

# **BLANCHESTER INTERMEDIATE SCHOOL**

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(937) 783-2040  
URL: [www.blan.org](http://www.blan.org)



*HOME OF THE WILDCATS*

**2020-2021**

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# Blanchester Intermediate School Welcomes YOU!

Dear Blanchester Students and Parents or Guardians:

Welcome to a new school year at Blanchester Intermediate School. This handbook can be used as a resource and guide for your school year. You will find the information on the following pages helpful in answering questions you may have about the operation and instructional programs at Blanchester Intermediate School. Students have a separate planner for recording daily assignments and important information.

We ask that all students and parents read this handbook carefully and thoroughly. You are encouraged to become familiar with the schedules, daily routines and Intermediate School procedures.

We are excited to share this school year with you and look forward to helping you grow academically, socially, physically, and emotionally. We are proud to share Ohio's vision for our students:

In Ohio, each child is **challenged** to discover and learn, **prepared** to pursue a fulfilling post-high school path and **empowered** to become a resilient, lifelong learner who contributes to society. #EachChildOurFuture

We care about all of our students and are committed to continuously improving our craft and to collaborating with stakeholders. You matter. Your children matter. And your voice is important. Please reach out to us if you have any questions or concerns throughout the year.

Together in Education,

## Jen Molitor

Principal

[molitorj@blan.org](mailto:molitorj@blan.org)

937-783-2040 ext. 3903



Blanchester  
Local  
School  
District

Empower. Prepare. Inspire. Collaborate.

## *Blanchester Intermediate's Incredible Staff*

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## **BLANCHESTER BOARD OF EDUCATION GUIDING PRINCIPLE**

As a Board, we will work as a team with professionalism, honesty, integrity, and respect for one another, staff, and community to achieve our goals and promote policies/practices that contribute to the educational welfare of all students.

## **2020 – 2021 BLANCHESTER BOARD OF EDUCATION GOALS**

1. To have all buildings achieve an excellent rating on their state report card.
2. Based upon the five year forecast, to maintain the financial viability of the district.
3. To recruit, hire, and retain a high performing team of administrators, teachers, and staff who have a passion for educating students.
4. To establish strong lines of communication between the schools, businesses and community.
5. To establish a caring mutually respectful school climate that will encourage the highest level of professionalism and teamwork throughout all facets of the school community.
6. To establish a learning environment in which all children will be safe and protected.
7. To encourage pride in our district and further develop an attitude of winning in both academics and athletics.

## **BLANCHESTER LOCAL SCHOOLS MISSION STATEMENT**

It is the mission of the Blanchester Local School District to provide a safe, student-centered, stimulating environment where each student has the support and opportunity to achieve and exceed high standards and expectations.

## **Blanchester Intermediate School's Goals**

On behalf of the staff, we pledge to do our best to meet the student's educational, social, and emotional needs while at school. Our goal is to provide the student with the best educational program possible in a safe environment. As a result, we want to reduce the incidence of chemical abuse, violence, and crime, creating an improved learning environment for both the students and staff as well as improving the standard of living for the community.

*Note to parents:* We invite you to visit the school and attend extracurricular activities. Family involvement in your school is critical to the continued success of your child. We encourage you to talk with our staff and work with us as a team to improve our services. We will make every effort to keep you informed of your child's progress, but if you have concerns or questions, do not hesitate to share them with us. The staff at Blanchester Intermediate School will be happy to work with you, but remember, as a parent, you are the most important person in your child's life.

## Expectations for Blanchester Intermediate School Students

### **RESPECT**

#### **Yourself – Others - Environment**

At Blanchester Intermediate School, we expect all students to show respect for themselves, others and their environment. Ways you can accomplish this are:

##### Self

Be at school, on time daily  
Be ready to learn  
Do your best every day

##### Others

Keep hands and feet to yourself  
Be kind and use manners  
Be cooperative

##### Environment

Clean up after yourself  
Return all items to proper place  
Use facilities and equipment properly

### Beginning of the Year Paperwork

We house all beginning of the year paperwork online through [www.FinalForms.com](http://www.FinalForms.com). Please call our secretary, JoAnna Powell, at 937-783-2040 if you need help getting started. State law requires that all students must have an emergency medical form completed, signed by a parent or guardian, and on file in the school office. Final Forms is our database for storing our emergency medical forms. A student may be excluded from school until this requirement has been fulfilled.

### MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to students for a fee.

Students may also bring their own lunches to school to be eaten in the school's cafeteria, however this year students will be eating in their own classrooms or outside. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal or designee. Students are not permitted to order food for delivery for lunch at school.

**NO FOOD OR DRINK IS TO BE TAKEN INTO THE HALLS, CLASSROOMS, OR GYM AREAS** without permission of the building principal or designee.

School Breakfast: \$1.75	School Lunch: \$3.00
Reduced Price: \$.30	Reduced Price: \$.40

[Free and reduced price lunch packets](#) are available on Final Forms, however you may call to have a packet sent home with your child.

### EQUAL EDUCATIONAL OPPORTUNITY (TITLE IX) – (RF-BBP:JB)

It is the policy of this district to provide an equal educational opportunity. No student in Blanchester Intermediate School shall, on the basis of race, gender, disability, religion, ancestry, national origin, social/economic background or marital/parent status be excluded from or denied enrollment in any academic activity or course offerings.

Any person who believes they have been discriminated against has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

*Mr. Dean Lynch, Superintendent*

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. The Compliance Officer can provide additional information concerning access to equal educational opportunity. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

### **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provided that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the district's program and facilities.

The Blanchester Local School District provides a variety of Special Education programs and services. The education of ALL Handicapped Children Act of 1975 gives each handicapped student the right to a free, appropriate public education on an individualized education plan developed in consultation with the parent.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in the procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the student's guidance counselor.

Parents who believe their child may have a disability that substantially limits major life activities of their child should contact the principal or guidance counselor.

### **RIGHTS AND RESPONSIBILITIES – (RF – ORC Section 5104.38)**

All students have a right to an education. That right carries with it responsibilities primarily, to respect the rights of others.

Students attending Blanchester Intermediate School have a right to reasonable treatment from the school and its employees. The school in turn has a right to expect reasonable behavior from students.

One of the primary goals of our school is to provide a safe and orderly environment. This goal places learning as a top priority; nothing shall interfere. History has shown that certain student actions are not compatible with the words "safe" and "orderly." The code of conduct within this handbook was adopted by the Blanchester Board of Education. It describes the types of misconduct that will subject a student to disciplinary actions.

**By law, Blanchester administrators and staff are granted the responsibility of "in loco parentis." Blanchester administrators and staff have the right to expect respect, cooperation and consideration of their students at all times. Students are considered under the jurisdiction of the school while on school property, on buses, or at any school sponsored activities, away sporting events, contests, trips, etc. *Freedom carries not only privileges but also responsibilities for all concerned.***

### **STUDENT WELL BEING**

Student safety is one of the responsibilities of the staff. All staff members are familiar with emergency procedures such as crisis drills, fire drills, tornado drills, and accident reporting procedures. **Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.**

In addition to the normal crisis preparation and plans, the building is now equipped with security cameras. Students, staff, parents and visitors need to be aware that security cameras are throughout the building that record voice and video 24 hours a day. This will make our building more safe and secure. This video can be used for disciplinary action.

### **BULLYING – (RF–BBP:JFCF)**

Bullying is an intentional act of aggression causing embarrassment, pain, or discomfort to another person. **It is a consistent pattern** of disrespect of one or more students by another. It is an abuse of power, which can take many forms, both verbal and non-verbal. Bullying may constitute grounds for ANY level of disciplinary action. Any form of bullying will NOT be tolerated at Blanchester Intermediate School. Please contact the building administrator with any concerns or questions.

This also includes cyberbullying. Cyberbullying is the use of the Internet and related technologies to harm other people, in a deliberate, **repeated**, and hostile manner. Cyberbullying includes but is not limited to social networking, blogs, instant messages (IMs), E-mails, chat rooms, text messaging, cell phone photo message.

### **WITHDRAWAL**

Where it becomes necessary for a student to withdraw from school, the student's parent must notify Mrs. Flora in the office of the Board of Education, at 951 Cherry Street, Blanchester.

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should *request permission from the teacher to go to the office*. The office will call the parent to help determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

\*Under the current circumstances, we are using the county's guidelines for sending home students due to illness.

### **MEDICATION**

When possible, all medications should be given by the parent(s) at home. If this is not possible, medication(s) (prescription and over the counter medications) may be administered to students during school hours only under the following conditions.

1. The medication(s) to be given must be delivered to the principal's office in the original container immediately upon arrival at school where it will be secured.
2. The medication must be accompanied with a written request of the parent **and** a written statement by the prescribing physician that includes: the name and address of the student, the school and class of the student, the name of the medication, the dose of the medication, the time the medication is to be given, the dates when administration is to begin and end, any severe reactions that should be reported to the physician the physician phone number, and any special instructions for administration of the drug. The form is available in the office when needed.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

### **LOST AND FOUND**

Any article of clothing or personal items found around the school should be turned into the school office and placed in the lost and found department. Items not claimed within a reasonable length of time will be given away. If a student loses something, he should report this loss immediately.

### **SCHOOL FEES**

Students enrolled in Blanchester Local Schools will be furnished basic textbooks without cost; however, a fee for consumable materials and supplies used in the instructional program will be established at the beginning of each school year and may vary as the cost of materials and supplies fluctuates. Such fees are to be deposited in the operating funds of the board to defray the cost of the materials and supplies. The following should be noted about school fees:

1. School fees are \$20 per student per year.
2. Any returned checks from the bank because of insufficient funds or closed accounts will result in an automatic charge to the originator of the check.
3. A list of school fees are available upon request.
4. Ten (10) days following the distribution of the first report card, fees must be paid (or a payment plan must be set up), to have access to Progress Book and to receive copies of future report cards.

### **VISITORS TO SCHOOL**

To assure that no unauthorized persons enter buildings, all visitors to school will report to the school office when entering to receive authorization before visiting elsewhere in the building. Unauthorized persons will not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings and loitering on grounds.

Should you want to speak to a particular teacher, please call in advance so that the appointment can be made at a time when the teacher is not in class.

**\*Note: During this unprecedented time, parents are not permitted in the buildings. Effective August 2020.**

### **TRESPASSING**

Although schools are public facilities, the law does allow the school to restrict access to school property. When a student has been removed, suspended, expelled or permanently excluded, the student is not allowed on school property without authorization of the principal. If this is violated, the proper authorities may be notified and charges may be filed. This also applies to all individuals who have been sent written notification that they are unauthorized individuals.

### **BUILDING CARE AND USE**

The school facilities and equipment are provided by tax money paid by the general public. It is the responsibility of the teachers and students to properly use the facilities and equipment. The students' parents are financially responsible by law for any damage caused by the students.

Students should take care of school property, furniture, walls, bulletin boards, posters, etc.

Students are to leave the school building at the conclusion of the school day unless they are taking part in a school sponsored activity. The gymnasium and all other areas of the building are to be used only under the direct supervision of a faculty sponsor. Students consistently violating this rule may be denied privileges or given other disciplinary assignments.



## BOOKS

The books issued to students by each classroom teacher are Board of Education property and must be handled with care. There will be a fee to be paid for rebinding or replacement if books are damaged or lost.

## FIRE /TORNADO/CRISIS DRILLS

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

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires.

Upon completion of the drill, students are to return immediately to their classrooms.

## STUDENT LOCKERS

Each student will be assigned a locker. Students are not to use any locker other than the one assigned to them. Students are responsible for all items stored in the locker assigned. Make sure all items stored within lockers do not violate the school rules.

Blanchester Intermediate School cannot accept responsibility for personal items that are misplaced or stolen. Students are expected to keep their lockers in a clean and sanitary manner. Locker upkeep is the responsibility of the student, and the student may be fined for any damage done to lockers. All locker problems are to be reported to the office. **Any student that knowingly changes the normal operation of his/her locker will have disciplinary action taken against them.** Student's hall locker should be cleared of all items at the end of the school year. Summer maintenance starts immediately after school is over, and items may be disposed of at that time.

**Lockers are the property of Blanchester Schools and are subject to search at any time.**

## STUDENT RIGHTS AND RESPONSIBILITIES – (RF-BBP:JF)

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

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

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and is prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the principal, assistant principal or his/her guidance counselor.

## STUDENT RECORDS – (RF-BBP:JO)

The teachers, counselors, and administrative staff keep many student records. There are two basic kinds of records - directory information and confidential records. Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the

information, in writing to the principal. Directory information includes: *A student's name; address; telephone number; date of birth; photograph; major field of study; participation in officially-recognized activities and sports; awards received; honor rolls. Weight, height and other statistics related to the sport may be included for sports activities.*

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential record may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. The school must have the parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records desired. Copying cost may be charged to the requestor. If a review of records is wanted, please contact the guidance counselor, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions.

### **COMPUTER/ONLINE SERVICES – (EDE)** **(Acceptable Use and Internet Safety)**

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for non-educational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;

8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District has also purchased monitoring devices which maintain a running log of Internet activity, recording which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer, network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District.

### **COMPUTER/ONLINE SERVICES (EDE-R)** **(Acceptable Use and Internet Safety)**

The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District's computers or online services.

1. Use appropriate language. Do not use profanity, obscenity or other language that may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (email) is not guaranteed to be private. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.

6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of online etiquette are subject to change by the administration.
8. The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the District.
9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and online communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, intimidation, bullying or disparagement of others based on their race, color, national origin, ancestry, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal or physical characteristics.
12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
15. Users are expected to keep messages brief and use appropriate language.
16. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.

### **EMERGENCY SCHOOL CLOSINGS**

Severe weather conditions, mechanical failure or other emergency conditions may at times make it necessary for the superintendent to make a one-call and post information on the school website to notify you of delays or closings. Here are the stations you should listen to for school closing and/or delay announcements:

**Television Channels-** 5, 9, 12 and 19

**Radio Stations-** WUBE (105.1 FM) & WLW (700 AM)

### **HOMEWORK**

Homework may be assigned throughout the year and will be used to enhance the student's learning.

### **GRADES**

The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, projects and class participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

### **BLANCHESTER INTERMEDIATE GRADING SCALE**

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 0-59

I = Incomplete

## **ATTENDANCE POLICY – (File:JED)**

In as much as a student's attendance in class is vital to his/her educational development, and recognizing that much education is obtained through class discussion, recitation, debate and explanation that cannot be gained through make-up efforts, the Blanchester Board of Education sets forth the following regulations and procedures governing attendance:

All students are expected to be in all classes. Attendance is the legal responsibility of the students and parents/guardians, and the law requires that legal action be taken against parents/guardians who do not keep their children in school regularly.

Attendance is defined as participation in all activities assigned to a student during the time school is open for instruction. An absence is the failure of a student to report to school or to class when assigned for instruction.

Absence from school is legal for the following reasons under Section 3301-51-13 of the Ohio Administrative Code:

1. **Personal Illness.** The approving authority may require the certificate of a physician if deemed advisable.
2. **Illness in Family.** The absence under this condition shall **not** apply to children under fourteen years of age.
3. **Quarantine of the Home.** The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
4. **Death of a Relative.** The absence arising from this condition is limited to a period of **three days** unless a reasonable cause may be shown by the applicant child for a longer absence.
5. **Observance of Religious Holiday.** Any child of any religious faith shall be excused if his absence was for the purpose of observing a religious holiday consistent with his creed or belief. Parent/guardian **must** request approval in advance of the date/dates of the observance.
6. Traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to four days) or as determined by the Superintendent.
7. **Other.** Family emergency or set of circumstances, which in the judgment of the administration, constitutes a good sufficient cause for absence from school.

## **Legal Requirements**

Ohio Revised Code, Section 3321.01: All children between ages six (6) and eighteen (18) are of compulsory school age and **MUST** attend school.

Ohio Revised Code, Section 3321.03: It is the parent's responsibility to cause the child to attend school.

*\*Refer to Ohio Revised Code, Section 3321.01 through 3321.99 for other legal requirements.*

## **ABSENCE PROCEDURES**

1. As a result of the Missing Child Act, the student's parent/guardian is required to contact the school office between 8:00 and 11:00 a.m. on the day of absence.
2. If the school does not hear from the parent/guardian, school officials are obligated to attempt to make contact with a parent/guardian to verify the absence. We will attempt to contact you by phone. The absence will be considered unexcused until **written or phone** confirmation is received.
3. Any student acquiring a total of sixty (60) hours absent (excused or unexcused) for the year (including vacation days), an absence will only be excused by bringing a medical, legal, dental excuse, or with administrative approval. *The student will need this documentation for any absence after the tenth day, including half days and **EVERY** absence thereafter.*

## TARDINESS AND ATTENDANCE

1. For the purpose of determining tardiness for half-day attendance, the following guidelines will be used:
  - **Tardiness** – A student is considered tardy to school when signing in 1 minute after the start of the school day or 60 minutes before the end of the school day. If you miss more than 60 minutes and come in late or leave early you will be considered a half day.
  - **Administrative Approved Emergency** - If a student is excused from school as a result of an administrative approved emergency, then the student will be counted as present in school for the full day.

## COUNTY WIDE ATTENDANCE POLICY – (File:JED)

### **I. Goal:**

The goal of Blanchester school district is that no student should miss any days of school without legitimate excuse. A significant correlation exists between school attendance and academic and lifelong success. **To help ensure that our students achieve that success, Blanchester school district has joined with all of the school districts in Clinton County in adopting a uniform attendance policy as described below.**

### **II. Attendance Guidelines**

- A. The attendance policy will cover each semester that the student is enrolled;
- B. Each Student will be permitted a maximum of sixty (60) hours of absences per school year without independent verification; i.e. doctor excuse, etc.
- C. Until a student accumulates sixty (60) hours of absences in a school year, a note or a phone call from the parent or guardian will excuse the absence for one of the reasons listed below. If a note or phone call is not provided to the school by the parent or guardian within forty-eight (48) hours, i.e. two business days, of the student's return to school, the absence will be unexcused;

### **III. Legitimate Excusable Absences**

After a student has accumulated sixty (60) hours of absences (excused or unexcused) in a school year, absences will only be excused under the following circumstances:

- A. **Short Term Personal Illness:** For a student who has been absent for sixty (60) hours in a school year, any further absence for personal illness will require a doctor's excuse. **The doctor's excuse must be signed by the doctor and indicate that the student was seen by the doctor personally and state the reason for the student's inability to attend school.** Any absence greater than sixty (60) hours in a school year due to illness that is not accompanied by a doctor's excuse as described above will be unexcused. **A doctor's excuse must be provided to the school within forty-eight (48) hours, i.e. two business days, of the student's return to school or the absence will be unexcused.** If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the property time period, excuse not written by a doctor, etc.. A copy of the refused excuse will be maintained in the student's file.

- B. **Long Term Personal Illness:** If the student suffers a long term illness requiring extended absence from school, a doctor's excuse must be provided to the school every twenty (20) school days. The doctor's excuse must indicate that the student was seen personally by the doctor, the reason for the student's continued inability to attend school, and provide specific dates which are to be excused. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the property time period, excuse not written by a doctor, etc.. A copy of the refused excuse will be maintained in the student's file.
- C. **Chronic Illness:** Absences for a chronic medical condition (asthma, migraines, etc.) may be approved in advance by the student's healthcare provider, i.e. physician, nurse practitioner, or physician assistant, without the need for the student to be seen by the healthcare provider. Parents shall obtain this Waiver from the school nurse, administrator, or administrative assistant. Once approved by the healthcare provider and on file with the school, the parent shall provide written documentation for any absence of the specific chronic condition as long as the chronic condition is mentioned in the parent note. The Waiver is valid for August-December and shall be renewed for January-June.
- D. **Head Lice:** Students who are excluded from school due to head lice are allowed fourteen (14) hours of excused absences with two (2) occurrences per year, maximum. Days beyond the fourteen (14) hour limit or days beyond the two (2) permissible occurrences per year are unexcused.
- E. **Illness or Injury in the Family:** Independent verification by a physician explaining the nature and severity of the illness or injury to the family member requiring the student to be absent will be required within forty-eight (48) hours, i.e. two business days, of the student's return to school. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the property time period, excuse not written by a doctor, etc.. A copy of the refused excuse will be maintained in the student's file.
- F. **Quarantine of the Home:** Absences will only be excused for the length of quarantine as determined by health officials. Verification from relevant health officials explaining the nature and length of the quarantine must be submitted within forty-eight (48) hours, i.e. two business days, of the student's return to school. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the property time period, excuse not written by a doctor, etc.. A copy of the refused excuse will be maintained in the student's file.
- G. **Death in the Family:** Three days absence will be permitted, unless a parent or guardian offers a reasonable explanation that more school absences are necessary. The parent or guardian may provide a note to the school to advise the school of the absence, however under certain circumstances, the school may require additional documentation to confirm the student's absence was legitimate i.e. funeral service documentation, etc.
- H. **Observance of Religious Holidays:** Any student shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held beliefs and the parent or guardian has notified the school in writing at least forty-eight (48) hours prior, , i.e. two business days, to the absence.
- I. **College Visits, Take Your Student to Work Day, Job Interviews, Job Shadowing, Armed Services Tests, and Professional Appointments:** The total of these absences may not exceed twenty-one (21) hours without the specific approval of the principal or superintendent. Students with excessive absences (thirty-five (35) or more hours in a quarter) may have such absences denied. The absence must receive prior approval by the school and verification of the student's attendance at the activity must be provided to the school within 48 (forty-eight) hours, i.e. two business days, of the student's return to be excused. For events that require absence for part of a day, the student's absence will only be excused for the time necessary to attend the event.

- J. **Court Appointments:** In the instance that the presence of the student is required in a court of law, the absence will be excused if documentation showing that the student's presence was required within forty-eight (48) hours, i.e. two business days, of the student's return to school.
- K. **Vacations: Vacations shall be excused only if pre-approved by the school principal. Students with excessive absences (thirty-five (35) or more hours in a quarter) may have such absences denied;**
- L. **Other:** The school superintendent or principal must approve, at their discretion, the excusal of absences not otherwise covered in this section.

#### **IV. Unexcused Absences**

- A. Any absence other than those described above.
- B. The school administration will make the final determination as to whether an absence is excused, but in general, unexcused absences include, but are not limited to:
  - a. Missing the school bus.
  - b. Experiencing transportation problems at home or on the way to school.
  - c. Remaining at home to complete school assignments.
  - d. Missing school without legitimate illness.
  - e. Oversleeping.
  - f. "My mom didn't get me up."
  - g. Not having suitable clothing to wear to school.
  - h. Working at a job during the school day without a proper work permit.
  - i. Babysitting.
  - j. Any form of recreation (unless pre-approved vacation days).
  - k. Personal business that can be done after school or on the weekends.
  - l. "Helping at home" or "was needed at home."
  - m. "I had a game last night."
  - n. Pictures or portraits.
  - o. Hunting season.

#### **V. Absence Notification Procedures**

- 1. **Immediate Notification:** As a result of the Missing Student Act, a student's parent/guardian is required to contact the school office between 8:00 a.m. and 11:00 a.m. on the day of the absence;
  - 1. If the school does not hear from the parent/guardian, school officials are obligated to attempt to make contact with a parent/guardian to verify the absence. We will attempt to contact you by phone. If phone contact is unsuccessful, a postcard will be mailed to you.
  - 2. A reported absence may still be determined to be unexcused according to the absence policy.
- 2. **Ways of Reporting Absences:** Absences will be considered reported if:
  - 1. A parent or guardian calls the school the day of the absence and provides the reason for the absence;
  - 2. A parent or guardian writes a note or provides other required documentation to the school listing the day(s) missed and the reason for the absence(s);
  - 3. School officials make contact with a parent or guardian and receive a satisfactory explanation for the absence(s).

#### **VI. Truancy Definitions and Intervention Procedures**

- A. If a student is absent without a legitimate excuse for eighteen (18) hours in a school year, the parent or guardian will be notified by letter.
- B. If a student is absent without legitimate excuse for forty-two (42) hours without legitimate excuse, the student will be referred to the Clinton County Juvenile Mediation Program. Whether or not mediation is performed is at the discretion of the Mediator.



- C. Once a student is absent for thirty-eight (38) hours in a month or sixty five (65) or more hours in a year, the student's parent or guardian will be notified of the excessive absenteeism by letter. The school may, at that time, implement an intervention strategy that has been adopted by the school. (RC 3321.191(C)(1))
- D. Under Ohio law, a student is considered habitually truant if the student is absent from school without legitimate excuse for thirty (30) consecutive hours, forty-two (42) hours in one school month, or seventy-two (72) hours in a school year. (RC 2151.011)
- E. Once a student becomes habitually truant, the school will intervene with the student for a period of sixty (60) days. Said intervention may include the participation of an absence intervention team, if required, or referral to an alternative to adjudication through the Clinton County Juvenile Court.(RC 3321.191(C)(2))
- F. If the student accumulates significant absences or does not make progress during this sixty-day period, truancy charges will be referred to the Clinton County Juvenile Prosecutor for court filing.
- G. Charges may be brought against the parent or guardian of a truant student for Failing to Send a Child to School or Contributing to the Unruliness or Delinquency of a Minor. (RC 2919.24 & RC 3321.38)

## **VACATIONS**

Parents are required to plan all vacations to correspond with the school calendar, and school policy (Absence/Failure). In the event that a conflict exists, we ask that the parent contact the principal's office well in advance of the student's possible absence from school. An Educational Option Application form must be filled out and filed with the school's attendance officer before consideration of approval can be granted. **A student that has ten or more absences may not be granted approval and any days over ten will be considered unexcused.**

## **RETENTION POLICY**

A student who misses twenty-eight days may be retained.

**Adopted on May 13, 1996 and amended on May 19, 1997**

## **MAKE UP WORK**

All assignments and class work missed due to an excused and or unexcused absence must be completed within one day longer than the time the student is out of school. It is the **student's responsibility** to contact the teacher for make-up work. Work not made up will result in a grade of "0". **Note: "F" in grades 6-12 is 59% or their attained grade if below 59%**

## **Restroom Breaks**

**A student must obtain permission to leave a classroom from the classroom teacher.** While in the hall, abusive, disruptive, loud language or behavior (including running and pushing) is prohibited. Excessive time from class may result in the loss of privileges or other disciplinary actions.

## **CODE OF CONDUCT – (RF-BBP:JFC)**

The Board of Education has adopted the following Student Code Conduct. The code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

The following policy sets forth expectations prohibiting certain types of student conduct either:

1. On the school grounds, during, before, or after school.
2. On the school grounds at any time when the school is being used by a group or organization.
3. Off the school grounds, if on a school bus or at a school activity, function, or event.

A student found to be in violation of any of these rules may be suspended for a period up to ten (10) days or be expelled for a duration of up to eighty (80) days. It shall be the decision of the proper school administrator, after

carefully weighing the facts and the circumstances pertaining to an incident of misconduct, to use corrective measures that are most appropriate.

1. **Disruption of School** - A student shall not by his/her actions, dress, or appearance disrupt the normal operation of the school. The student shall not engage in any act that may be harmful to the health, welfare and safety of him/her and others.
2. **Electronic Devices** – Radios, CD Players, cellular phones, cameras, camera phones, electronic games, MP3 players, and/or other small electronic devices must be stored in students' lockers (which are to be locked) during the school day. They may not be carried to class in a pocket, purse, and/or other carrying apparatus. Items not properly stored will be confiscated and disciplinary action will be taken. Confiscated items must be picked up by a parent/guardian. **These items can be confiscated for the amount of time the administrator deems appropriate, which may be until the end of the school year.** At the end of the school year items not picked up will be discarded. *\*Students are encouraged to leave these items at home, however if a student feels he/she needs these items before or after school, they must be properly stored as indicated above. Blanchester Intermediate School is not responsible for students' personal items that are lost, misplaced, and/or stolen.*
3. **Vandalism and/or Destruction** - At no time shall students cause or attempt to cause damage to school property or to private property on school grounds. This includes any student(s) that knowingly change the normal operation of his/her locker and/or other school equipment.
4. **Physical Violence, Bullying, & Harassment** - No student shall harass, fight, cause harm or threaten to cause harm to another person. This includes intimidation, bullying, humiliation and tormenting others. **Physical violence, threats of physical violence, and/or the provocation of physical violence cannot and will not be tolerated. Even if it is the first offense it will receive severe disciplinary action. Differences and disagreements should be worked out through mediation services available.** Intentional injury to another can be a felony and/or cause for civil action.
5. **Dangerous Objects** - No student shall bring, have, give, throw, or hide any dangerous objects, capable of injuring himself/herself or others. Knives, guns, matches, lighters, firecrackers, stones, snowballs and other similar items are included. A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Criminal charges may be filed for this violation.
6. **Tobacco** - No student shall have in his/her possession or use tobacco on school property. The school prohibits the sale, distribution, and use of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. This includes but is not limited to paraphernalia, papers, lighters, and other material associated with tobacco.
7. **Drugs, Alcohol, Narcotics & Other Illegal Substances** - Students in violation of this code will be counseled about the availability of services through the Chemical Dependency Program. Students shall not have, use or be under the influence of alcoholic beverages, illegal drugs, narcotics and drug paraphernalia on school property, or at any school-sponsored activity. This also includes "look-alike", counterfeit drugs and/or paraphernalia, which includes but is not limited to papers, lighters, and other material associated with drugs, alcohol, narcotics and other illegal substances. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Many drug abuse offenses are also felonies.
8. **School Buses/Transportation** - A student shall not violate the rules and regulations for student conduct on the school buses. (See Also: Transportation Disciplinary Guide)

9. **Profanity** - No student shall swear, use profane or vulgar language, gestures and/or written forms of profanity. This includes but is not limited to inappropriate notes, drawings, and or pictures.
10. **Insubordination** - No student shall refuse to comply with a reasonable request or follow the directions of teachers, student teachers, substitute teachers, teacher aides, principal, assistant principal, or other authorized personnel during any period of time when the student is properly under the authority of school personnel.
11. **Extracurricular Activities** - No student participating in an extracurricular activity shall violate the rules and regulations of that activity or of the school. Choir, student council and other similar activities are included.
12. **Disrespect** - No student shall insult or in any manner abuse verbally, physically or in writing any member of the school staff or student body.
13. **Theft** - No student shall take or acquire the property of others without consent. When a student is caught stealing the school's property or someone else's property, he/she will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value that is not needed for learning to school without prior authorization from the principal. The school is not responsible for personal property.
14. **Distribution and Sale of Unauthorized Material** - No student shall distribute or sell unauthorized material on school property.
15. **False Alarms** - No student shall give a false alarm of fire, bomb, or other emergency. A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt and is against the law.
16. **Truancy and Repeated Tardiness** - No student shall be truant or repeatedly tardy to school. Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Penalties can range from disciplinary action to a referral to court and/or revocation of the student's driver's license.
17. **Extortion** - No student shall request money or other articles of value with a threat of force. Extortion is against the law.
18. **Unauthorized Presence in Hall, Restrooms, & Leaving School Property** - Students shall not be in the halls or restrooms during classes without permission, leave a classroom before dismissal or in any location other than to which assigned. No student shall leave school during the school day for any reason without permission from the school office.
19. **Arson** - No student shall be involved in the unauthorized setting of a fire while on Board of Education property. Arson is a felony.
20. **Dress and Grooming** - The student shall present himself/herself in attire that is neat and clean. No student shall wear any item of attire, which is offensive, distracting, or disruptive to the educational process. Students shall not wear clothing with the word or symbols that advocate illegal activities. (See Dress Code Section for specific rules and regulations)
21. **Complicity** - No student shall encourage others to violate the Blanchester Local Schools Code of Conduct.
22. **Field Trips** - No student shall violate the Blanchester Local Schools Code of Conduct while participating in any school-sponsored activities off school grounds. This would include field trips.
23. **Excessive and/or Repeated Display of Affection** - No student shall engage in excessive and/or repeated displays of affection in any Blanchester School District building or school sponsored activity. Students demonstrating affection between each other is not meant for public display. This includes: Hanging on to each other, kissing, petting, or any other contact that may be considered sexual in nature.
24. **Loitering** - A student shall not loiter or delay in a way that will cause disruption to some activity or function.

25. **Misuse of Vehicles on School Property** - A student shall not violate the prescribed rules and regulations for the use of vehicles on school property.
26. **Repeated Violations** - A student shall not repeatedly fail to comply with any of the items stated in the disciplinary code.
27. **Hazing** - No student may coerce another to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.
28. **Cheating** - Cheating is defined as giving or receiving any information or work meant for individual completion or preparation regardless of the time or place of exchange of information. Violations may result in lowering of one's grades and/or disciplinary action.
29. **Falsification or Misstatement of Facts or Other Information** - Students shall not forge the writing of another or falsely use the name of another person or falsify times, dates, addresses, or other data on school forms or school-related correspondence.

### **PROGRESSIVE DISCIPLINE STRUCTURE - (RF-BBP:JG)**

One of our goals at Blanchester Intermediate School is to assist our students of today to become our responsible citizens of tomorrow.

This means that students need to exercise self-discipline for the good of all. The ability of students to exercise self-control and to pursue acceptable forms of behavior determines the degree to which school discipline is imposed. When a student fails to use good judgment and makes a poor behavior choice, consequences will result. Disciplinary action will generally be progressive in nature; if an infraction or similar infraction reoccurs, a more severe penalty will be enforced. The administration may repeat and/or omit steps in the process as it relates to specific circumstances as determined by their professional opinion, as to what is fair, consistent and will result in changed behavior or removal. Generally, the penalties for violations of the Student Conduct Code are presented in increasing punitive order. Administrators may assign consequences as determined by the nature of the violation. For example, students who have committed a suspendable offense should not expect a lesser penalty simply because those have not been previously assigned.

### **DISCIPLINE – (RF-BBP:JG)**

The Blanchester Board of Education has established the following penalties in accordance with Ohio Law in regard to infractions of the Student Conduct Code:

#### **Revocation of Privileges**

Revocation of privileges may result from failure to comply with the established rules and regulations applicable to those activities. These privileges include, but are not limited to, the following:

1. riding a school bus to and from school
2. driving a vehicle to and from school
3. attending dances and other extracurricular activities
4. attending field trips designed to supplement the regular school program.

#### **Suspension**

Students may be suspended from school attendance for up to ten (10) days in accordance with the Ohio Revised Code. The procedure for suspension shall consist of the following steps:

1. Written notification of the reasons must be given to the students.
2. The student must be given an informal hearing.

3. If the student has been suspended, the parent or guardian must be notified by proof of mailing within twenty-four (24) hours.
4. The student may be referred to the superintendent for expulsion. In case of very unusual circumstances and/or flagrant violations of any kind, the principal will judge the case on its merits.

Suspension Expectations:

1. Students are not to enter the school building or be on school premises during the duration of the Out-of-School Suspension.
2. Students are not to participate in any school related function during the duration of the Out-of-School Suspension.
3. Students are not allowed to make up any work/tests for credit missed **during** the duration of the Out-of-School Suspension. An unexcused absence as a result of suspension will result in a grade of 'F'. It is the **student's responsibility** to contact the teacher for make-up work. Work not made up will result in a grade of "0". **Note: "F" in grades 6-12 is 59% or their attained grade if below 59%.**

**Emergency Removal**

The immediate removal of a student from the school premises may take place if the student's presence disrupts the educational process, endangers other persons or damages property. The following procedures shall be taken:

1. A hearing must be scheduled as soon as is practical, but not later than three (3) school days after the initial removal and written notice of suspension or expulsion given to the student.
2. The individual(s) who ordered, caused or requested removal must be present at the hearing.

**If it becomes necessary to call the Police and or Sheriff's Department for assistance, Unruly Charges may be brought against the student.**

**Expulsion**

Ohio law authorizes the Superintendent of school to expel any student from school for a period not to exceed eighty (80) days. Parents or guardians may appeal the expulsion ruling to the Board. The superintendent may carry the expulsion to include days into the next school year. The appropriateness of this will be determined on a case-by-case review. The procedure for suspension shall consist of the following steps:

1. The student shall be suspended from school, in the manner described above, pending the outcome of a request to the Superintendent for expulsion.
2. The parent or guardian shall be notified by proof of mailing, within twenty-four (24) hours, regarding the expulsion request. The reason for the request shall be specified.
3. The superintendent shall provide a hearing within five (5) days on the request of the student and his/her parent(s) or guardian(s). The student may state his/her case at the hearing.
4. The superintendent shall notify, in writing, the parents or guardian of the student being expelled of his decision.

Suspension Expectations:

1. Students are not to enter the school building or be on school premises during the duration of the Out-of-School Suspension.
2. Students are not to participate in any school related function during the duration of the Out-of-School Suspension.
3. Students are not allowed to make up any work/tests for credit missed during the duration of the Out-of-School Suspension. An unexcused absence as a result of suspension will result in a grade of 'F'. It is the **student's responsibility** to contact the teacher for make-up work. Work not made up will result in a grade of "0". **Note: "F" in grades 6-12 is 59% or their attained grade if below 59%.**

**Legal Action**

Any criminal acts taken at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried for the same crime), when school rules and the law are violated.

Charges may be filed with the courts and certain criminal acts may result in permanent exclusion.

**Note to the parents:** *Blanchester Local Schools makes a sincere effort to have disciplinary actions take place that will allow the student to return to school.*

**If a disciplinary action does not result in removal from school, it cannot be appealed. Should students or parents have questions regarding the propriety of an in-school disciplinary action, they should contact the principal.**

## **ALTERNATIVES TO DISCIPLINARY MEASURES – (RF:BBP:JG)**

### **Rehabilitation**

Mandatory attendance in a drug treatment program may be substituted by the administration for suspension or expulsion.

### **Alternate Placement**

A student in unusual circumstances may have an alternate placement in place of suspension or expulsion. This would be in a more restrictive environment or a less restrictive environment than normal school attendance.

**Parents may be responsible for the financial obligations of these alternatives to disciplinary measures.**

## **INTERROGATIONS AND SEARCHES – (RF-BBP:JFG)**

### **Searches of Student Property by School Personnel**

The following rules apply to the search of school property assigned to a specific student and the seizure of items in his/her possession:

1. There should be reasonable cause for school authorities to believe that articles are kept in the locker, desk or other storage space, possession of which constitutes a crime or rule violation.
2. Search of an area assigned to a student should be for a specifically identified item and should be conducted in his presence and with his knowledge.
3. General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of lockers may be conducted.
4. Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.
5. Police trained K-9 units may search premises without prior notification.

### **Searches of Student's Person or Personal Property by School Personnel**

Principals and their designees are permitted to search the person and personal property (purse, knapsack, gym bag, etc.) of a student when there is a reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases.

1. There should be reasonable cause to believe that the search will result in obtaining evidence that indicates the student's violation of the law or school rules.
2. A member of the same sex as the student will conduct searches.
3. Searches will be conducted in the presence of another administrator or staff member of the same sex as the student being searched.
4. Parent(s)/guardian(s) of a minor student who is the subject of a search will be given the reason(s) for the search, as soon as feasible after completion of the search.
5. When evidence is uncovered indicating that a student has violated the law, law enforcement officials will be notified.

6. Strip searches should be discouraged. A substantially higher degree of certainty (more than reasonable belief) is required prior to conducting such a search. In cases in which school officials believe a strip search is necessary, law enforcement officials should be called to conduct the search.

### **Searches of Student Property by Police**

A proper search warrant is required for any search of a student's personal property kept on school premises; however, if the police have reason to believe that any item which might pose an immediate threat to the safety or security of others is kept in a student locker, desk or other storage space, searches may be conducted without a previously issued warrant.

### **Interrogations by Police**

The schools have legal custody of students during the school day and during the hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control, therefore:

1. Whenever possible, police officers should contact and/or question students out of school. When it is necessary for an officer to make school contact with a student, the school authorities will bring the student to a private room and the contact will be made out of sight of the others as much as possible.
2. The school principal or designee must be notified before a student may be questioned in school or taken from a classroom.
3. If possible, a parent or legal guardian of the student to be interviewed should be notified by the police or a school authority before the student is questioned so that the parents may be present if they so desire.
4. To avoid possible criticism, a school official will request to be present when an interrogation takes place within the school.
5. When it is necessary to remove a student from school, after notifying the school principal, the police authorities should notify the parents. If the circumstances make it impossible for the police to make the notification to the parents, the school should do so.
6. The police department should always be notified by a school official whenever a student is involved in any type of criminal activity. The school should not attempt to handle matters that are properly in the realm of the police department.

### **DRESS AND GROOMING – (RF:BBP:JFCA)**

**Wearing apparel and Personal Grooming:** All students enrolled in the Blanchester School District shall dress in an acceptable fashion which must be neat, clean and in good taste at all times. Exceptions of any nature that detract from the educational process shall not be permitted. Forms of student dress or grooming which are considered extremes are those, which cause a disturbing effect or hinder the normal pattern of educational atmosphere in the school. Styles or apparel that present a safety or health problem shall also be excluded. Exceptions to any regulation of the dress code will only be considered for physical or medical reasons, and must be accompanied by a note from a student's physician. The principal with the assistance of the faculty, has the responsibility to uniformly administer the dress code. A disruption of the learning process during the instructional day or at school related events should be strongly considered when administering the dress code.

#### **Dress & Grooming Expectations:**

Students shall observe general guidelines for dress and appearance including:

1. no shorts or mini skirts that end above mid-thigh;
2. no shirts or blouses that expose the midriff;
3. no tank tops, muscle shirts or halters – boys must wear shirts with sleeves;

4. hats, coats, blankets, bandanas and sunglasses are not to be carried to or worn in class;
5. no clothing or accessories that promotes hate or communicates a negative, profane or vulgar message;
6. no clothing or accessories which advertise or are in any way related to alcohol, tobacco, drugs or weapons;
7. no clothing or accessories with sexual messages – explicit or implied;
8. no transparent garments, open mesh garments or garments with large open sides may be worn without an underliner;
9. shoes must be worn and must not present a safety hazard;
10. no biking, spandex, yoga, leggings or exercise pants unless covered by an appropriate length skirt, pants or shorts
11. hair must be clean and groomed at all times; not extreme and of natural hair color; no extreme makeup;
12. body-piercing adornments are to be worn in the ears and are not to be extreme or distracting; a nose stud will be permitted.
13. lower garments are to be worn at waist level; if a belt is worn, it must be of proper length; undergarments are not to be exposed;
14. no “dog collars,” spiked bracelets or chains that could be dangerous to person or destructive to school property;
15. no gang or cult-related items of any kind;
16. no cutoffs, tattered clothing or clothing with holes above the mid-thigh
17. no sleepwear/pajamas.

### **STUDENT CONDUCT ON SCHOOL BUSES**

The Board furnishes transportation in compliance with state laws. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus and after the student leaves the bus at the end of the school day Students on the bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation service or suspending transportation services to any student once proper procedures are followed. The following new transportation guidelines have been put into place for the 2020-21 school year: The elimination of p.m. home/sitter stops. The elimination of students riding home on a bus that is not their originally assigned bus. The elimination of students riding elementary p.m. routes after school events/activities.

The following regulations pertain to school bus conduct are intended to ensure the safety and welfare of the students, the bus driver and the drivers on the road and to ensure the safety and proper maintenance of school buses. This applies to transportation to and from school as well as to and from athletic and student activities.

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic in their assigned (place of safety).
3. Pupils must make eye contact with the driver and wait for a hand signal.
4. Behavior at the school bus stop must not threaten life, limb or property of any individual.
5. Pupils must go directly to an available or assigned seat so the bus may safely resume motion.
6. Pupils must remain seated keeping aisles and exits clear.
7. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
8. Pupils must not use profane language.
9. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.



10. Pupils must not use tobacco on the bus.
  11. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
  12. Pupils must not have firearms,ammunition,weapons,explosives or other dangerous materials or objects
  13. Pupils must not have animals on the bus with the exception of those intended for special needs assistance
  14. Pupils must not throw or pass objects on, from or into the bus.
  15. Pupils shall remain silent at all railroad crossings.
  16. Pupils must put away headsets, IPods, cell phones when getting on and off the bus. Cell phones are not permitted to make calls or take pictures when on the bus.
  17. Pupils may carry on the bus only objects that can be held In their laps.
  18. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise pm routes notes signed by the office.
  19. Pupils must not put head or arms out of the bus windows.
  20. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by Preschool and special needs children.
  21. Drivers and bus aides must have access to appropriate information about the child to the degree that such information might affect Safe transportation and medical well-being. This information must be available in the vehicle or readily accessible in the Transportation office. All such information is strictly confidential.
- Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation by school bus.

## Discipline

1. The superintendent or superintendent designees, or principals are authorized to suspend or remove pupils from school bus riding privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. the administrator's decision is final.
2. Suspension or immediate removal of preschool and special needs Children may require a modification of the above procedures and shall be accomplished in accordance with the law.

When discipline problems with individual students arise, use the following guidelines:

1. If possible, the driver should resolve the problem.
2. When the driver is unable to resolve the problem, he/she should report it to the transportation supervisor. The transportation supervisor and driver, if necessary, confer with the principal .Any discipline is imposed by the principal of the school.
3. Problems which cannot be resolved by measures specified above are referred to the Superintendent.
4. (Blanchester local Schools Board of Education Policy JFCC,JFCC-R,EEACC). Re-approval date: October 15, 2012

Pupil Transportation Operation and Safety Rules – July 2013 : 3301-83-08,12,13,20 \*Note : Transportation Supervisor Barb Prater (937)783-3714 **Place of safety 3301-83-13**

Each pupil shall be assigned a designated place of safety on the residence side of the roadway on which the vehicle is scheduled to stop. Driver must account for each pupil at a designated place of safety before leaving. Pupils are not to proceed to their residence until the school bus has departed. The purpose of the place of safety is to reduce as much as possible the potential of a student being hit by a school bus while they are in the process of being picked up or dropped off.

## **USE OF THE SCHOOL EQUIPMENT AND FACILITIES – (RF:BBP:JG)**

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

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

## **AFTER SCHOOL USE OF THE BUILDING**

1. All meetings must have the approval of the administrative office of the school.
2. AN APPROVED TEACHER - SPONSOR MUST BE IN CHARGE.
3. The group sponsors shall notify those concerned of any meeting at least one day in advance of the meeting.
4. Members of any group are asked to arrive at a scheduled hour set by the sponsor.
5. Students in the building without proper supervision after school hours will receive disciplinary action.

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