or school activities. This policy is intended to provide guidance for students, staff and parents.

Minimum Requirements:

Clothing must cover the body from one armpit across the chest to the other armpit, down to approximately 4 inches in length on the upper thighs (the length of a credit card). Rips or tears in clothing above the 4-inch limit must have appropriate coverage underneath that meets the minimum requirements of the dress code. All rules that apply to the front also apply to back. Tops must have shoulder straps. Additionally, clothing or jewelry which expresses any profanity, hate messages, sexually suggestive pictures or phrases, is degrading and/or contains any reference to alcohol, drugs, tobacco or weapons is prohibited. Hats, bandannas/scarves or hoods are not permitted to be worn in the building without prior permission from administration. Hats must be left in a locker or book bag. The administration will make the determination on whether other jewelry, piercings or contact lenses are in violation.



DRUGS/ALCOHOL

A student may not possess, use, transmit, distribute or be under the influence or any narcotic or hallucinogenic drug, marijuana, amphetamine, barbiturate, alcoholic beverage, anabolic steroid, counterfeit controlled substances (look-alike drugs), any pill, capsule or substance, legal or illegal, prescribed or over the counter, other intoxicant or drug paraphernalia (including electronic cigarettes/vapes). It should be noted that the policy extends to any vehicle parked on school grounds. If suspicion exists about vehicles parked in other location the police may be called to do a search. "Possession" includes and applies to the student's personal belongings, locker, automobile and the guidelines for a search apply. In addition, there is a "Drug Free" zone that extends 1,000 feet beyond the school boundaries as well as to any school activity and transportation.

Students considered to be "under the influence" will be confronted with the indicators, and if there are no apparent reasons for this condition the student may be suspended and the police will be notified.

Violation of this policy may result in a 10-day suspension and/or a recommendation for expulsion. If suspended, a student will be referred to the Student Activities Director. The Student Activities Director will provide the student and parents with chemical dependency programs for appropriate assessment. If the student completes the program's recommended treatment, the number of days of suspension may be reduced on a first offense. The student is to check in with the Student Activities Director after returning to school from the suspension. If the recommended treatment is not followed, the entire suspension will be reinstated. Students suspended or expelled for the use or possession of alcohol or drugs of abuse may be subject to denial, suspension and/or revocation of driving privileges by section 3321.13 of the ORC.

Students participating in extracurricular activities and athletics at Bellbrook High School are subject to the extracurricular and/or athletic substance abuse policies. Separate meetings and printed information will inform parent and student about pertinent policy.

Use of drugs prescribed for medical purposes by a licensed physician is not considered a violation of this rule if Board policy for medication is followed.

TOBACCO / VAPES

The possession, use and/or smoking of tobacco in any form or paraphernalia (including but not limited to smokeless tobacco, lighters, pipes, electronic cigarettes, vapes, juuls, and rolling papers) is prohibited in any area (including vehicles) under the control of and/or in any activity sponsored or supervised by Bellbrook-Sugarcreek Schools. Possession and/or use of tobacco in any form may result in a 5-day suspension. If the student agrees to complete a stop-smoking program, the number of days of suspension may be reduced on first offense. If the program is not completed, the remainder of the suspension will be enforced. Any 2nd violation will result in a 5-day suspension. Any 3rd violation will result in a 10-day suspension. A 4th violation will result in a 10-day suspension and recommendation for expulsion.

WEAPONS AND DANGEROUS INSTRUMENTS

Section 2923.122 ORC states that no person shall carry a dangerous weapon concealed on or about his person. The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms or air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons (taser and/or stun gun), metallic knuckles, martial arts weapons, ammunitions, chemical irritants and other hazardous agents, explosives or any object indistinguishable from the above or that is held forth as a weapon. This rule may also apply to normal school supplies such as pencils or or personal effects such as combs, belts, etc.
depending upon the use or attempted use.

APPENDIX

RESOLUTION IN SUPPORT OF FIREARM SAFE STORAGE

FOR FAMILIES IN OUR COMMUNITY

WHEREAS, evidence strongly suggests that community-wide secure firearm storage and responsible handling is an essential component to an effective strategy to keep schools and children safe;

WHEREAS, research shows that secure firearm storage practices are associated with a significant reduction in the risk of unintentional firearm injuries among children and teens;

WHEREAS, a high number of children and teens die by gun suicide each year, most often using guns belonging to a family member;

WHEREAS, the vast majority of active shooters are current students or recent graduates who obtained their guns from their own home, a relative's home, or from friends;

WHEREAS, across the country, lawmakers, community members, and local leaders are working together to increase public awareness regarding the benefit and responsibility of secure gun storage while highlighting the public safety risks of unsecured guns;

WHEREAS, keeping students, teachers and staff safe should be the highest priority of all adult stakeholders at our schools;

WHEREAS, in order to continue with preventative measures to increase student and school safety;

NOW THEREFORE, BE IT RESOLVED, that the **Bellbrook-Sugarcreek Local Board of Education** directs the Superintendent and staff to update the Student Handbooks to emphasize the critical importance of firearm safe storage and to inform parents and guardians that free gun locks are available from the Sugarcreek Township Police Department and the Bellbrook Police Department; and, be it finally

RESOLVED, that the Board and the Superintendent will continue to work with local law enforcement agencies and other appropriate agencies to collaborate and increase efforts to protect our children.

Signed this 25th day of August, 2022

David J. Carpenter, President

Douglas A. Cozad, Superintendent of Schools