

BLANCHESTER LOCAL SCHOOL DISTRICT

Home of the Wildcats



2022-2023

PK-12

STUDENT AND PARENT HANDBOOK

SUPERINTENDENT WELCOME

Dear Parents and Students,

Welcome to the 2022-2023 school year at Blanchester Local Schools!

The Student/Parent Handbook will be your guide to information related to your rights and responsibilities as a student and parent/guardian. The handbook includes the Student Code of Conduct and other information that will allow for a successful school year by providing the basic expectations of all students. The latest version of this handbook is available on our website at www.Blanschools.org for your continued reference. The handbook is also available by paper version upon your request.

At the beginning of the 2022-2023 school year, students will have information and forms requesting both student and parent/guardian signatures. The signed forms are very important and will need to be returned to school as soon as possible. Please provide your e-mail address where requested as this is a critical communication link between our teachers and you the parents. **Most of this information can be completed through FinalForms our new online back-to-school registration. It replaces the annual back-to-school packet that families completed each August as well as required OHSAA sports forms. It can be completed on desktop or mobile devices. Blanchester has worked with FinalForms to consolidate our paper forms into a single interface. While families can expect the first form to take a little longer than usual, automatic carryover of information between siblings and from year-to-year will make back-to-school “paperwork” easier and faster than ever. Families without computer access may contact any of the school offices for assistance.**

We wish you a very safe and productive school year at Blanchester Local Schools.

Randy Dunlap

Mr. Randy Dunlap, Superintendent

EVERY ATTEMPT HAS BEEN MADE TO ENSURE THOROUGHNESS AND ACCURACY IN THIS PUBLICATION. NEWLY APPROVED POLICIES AND PROCEDURES ADOPTED BY THE BLANCHESTER LOCAL BOARD OF EDUCATION WILL TAKE PRECEDENCE OVER THIS HANDBOOK.

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MISSION STATEMENT

Blanchester Local School District will **E**mpower, **P**repare, and **I**nspire students for the challenges of tomorrow, through **C**ollaboration with all stakeholders.

VISION

Blanchester Local Schools District Vision:

Empower. **P**repare. **I**nspire. **C**ollaborate.

Empower students to set high expectations through goal setting, self assessment, and reflecting on their learning.

Prepare all students for an EPIC future.

Inspire students to develop a passion to lead and serve as global citizens.

Collaborate with students, staff, parents and community members toward mutual goals that benefit society.

ALMA MATER

“For the love of old Blanchester
Seen now shining in mine eyes
Where in she will stay forever
All our memories crystalized

Happy days within thy shadow
Friends and comrades we have won
Still thy sons and daughters love thee
For all things that you have done.”

FIGHT SONG

On Blanchester,
On Blanchester,
Plunge into this game.
Run the ball, clear down the field for a
touchdown to our name
Rah, Rah, Rah.
On Blanchester,
On Blanchester,
Fight for our new fame - Fight fellows
fight and we will win this game!

2022-2023 SCHOOL CALENDAR

DISTRICT BUILDING AND ADMINISTRATION

WWW.BLANSCHOOLS.ORG

HIGH SCHOOL (GRADES 9-12)

Pandy McCarty, Principal
953 Cherry Street
Blanchester, Ohio 45107
Phone: (937)783-2461
Jason Whitaker, Assistant Principal
953 Cherry Street
Blanchester, Ohio 45107
Phone: (937)783-2461
Margie Slocum, Secretary
Bess Long, 9-12- Guidance/School Counselor
Brad Ballinger, Athletic Director

MIDDLE SCHOOL (GRADES 6-8)

Ryan Briggs, Principal
955 Cherry Street
Blanchester, Ohio 45107
Phone: (937)783-3642
JoAnna Powell, Secretary
Toyna Geringer, 6-8 Guidance/School Counselor
Brad Ballinger, Athletic Director

INTERMEDIATE SCHOOL (GRADES 4-5)

Jen Molitor, Principal
955 Cherry Street
Blanchester, Ohio 45107
Phone: (937)783-2040
Joyce Crosley, Secretary

PUTMAN ELEMENTARY (GRADES PS-3)

Jeri Earley, Principal
327 Baldwin Street
Blanchester, Ohio 45107
Phone: (937) 783-2681 ext. 2075
Linda Larrick and Caryn McCarty, Administrative Assistants

STUDENT SERVICES

(SPECIAL EDUCATION & PRESCHOOL)

Kristen Unversaw, Director
327 Baldwin Street
Blanchester, Ohio 45107
Phone: (937) 783-5040 ext. 2991
Robin Bolin, Administrative Assistant
Phone: (937) 783-2681 ext. 2083

CENTRAL OFFICE ADMINISTRATION

951 Cherry Street
Blanchester, Ohio 45107
Phone: (937)783-3523
Randy Dunlap, Superintendent, ext. 7036
Megan Thompson, Treasurer, ext. 7030
Jeryl Weis, Maintenance Supervisor
Barb Prater, Transportation Director, ext. 1001
Vanessa Swinderman, Food Service Supervisor

BOARD OF EDUCATION

John Panetta, President
Jeremy Kaehler, Vice President
Kathy Gephart, Member
Mike Williams, Member
Kyle Wilson, Member

SECTION I - GENERAL RULES, POLICIES & PROCEDURES

Articles Prohibited at School

Prohibited items will be taken from students and returned only to the parent at the discretion of the administrator in charge. These items include, but are not limited to: guns, knives (of any type or length), water pistols, razor blades, chains, radios, pagers, laser pens, tape recorders, video games, fireworks, stink bombs, cigarette lighters, vaping devices, any unauthorized medications or supplements, pepper spray, energy drinks and dietary supplements, etc. Refer to the Technology Privacy and Acceptable Use Policy (Section V) for electronic devices. Appropriate disciplinary action will be taken in each case.

Custody/Legal Papers

If one parent has been awarded custody of the student by the courts, the custodial parent shall provide the school with a stamped copy of the legal custody order and inform the school in writing of any limitations in the rights of the non-custodial parent. If the proper paperwork is not on file in the office, the school will presume that the student may be released into the care of either parent. If two parents were never married, then the biological mother is considered legal and custodial parent.

Directory information includes student's name, address, phone number, date and place of birth, photograph, participation in officially recognized activities and sports, height and weight, dates of attendance, and awards received. This information will only be given to non-profit organizations. If you do not want directory information shared, please complete the FERPA form that is sent home at the beginning of the school year. If you do not receive a FERPA form, please contact the high school office. The district is required to submit names to the military for high school students. If you do not want your child's name to be submitted, please contact the high school office.

Child Find and Federal IDEA Guidelines

Blanchester LSD Local Schools offer:

- a. Evaluation for all children with disabilities birth through age 21; and
- b. Education for all children with disabilities age three through age 21.

Once we are notified:

- a. The child's parent(s) are contacted and notified of their rights as required by the Individuals with Disabilities Education Act, the Ohio Revised Code and the State Board of Education Rules for the Education of Handicapped Children; and
- b. Arrangements are made to evaluate the child in cooperation with the parent(s) and district employees including but not limited to school psychologist, teachers, therapist and district administration.

Additional information and an outline of state and federal guidelines can be found on <http://education.ohio.gov> and by searching "A Guide to Parent Rights in Special Education."

Dances (All Buildings)

Dances are considered a co-curricular activity. Students outside of Blanchester LSD may attend a dance (HS only) upon administrative approval. Guests must be pre-registered by completing the "[Guest Application Form](#)" with the office and approved by the principal. Students who leave a dance will not be readmitted and parents will be contacted. Students with multiple suspension occurrences will lose their privilege to attend dances. Students may also be requested to follow a dress code for dances.

Middle School Dances are closed to non-Blanchester students. Only Blanchester Middle School students will be permitted at Middle School Dances.

Discrimination Information

Federal law requires that all school districts guarantee no person (student or staff member) be excluded from participation in or be subjected to discrimination in any educational program on the basis of race, color, national origin, gender, religion or handicap.

Dress Code (Grades K-12)

Students should dress in an appropriate way to ensure a safe and respectful educational environment. Students shall follow the listed guidelines. If a student misses any class time after the second offense due to a dress code violation, the student's absence may be considered unexcused and may not receive class credit.

Any dress or grooming that interferes with the cleanliness, health, welfare or safety of the students, or that disrupts the educational process by being distracting, indecent or inappropriate, is expressly prohibited. Violation of these standards may result in dismissal from class or school until the violation is corrected.

If there is a question as to whether or not something is acceptable to wear, **then don't wear it.**

The school administration is the final determiner of acceptable wear.

The following dress code applies to all school related activities such as the normal school day, field trips, banquets, meetings, etc. The objective of the Blanchester LSD Dress Code is to provide an appropriate, safe and respectful educational environment while allowing students to dress comfortably, within limits, and to facilitate learning. Blanchester LSD expects students to maintain an appearance that is not distracting to students, teachers or the educational process.

Section I: General Guidelines for All Articles of Clothing

- Clothing without tears or rips above mid-thigh
- Clothing that does not promote drugs, alcohol, tobacco, sex, violence or is offensive or degrading.
- Clothing should not expose underwear or private parts of the body, or be unduly revealing.
- Top and bottom clothing must overlap and not expose the midsection.
- No excessive ornamentation, including but not limited to necklaces, bracelets, spiked jewelry, gloves and make up.
- Sunglasses are for outdoors unless prescribed in writing by a medical doctor for indoor wear.
- Backpacks are to be stored in lockers/cubbies once school has begun until the school day ends.
- Undergarments must be worn in an appropriate manner and are required.
- Clothing should not cause a distraction to the educational environment.
- Hair must be clean and groomed at all times.
- No extreme or distracting hair color (of natural color) or makeup.

Section II: Pants, Shorts, Capris, Skorts, & Skirts

- Clothing must fit appropriately.
- Pajama pants, flannels, fleece, and swimwear are only permitted for special events as approved by an administrator, (i.e.: Spirit Days).
- Skirts, shorts or skorts must be at least mid-thigh length (fingertip length when arms are dropped to the side)

Section III: Tops

- No tank tops, muscle shirts or halters – boys must wear shirts with sleeves.
- Tops should not be form fitting or low-cut. No visible cleavage for both males and females.
- Coats or cold weather jackets are for outdoors and not inside the school during the school day.

Section IV: Head Coverings

- Hats, caps, scarves or head coverings (including hoods) are for outside and not inside the school during the school day (unless approved by an administrator, i.e.: Spirit Days).
- Head coverings are allowed for medical or religious purposes. The parent is to notify school administration of the medical or religious practice.

Section V: Shoes

- Shoes must be worn at all times.
- For playground safety, no flip flops are allowed at Putman Elementary School.

Attire for Field Trips - Students representing Blanchester LSD may be required to adhere to a more rigid and specific campus wear code. Students attending Blanchester LSD events are expected to follow the Blanchester LSD Dress Code. Students may be requested to leave at the discretion of the supervisor or administration based on student appearance.

Drills

Fire: The fire drill signal is the ringing of the fire alarm. Fire drill procedures are posted in each classroom. Drill exit signs are posted above each door in every classroom. Fire drills are required by law.

Tornado: The tornado drill signal is a broadcast over the public address system. Tornado drills are required by law during the months of March, April and May. Tornado drill signs indicating where to report are posted in each classroom.

Safety Drills: Safety drills, including lockdowns, are conducted three times a school year to prepare students for various emergencies.

Driving Privileges (High School Students)

Student use of cars is a privilege, not a right. Students who drive to school will need to register their vehicles (including Oaks and CCP students parking on school grounds before, during, or after school). A current parking pass must be displayed. A registration fee is required. The application may be obtained in the HS office.

Violations of parking regulations may result in suspension or permanent denial of driving privileges. If driving privileges are suspended, parking fees will not be refunded.

The following regulations apply to parking and driving on school property:

1. Seniors will have first privilege, then juniors followed by sophomores. Freshman will be allowed to drive with special permission from the principal.
2. BHS students must use the designated student parking lots. Oaks students must have a Blanchester High School parking pass and should park at the student parking lot.
3. The campus speed limit is 10 mph. Students will observe posted speed limits.
4. Students are not to be in the parking lot during the day.
5. Illegally or improperly parked vehicles or those without a parking permit clearly displayed on the rear-view mirror may be towed at the owner's expense.
6. Attendance (tardiness) problems may result in the cancellation of driving privileges.
7. Vehicles parked on the Board of Education property may be searched at any time by the administration with assistance by local law enforcement officers. Recent changes in law allow civil authorities to take over a search at the request of school authorities if the search is initiated by school authorities.

Emergency Medical Forms

Parents may access the Emergency Medical Form online at www.blanschools.org using FinalForms.

Every student must have an Emergency Medical Authorization Form completed and signed by his/her parent or guardian. Families who lack internet access need to contact the school for assistance in completing Finalforms. This assistance needs to be scheduled with the front office secretary. It is imperative that the school be able to reach someone in case of an emergency. **FORMS MUST HAVE AT LEAST THREE (3) WORKING DIFFERENT PHONE NUMBERS THAT CAN BE CALLED. If the school is unable to make contact with a parent then at the discretion of the building principal, local law enforcement may be contacted to assist in finding a parent or guardian. If using a cell phone as a contact, please make sure it accepts incoming calls and messages.**

Students without current Emergency Medical Forms on file may be prohibited in participating in off-campus activities, including field trips, and extracurricular activities.

Extracurricular Activities

Extracurricular organizations and activities occur outside of the school day. This includes, but is not limited to, athletics, dances, and student organizations. Student participation may be limited if the student has been suspended from school or

any other activity or has been involved in legal proceedings with a juvenile or adult court system where they are charged or being charged.

High School students must be in attendance by 8:30 a.m. in order to continue participating in events and practices. In the event of an emergency, exceptions may be made by the building principal, or athletic director upon receipt of a verified excuse, or an excuse signed by a physician, and/or parents in a family emergency.

Middle School students must be in attendance by 8:30 a.m. in order to continue participating in events. In the event of an emergency, exceptions may be made by the building principal upon receipt of a verified excuse, or an excuse signed by a physician, and/or parents in a family emergency.

Student athletes must meet Ohio High School Athletic Association Guidelines, the Guidelines found in the Blanchester LSD Student Handbook and the Guidelines found in the Blanchester LSD Athletic Handbook.

Harassment/Intimidation/Initiations/Hazing/Bullying/ Dating Violence

Includes Multimedia/Cyber-Bullying/Texting/Sexting

It is the policy of the Blanchester Local School District that any initiation/hazing activities of any type, which are inconsistent with the educational process, are prohibited at all times. Harassment/initiation/hazing/bullying is defined as an act of coercing another, including the victim, to do any act of initiation to 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/bullying and/or dating violence does not lessen the prohibition.

No student may harass, bully or participate in the hazing of any other student, staff faculty member, or any person associated with Blanchester Local School District on the basis of handicap, gender, race, color, creed, age, religion, national origin, or any difference of ideology. This rule applies to harassment in any form (i.e., physical, written or verbal). Any form of discrimination including symbols that either promote one race or are designed to offend or discredit any group or individual and cause a repeated disruption between individuals or groups are prohibited from school property. This includes racially inflammatory clothing, banners, signs or symbols of any kind.

Administrators, teachers and all other district employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering district employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

Health

School personnel are not permitted to dispense any medication – including Tylenol – without the express written consent of a parent and a physician. All medication must be brought by the parent or guardian to the Nurse’s office or the child’s building’s office, accompanied by the “Authorization to Administer Medication Form” which must be completed by the parent and the physician for both OTC (Over the Counter) and RX (Prescribed). Medicine should be in its original container, with the child’s name, date and exact dosage. Failure to follow this procedure will result in school personnel being unable to administer the child’s medication and possible disciplinary consequences. With proper authorization, students may carry inhalers or epi-pens. All forms must be on file with the school nurse and in your child’s building’s office.

Although immunizations are compulsory, the parents or legal guardian may file a State of Objection with the school registrar at the time of enrollment. This notice shall be done in writing on a form furnished by the school. The form requires parents or a guardian to state the objection(s) and reason(s). The form will then be forwarded onto the school nurse for review. You will be contacted by the nurse after consideration is given in this matter. Immunizations per Ohio School Immunization Laws (Sections 3313.67 & 3313.671):



Ohio Immunization Summary for School Attendance

VACCINES	FALL 2022 Immunizations for School Attendance
<p>DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis</p>	<p>K-12 Four or more doses of DTaP or DT, or any combination. If all four doses were given before the fourth birthday, a fifth dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the fourth birthday, a fifth dose is not required.*</p> <p>Grades 1-12 Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children ages 7 years and older with the first dose being Tdap. Minimum spacing of four weeks between doses 1 and 2, and six months between doses 2 and 3.</p> <p>Grade 7 One dose of Tdap vaccine must be administered on or after the 10th birthday. ** All students in grades 8-12 must have one documented Tdap dose.</p>
<p>POLIO</p>	<p>K-12 Three or more doses of IPV. <i>The FINAL dose must be administered on or after the fourth birthday, regardless of the number of previous doses and there must be six months spacing between doses 2 and 3.</i> If a combination of OPV and IPV was received, four doses of either vaccine are required.</p>
<p>MMR Measles, Mumps, Rubella</p>	<p>K-12 Two doses of MMR. The first dose must be administered on or after the first birthday. The second dose must be administered at least 28 days after the first dose.</p>
<p>HEP B Hepatitis B</p>	<p>K-12 Three doses of hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least eight weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.</p>
<p>VARICELLA (Chickenpox)</p>	<p>K-12 Two doses of varicella vaccine must be administered prior to entry. The first dose must be administered on or after the first birthday. The second dose should be administered at least three months after the first dose; however, if the second dose is administered at least 28 days after the first dose, it is considered valid.</p>
<p>MCV4 Meningococcal</p>	<p>Grade 7 One dose of meningococcal (serogroup A, C, W, and Y) vaccine <u>must be administered prior to seventh grade entry.</u> All students grades 8-11 must have one documented dose of MCV4.</p> <p>Grade 12 Two doses of MCV4 by age 16 years, with a minimum interval of eight weeks between doses. If the first dose was given on or after the 16th birthday, only one dose is required. ****</p>

NOTES:

- Vaccine should be administered according to the most recent version of the *Recommended Child and Adolescent Immunization Schedule for ages 18 years or younger* or the *Catch-up immunization schedule for persons aged 4 months-18 years who start late or who are more than 1 month behind*, as published by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices. Schedules are available for print or download through www.cdc.gov/vaccines/schedules/index.html.
- Vaccine doses administered less than or equal to four days before the minimum interval or age are valid (grace period). Doses administered greater than or equal to five days earlier than the minimum interval or age are not valid doses and should be repeated when age appropriate. If MMR and varicella are **not** given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information, please refer to the [Ohio Revised Code 3313.67](#) and [3313.671](#) for school attendance and the [ODH Director's Journal Entry](#) on required vaccines for child care and school. These documents list required and recommended immunizations and indicate exemptions to immunizations.

• Please contact the Ohio Department of Health Immunization Program at 800-282-0546 or 614-466-4643 with questions or concerns.

* Recommended DTaP or DT minimum intervals for kindergarten students are four weeks between the first and second doses, and the second and third doses; and six months between the third and fourth doses and the fourth and fifth doses. If a fifth dose is administered prior to the fourth birthday, a sixth dose is recommended but not required.

** Tdap can be given regardless of the interval since the last tetanus or diphtheria-toxoid containing vaccine. Children age 7 years or older with an incomplete history of DTaP should be given Tdap as the first dose in the catch-up series. If the series began at age 7-9 years, the fourth dose must be a Tdap given at age 11-12 years. If the third dose of Tdap is given at age 10 years, no additional dose is needed at age 11-12 years.

*** The final polio dose in the IPV series must be administered at age 4 years or older with at least six months between the final and previous dose.

**** Recommended MCV4 minimum interval of at least eight weeks between the first and second doses. If the first dose of MCV4 was administered on or after the 16th birthday, a second dose is not required. If a pupil is in 12th grade and is 15 years old or younger, only one dose is required. Currently, there are no school entry requirements for meningococcal B vaccine.

Last updated 12/01/2021.

- Our district has a nurse available to provide expertise and oversight for the provision of school health services.
- Annual health screenings are conducted per the requirements of the ODH– vision, hearing, and scoliosis.
- All accidents, injuries, illnesses must be reported to the office.
- Our district will follow the guidelines of the Ohio Department of Health and the local health department regarding communicable diseases.

Pediculosis (Head Lice): (Board Policy File: JHCCB, JHCCB-R, JHCCB-E): Parasitic insects found on the human head. Head lice are most often found on the scalp behind the ears and near the neckline at the back of the neck. The lice hold onto the hair with hook-like claws at the end of each of their six legs. Adult lice are difficult to find on the scalp and diagnosis of infestation must usually be made on the basis of the presence of nits. It is very hard for school personnel to distinguish old nits from new, active infestation. If nits have been left from a previous infestation, the child may develop a fairly severe new case before the re-infestation is recognized. Unfortunately, having a case of head lice is not like having chickenpox - no immunity develops. Children may easily become re-infested.

Parent/guardian of children with head lice will be notified by school nurse or principal of active infestation. If live bugs are present, the student will be sent home and may remain in the clinic until parent/guardian arrives. The student will be excluded from school until treatment with a medicated solution is administered and improvement of nit removal is made. The student will be permitted to return to school after treatment, noticeable progress has been made on nit removal as determined by school nurse or principal/designee. The student must be accompanied to school with a parent/guardian to meet with the school nurse or staff member trained in the procedures to be rechecked. If the student returns to school with live bugs and no improvement with nit removal, the student will not be permitted to return to the classroom. If student is found to be free of live lice and noticeable improvement has been made on nit removal, the student will be readmitted to school.

The student will be permitted to miss the day of dismissal plus one-day excused absence. But every effort is to be made to have student back the next school day. Any time away from school after the day of plus one, will be considered unexcused.

At initial evaluation by school personnel if a student is found to have nits only and no live bugs the student will be permitted to stay in school. Classroom checks are not warranted unless deemed necessary by the building nurse and/or principal. Due to confidentiality, no lice letters will be sent home in the classrooms when a student is sent home; however, a general letter may be sent school-wide informing parents of positive cases in the school. Every effort will be made to not isolate or ostracize the student affected.

This procedure is based on changes recommended from the American Academy of Pediatrics, Centers for Disease Control, National Association of School Nurses and Ohio Department of Health. The following are website with the position statements of the above organizations:

<http://www.odh.ohio.gov/pdf/idcm/pedipol.PDF>

<http://aappolicy.aappublications.org/cgi/content/full/pediatrics;126/2/392>

<http://www.nasn.org/Default.aspx?tabid=237>

<http://www.cdc.gov/parasites/lice/head/schools.html>

Students should not return to school until they are no longer contagious. Do not send students to school if conditions are recognized outside of school.

PROCEDURES FOR THE SAFETY OF STUDENTS WITH FOOD ALLERGIES

The Blanchester Local School District recognizes that food allergies can be life threatening. At the beginning of each school year, or at the time of enrollment, parents are responsible for communicating any special dietary needs of their child, including food allergies, to the District. Students with special dietary needs that qualify as disabilities under law are provided reasonable accommodation. Substitutions to regular school meals provided by the District are made for students who are unable to eat regular school meals due to a qualifying dietary need when that need is certified in writing by the student's physician. Substitute meals are provided in the most integrated setting appropriate to the special needs of the student.

Parents are required to:

1. Notify the district of your child's allergies prior to the opening of school (or as soon as a diagnosis is made).
2. Provide the district with a detailed script from the child's physician.
3. Complete the District Medical Statement for Students Requiring Special Meals Due to Food Allergy or Intolerance or Emergency Action Plan (EAP) available online or in the nurse's office.

School nurse is required to:

1. Coordinate the overall program for preventing and treating allergic reactions.
2. Educate staff at the beginning of each year with respect to recognition of signs and symptoms and treatment of reactions.
3. Provide staff with up-to-date allergy list (through the online medical alerts) and Emergency Action Plan (EAP) in DASL

Teachers are required to:

1. Follow the district procedure for maintaining a safe classroom environment for the food allergic child.
2. Know which students in their classroom have a food allergy and adhere to the child's emergency medical plan.
3. Provide parents with the approved safe food list while planning for each event relating to food.

If a student has serious food allergies, the following procedures are to be implemented and followed:

1. Develop an Emergency Action Plan (EAP)
 - a. The building principal, teacher(s), school nurse, and parents of the food-allergic child shall develop a plan for dealing with the child's food allergies based on the district guidelines.
2. District Guidelines
 - a. Keep allergy-producing snacks out of the classroom, if applicable.
 - b. Any person bringing a snack for the class must adhere to the safe food list that will be distributed to every child in the classroom, the teacher will not dispense any snacks that are not on the approved list of safe foods. Parents will be required to pick up inappropriate snacks.
 - c. The teacher will not do classroom projects that involve nuts (like bird feeders or art projects)
 - d. For class activities that require food, the teacher will make sure parents provide food from the "Safe Food List"
 - e. Hand washing will be expected.
 - f. Students will be directed to not trade snacks, lunches, and utensils.
 - g. Parents will be notified in writing that a child has a food allergy in the classroom. The letter will also state that if their child ate any food containing nuts for breakfast, they are to make sure that his/her hands are washed with soap and water before leaving for school. Water alone does not eliminate contamination.
 - h. Students will wash hands after eating lunch to avoid cross-contamination.

Students with chronic conditions will have an Individualized Health Plan (IHP) created at the beginning of the year through a meeting with the school nurse and parents to establish and verify steps of care while attending school.

Student Health Insurance- Information regarding the voluntary purchase of student health insurance will be available on the District website under the *Information & Forms* tab. For parents who do not have access to electronic form may request a copy sent home with their student. Parents are able to secure this insurance at any time during the school year.

Interview by Law Enforcement

The schools have legal custody of students during the school day and during 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, law enforcement officers should contact and/or question students out of school. However, when it is absolutely necessary, law enforcement may enter the school without a warrant to question students. The questioning will be done in administrative offices in the presence of a school administrator.
2. The school administration must be notified before a student may be questioned in school or taken from a classroom.
3. If possible, the parent(s) or legal guardian(s) of the student to be interviewed should be notified by law enforcement or school administrator before the student is questioned so that the parent(s) or guardian(s) may be present if they so desire.
4. When it is necessary to remove a student from school, after notifying the school administration, the school administrator will notify the parent(s) or guardian(s).
5. The school administration will always notify law enforcement whenever a student is involved in any type of criminal activity. When the school learns of such activity, it will notify the school resource officer and/or the local law enforcement agency. The school will not attempt to handle situations that are properly in the realm of law enforcement.

Lockers (Intermediate, Middle School and High School)

A locker will be assigned to each student. Locker inspections may occur at any time by school administration and staff. The district has the right to search lockers and their contents. Students should use good judgment about bringing valuables to school. We are not responsible for missing items. Sports equipment, books, musical instruments, etc. should be secured in lockers or in areas provided by the school. No adhesives, stickers, or tape used on inside/outside of lockers.

Lost and Found

Please mark jackets, coats, book bags, and other personal items with your child's name. Lost items may be reclaimed if marked. Lost and found items will be disposed of periodically throughout the school year. Articles of clothing are given to charitable organizations or other students.

Media Center Facilities

The district provides library facilities to help meet student needs. Students may visit the building library for purposes of research, checking out books and other instruction. Students will be financially responsible for lost or damaged library books.

Parent Forms/Information

The following forms must be completed or updated annually through FinalForms. Families who lack internet access need to contact the school for assistance in completing Finalforms. This assistance needs to be scheduled with the front office secretary. Forms may vary per building and grade. **Report any change of address or phone number to the school office and to the enrollment registrar promptly (board of education office).**

- Registration Form
- Emergency Medical Form
- Acknowledgements and Media Permissions (AUP, Handbook, Media, Directory Information)
- Student Transportation Form (Upon enrollment and when change of address applies)
- Free and Reduced Lunch Form – to be completed if applicable
- Student Insurance Letter – to be completed if student is in need of insurance
- Student/Parent Handbook Acknowledgement

Incomplete forms may result in a student being unable to participate in certain extracurricular and or off-campus activities.

Pets/Animals

Pets of any kind are NOT permitted at school without the permission of the building administrator. No animals/pets are permitted on the buses.

Property Care/Vandalism

It is the responsibility of all students to help care for school facilities. Students who vandalize school property, including but not limited to school buildings, property, buses, school equipment (including textbooks, musical instruments, technology, etc.) will be subject to disciplinary actions (suspension and possible expulsion) and monetary restitution.

NOTE: Official grades, awards, progress/interim reports, report cards, official transcripts and/or permanent records may be held until such assessments are paid in full.

Public Display of Affections

Students are not to engage themselves in touching, or extended hugging, or kissing other students while on school grounds.

School Delays and Closings

In the event of inclement weather, hazardous road conditions, mechanical failure, or emergency situation in the district, the schools may be delayed by 2 hours and/or closed or an early release initiated. The Superintendent, or his designee, will utilize one or more of the following communication channels, to keep families apprised of updates and developments. Blanchester uses a mass-notification system to communicate with families and staff. This system will send a text, make phone calls, or send emails to contacts provided on your child's emergency medical forms. The Blanchester Local Schools will also post a closing/delay message on our phone system and on the district website.

Please make sure your contact information is updated throughout the school year. Parents should have an alternate plan for emergency early dismissals.

Student Meals

Students are not permitted to order food for delivery at school.

Technology

All school electronic devices need to be fully charged upon entering the school day. All student chargers need to remain at home.

Student Alleged Discrimination Grievance Procedures

Board Policy AC, ACA, ACAA, ACAA-R

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability or military status.

The Board does not discriminate on the basis of legally acquired genetic information.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means including the use of electronic communications devices, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

Employees or students who engage in discrimination of another employee or student shall be subject to disciplinary action.

Permission, consent or assumption of risk by an individual subjected to discrimination does not lessen the prohibition contained in this policy.

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

The Board designates the following individual to serve as the District's compliance officer/civil rights coordinator:

Title: Superintendent Designee
Address: 951 Cherry Street, Blanchester, Ohio 45107
Phone number: 937-783-3523

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

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

The Board ensures compliance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and the regulations promulgated through the U.S. Department of Education.

The District does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The Board designates the following individual to serve as the District's Title IX Coordinator:

Title: Superintendent Designee
Office address: 951 Cherry Street, Blanchester, Ohio 45107
Phone number: 937-783-3523

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

For purposes of this policy and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity or
3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator directs the individual to the applicable sex discrimination process for investigation.

Retaliation Prohibited

The District prohibits intimidation, threats, coercion or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation proceeding or hearing, if applicable. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation.

Confidentiality

The District must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any individual who has been alleged to be the victim or perpetrator of conduct that could constitute sexual harassment, and any witness, except as may be permitted by Family Educational Rights and Privacy Act (FERPA) or as required by law, or to carry out the purposes of the Title IX regulations, including the conduct of any investigation, hearing or judicial proceeding arising thereunder.

Notice Requirements

The District provides notice to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees and the union(s) with the name or title, office address, email address and telephone number of the Title IX Coordinator and notice of the District grievance procedures and process, including how to report or file a complaint of sex discrimination, how to file a formal complaint of sexual harassment and how the District will respond. The District also posts the Title IX Coordinator's contact information and Title IX policies and procedures in a prominent location on the District website and in all handbooks made available by the District.

Training Requirements

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receives training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including hearings, appeals and informal resolution processes, when applicable, and how to serve impartially including by avoiding prejudgment of the facts at issue, conflicts of interest and bias. The District also ensures that decision-makers and investigators receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant as set forth in the formal procedures that follow, and training on any technology to be used at a live hearing, if applicable. Investigators also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. All materials used to train individuals who receive training under this section must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment and are made publicly available on the District's website.

Conflict of Interest and Bias

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process do not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Determination of Responsibility

The individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment is presumed not responsible for alleged conduct. A determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation in accordance with the process outlined in the accompanying regulation. No disciplinary sanctions will be imposed unless and until a final determination of responsibility is reached.

Sexual Harassment Grievance Process

The Board requires the following grievance process to be followed for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited as sexual harassment by Title IX. The Board directs the process to be published in accordance with all statutory and regulatory requirements.

Definitions

The following definitions apply for Title IX policies and procedures:

“Actual knowledge:” notice of sexual harassment or allegations of sexual harassment to the District’s Title IX Coordinator or any official of the District who has authority to institute corrective measures on behalf of the District, or to any employee of an elementary or secondary school.

“Education program or activity:” includes locations, events or circumstances over which the District exercised substantial control over both the individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment, and the context in which the sexual harassment occurs.

“Complainant:” an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Respondent:” an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Formal complaint:” a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation of sexual harassment.

“Supportive measures:” non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available and without fee or charge to the Complainant or Respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

District Requirements

When the District has actual knowledge of sexual harassment in an education program or activity of the District, the District will respond promptly in a manner that is not deliberately indifferent. When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator will direct the individual to the applicable sex discrimination process for investigation.

The District treats individuals who are alleged to be the victim (Complainant) and perpetrator (Respondent) of conduct that could constitute sexual harassment equitably by offering supportive measures. Supportive measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, leaves of absence, increased security and monitoring of certain areas of the District’s property, campus escort services, changes in work locations and other similar measures.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Upon the receipt of a complaint, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant’s wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint. If the District does not provide the Complainant with supportive measures, then the District must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Timelines

The District has established reasonably prompt time frames for the conclusion of the grievance process, including time frames for filing and resolving appeals and informal resolution processes. The grievance process may be temporarily delayed or extended for good cause. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. In the event the grievance process is temporarily delayed for good cause, the District will provide written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action.

Response to a Formal Complaint

At the time of filing a formal complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the District with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, by electronic mail, or other means designated by the District.

The District must follow the formal complaint process before the imposition of any disciplinary sanctions or other actions that are not supportive measures. However, nothing in this policy precludes the District from removing a Respondent from the District's education program or activity on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal. Nor does it preclude the District from placing a non-student employee Respondent on administrative leave during the pendency of the grievance process. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Upon receipt of a formal complaint, the District must provide written notice to the known parties including:

1. Notice of the allegations of sexual harassment, including information about the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, the date and location of the alleged incident, and any sufficient details known at the time. Such notice must be provided with sufficient time to prepare a response before any initial interview;
2. An explanation of the District's investigation procedures, including any informal resolution process;
3. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
4. Notice to the parties that they may have an advisor of their choice who may be, but is not required to be, an attorney, and may inspect and review any evidence and
5. Notice to the parties of any provision in the District's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the District decides to investigate allegations about the Complainant or Respondent that are not included in the notice initially provided, notice of the additional allegations must be provided to known parties.

The District may consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Investigation of a Formal Complaint

When investigating a formal complaint and throughout the grievance process, the District must:

1. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the District and not the parties;
2. Provide an equal opportunity for the parties to present witnesses and evidence;

3. Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
4. Allow the parties to be accompanied with an advisor of the party's choice who may be, but is not required to be, an attorney. The District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
5. Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party is expected to participate, with sufficient time for the party to prepare to participate;
6. Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint and comply with the review periods outlined in this process;
7. Objectively evaluate all relevant evidence without relying on sex stereotypes;
8. Ensure that Title IX Coordinators, investigators, decision-makers and individuals who facilitate an informal resolution process, do not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent;
9. Not make credibility determinations based on the individual's status as Complainant, Respondent or witness;
10. Not use questions or evidence that constitute or seek disclosure of privileged information unless waived.

Dismissal of Formal Complaints

If the conduct alleged in the formal complaint would not constitute sexual harassment even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the District must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under this policy.

The Title IX Coordinator also may dismiss the formal complaint or any allegations therein at any time during the investigation or hearing, if applicable, when any of the following apply:

1. a Complainant provides written notification to the Title IX Coordinator that the Complainant would like to withdraw the formal complaint or any allegations therein;
2. the Respondent is no longer enrolled or employed by the District or
3. specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal, the Title IX Coordinator promptly sends written notice of the dismissal and the reasons for dismissal simultaneously to both parties.

Evidence Review

The District provides both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. The evidence provided by the District must include evidence that is directly related to the allegations in the formal complaint, evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or other source. Prior to completion of the investigative report, the Title IX Coordinator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties have 10 calendar days to submit a written response to the Title IX Coordinator, which the investigator will consider prior to completion of the investigative report.

Investigative Report

The investigator must prepare an investigative report that fairly summarizes relevant evidence and send the report to the Title IX Coordinator. The Title IX Coordinator must send to each party and the party's advisor, if any, the investigative

report in an electronic format or a hard copy, for their review and written response. The parties have 10 calendar days to submit a written response to the Title IX Coordinator.

Decision-Maker's Determination

The investigative report is submitted to the decision-maker. The decision-maker cannot be the same person(s) as the Title IX Coordinator or the investigator. The decision-maker cannot hold a hearing or make a determination regarding responsibility until 10 calendar days from the date the Complainant and Respondent receive the investigator's report.

Prior to reaching a determination regarding responsibility, the decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Questions must be submitted to the Title IX Coordinator within three calendar days from the date the Complainant and Respondent receive the investigator's report.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence standard. The decision-maker's written determination must:

1. Identify the allegations potentially constituting sexual harassment;
2. Describe the procedural steps taken, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;
3. Include the findings of fact supporting the determination;
4. Draw conclusions regarding the application of any District policies and/or code of conduct rules to the facts;
5. Address each allegation and a resolution of the complaint including a determination regarding responsibility, the rationale therefor, any recommended disciplinary sanction(s) imposed on the Respondent, and whether remedies designed to restore or preserve access to the educational program or activity will be provided by the District to the Complainant and
6. The procedures and permissible bases for the Complainant and/or Respondent to appeal the determination.

A copy of the written determination must be provided to both parties simultaneously, and generally will be provided within 60 calendar days from the District's receipt of a formal complaint.

The determination regarding responsibility becomes final either on the date that the District provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Where a determination of responsibility for sexual harassment has been made against the Respondent, the District will provide remedies to the Complainant that are designed to restore or preserve equal access to the District's education program or activity. Such remedies may include supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent. The Title IX Coordinator is responsible for effective implementation of any remedies. Following any determination of responsibility, the District may implement disciplinary sanctions in accordance with State or Federal law and or/the negotiated agreement. For students, the sanctions may include disciplinary action, up to and including permanent exclusion. For employees, the sanctions may include any form of responsive discipline, up to and including termination.

Appeals

Either the Complainant or Respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint, on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time that could affect the outcome and
3. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against

Complainants or Respondents generally or an individual Complainant or Respondent that affected the outcome. The request to appeal must be made in writing to the Title IX Coordinator within seven calendar days after the date of the written determination. The appeal decision-maker must not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent and cannot be the Title IX Coordinator, the investigator, or the decision-maker from the original determination.

The appeal decision-maker must notify the other party in writing when an appeal is filed and give both parties a reasonable equal opportunity to submit a written statement in support of, or challenging, the outcome. After reviewing the evidence, the appeal decision-maker must issue a written decision describing the result of the appeal and the rationale for the result. The decision must be provided to both parties simultaneously, and generally will be provided within 10 calendar days from the date the appeal is filed.

Informal Resolution Process

Except when concerning allegations that an employee sexually harassed a student, at any time during the formal complaint process and prior to reaching a determination regarding responsibility, the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility, provided that the District:

1. Provides to the parties a written notice disclosing:
 - A. The allegations;
 - B. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the Title IX formal complaint process with respect to the formal complaint and
 - C. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
2. Obtains the parties' voluntary, written consent to the informal resolution process.

The informal resolution process generally will be completed within 30 calendar days, unless the parties and the Title IX Coordinator mutually agree to temporarily delay or extend the process. The formal grievance process timelines are stayed during the parties' participation in the informal resolution process. If the parties do not reach resolution through the informal resolution process, the parties will resume the formal complaint grievance process, including timelines for resolution, at the point they left off.

Recordkeeping

The District must maintain for a period of seven years records of:

1. Each sexual harassment investigation, including any determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore or preserve equal access to the District's education program or activity;
2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom and
4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District must make these training materials publicly available on its website.

The District must create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District’s education program or activity.

Student Fees/Charges

Official grades and credits are not made available to any student, graduate or to anyone requesting the same on his/her behalf until all fees and fines for the student have been paid in full regardless of being cumulative over several years or present school year, except where required by law. A student will be prohibited from participating in commencement exercises unless all outstanding fees have been paid.

Grades 9-12 – Class fee (non-waivable) per student/per year in addition to any fees/student/course to cover consumable items.

In accordance with board policy, report cards and records will be withheld for those students who have not met financial obligations and/or have not returned all school/district property. Unpaid fees will accumulate each year and students will not receive his or her diploma at time of graduation. Unpaid fees will be reported to other districts in the event a student changes district. If it is not possible to pay at one time, we accept quarterly payments.

Families who qualify for Free Lunch assistance are not responsible for *some* school fees. A fee waiver request form must be completed and signed by the parent/guardian yearly in order to be waived.

Student School Day

Grades PreK-4	8:55 a.m. – 3:30 p.m.
Middle School (Grades 5-8)	7:50 a.m. - 2:38 p.m.
High School	7:50 a.m. – 2:38 p.m.

2- hour delay (Preschool) – No AM Preschool - PM Preschool (12:45 p.m. – 3:30 p.m.)

2- hour delay (K-4) start time will be 10:55 a.m.

2- hour delay (Middle School) start time will be 9:50 a.m.

2- hour delay (High School) start time will be 9:50 a.m.

Classes will be dismissed at the regular time on 2 hour delays.

Volunteers

Parents may be invited to participate in school events in a supervising role. Recruitment and selection of volunteers is done at the local building level. Interested individuals should contact the building principal or his/her designee. The interests and abilities of the volunteers are considered when making assignments. Final approval will be at the discretion of the building principals and/or Superintendent.

All persons who volunteer to assist on a seasonal or regular basis with extracurricular activities shall be subject to the same criminal background check as is required of regular non-teaching employees of this District; all volunteers who assist in the district with an unsupervised access to students may be subject to the B.C.I. and F.B.I. criminal records check or other criminal records check method approved by the board of education.

Blanchester Local Schools is partnering with the Background Investigation Bureau (BIB) to allow for parent volunteers to participate in activities within our buildings. This partnership allows for background investigations to occur prior to volunteers coming into our schools.

The process for volunteer registration can be started here: [BIB Secure Volunteer- Blanchester Local Schools](https://bib.com/secure-volunteer/blanchester-local-schools/)
(<https://bib.com/secure-volunteer/blanchester-local-schools/>)

Volunteers must also fill out this form: [Blanchester Local Schools Volunteer Registration Form](#) to be submitted to their school office prior to volunteering in the schools.

The cost associated with this process for the volunteer is approximately \$20.00. Volunteers are not approved to serve in our buildings until the background check is completed and they are notified that they have been accepted.

SECTION II - ATTENDANCE

ATTENDANCE POLICY – (File:JED)

I. Goal:

The goal of Blanchester school district is that no student should miss any days of school without a 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 building 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)

VACATION

Parents are required to plan all vacations to correspond with the district calendar. In the event that a conflict exists, the parent must contact the principal's office in advance of the student's absence from school. An educational option application must be approved and filed with the school one week prior to the absence. Educational option applications cannot exceed five school days in one year. All work assigned during the vacation must be completed and returned on the first day back to school. [Educational Option Application](#)

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.*
4. Any student that reaches five unexcused absences may have driving privileges revoked.

TARDINESS AND ATTENDANCE

Disciplinary action will be given to students in grades 9 through 12 who are tardy to school.

- 3 tardies during a quarter – verbal warning
 - 5 tardies during a quarter – 1 hour detention
 - 6 tardies during a quarter – 2 hour detention
 - 7 tardies during a quarter – 3 hour Friday After School Detention
 - 8 tardies during a quarter – 4 hour Friday Night School/Loss of Driving Privileges
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 less than 60 minutes 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.

Pick-Up of Student/Early Release

Students leaving a building during the school day should provide a note to the school office the morning of an early release. The note should include the date, time and phone number, reason for early dismissal and if someone other than persons listed on the Registration and Emergency Medical Form will be picking them up. Parents must sign out students attending the elementary, middle school and high school buildings. Leaving school without permission and/or not properly signing out constitutes an unexcused absence – which is truancy.

Arrival and Dismissal Procedures

ARRIVAL AND DISMISSAL-Putman Elementary

- **Our doors open to students at 8:45 AM**
- **Our dismissal procedures begin at 3:30 PM**
- **Parents dropping off and picking up students use the driveway in front of Putman Elementary.**
- **Students who need to be picked up early contact the office prior to 2:00 PM.**

- Please contact the school office to get your ID Tag for your vehicle. If you did not receive one on the first day of school.

Arrival

- Parents will drop off student(s) in front of the building and students will enter the building. Parents will drive off continuing through the driveway. Staff members will assist students as they enter the building.
- There is no gathering in front of the building by parents and students; everyone is to remain in their vehicle.

Dismissal

- Parents will enter the driveway and travel to the end of the sidewalk with the school ID Tag hung from the rearview mirror.
- Staff will bring students to the vehicle.
- Staff will not release students without a vehicle ID Tag. Parents would need to park their vehicle and contact the office for further instructions.

Students will have a Key Tag attached to their backpack with the same ID # that matches the vehicle ID Tag.

TRANSPORTATION-Putman Elementary

A Transportation Form must be completed at the beginning of each school year. Students will be dismissed based on the information provided on the Transportation Form. **Students are no longer allowed to ride home on a bus that is not their originally assigned bus.** If you have an address change or babysitter change during the school year you must contact the Transportation Department and update the Transportation Form on FinalForms.

If there is a change to your child's normal way of going home, please notify the office by 2:00 pm or send in a note with your child. If the office is not notified prior to 2:00 pm of any changes, the child will be sent home as usual.

School Work Make-Up

Work missed because of any absence must be made up. Generally, one day will be allowed for each day of absence. **It is the student's responsibility to ask for missed work.** Reports and projects assigned before the absence are due upon return. Make-up work submitted after the allowed time period may not be for full credit. If the student is ill, requests for student work may be made by calling the school secretary/ classroom teacher.

SECTION III - ACADEMIC INFORMATION

Academic Honesty

Academic dishonesty is any work copied or taken in part or in whole from another source and submitted as the student's own for the benefit of a grade. Students who cheat or voluntarily allow another student to cheat will receive an "F" grade for each incident and/or other appropriate consequences. Students who cheat will be reported to the administration and may be subject to disciplinary action.

College Credit Plus

College Credit Plus is a program that gives students an opportunity to be enrolled in both high school and college coursework at the same time. College Credit Plus replaces Ohio's Post-Secondary Enrollment Options program and all dual enrollment programs.

*Please refer to College Credit Plus Information Sheet

Grade Cards

Grade Cards are issued per the school calendar.

Grading Scale: (4 point scale) Grades 4-12

GRADING SCALE AND G.P.A. ARTICULATION

	<u>Credit Hours</u>	<u>Credit</u>
A	= (95 - 100)	= 4.0
A-	= (90 - 94)	= 3.7
B+	= (87 - 89)	= 3.3
B	= (84 - 86)	= 3.0
B-	= (80 - 83)	= 2.7
C+	= (77 - 79)	= 2.3
C	= (74 - 76)	= 2.0
C-	= (70 - 73)	= 1.7
D+	= (65 - 69)	= 1.3
D	= (60 - 64)	= 1.0
F	= (0 - 59)	= 0.0

I = Incomplete

P = Pass (No assigned value, student does receive assigned credits)

W = Withdrawn

WF = Withdrawn Failure

STUDENTS OF HONOR

At the conclusion of each grading period, Blanchester High School recognizes the outstanding academic achievement of our students by publishing the Students of Honor. There are four levels of student of honor:

1. Summa Cum Laude – The student has earned a 4.0 GPA.
2. Magna Cum Laude – The student has earned a GPA between 3.8 – 3.99.
3. Cum Laude – The student has earned a GPA between 3.5 – 3.799.
4. Merit – The student has earned a GPA between 3.0 – 3.499. No more than one C, no grade lower than a C.

The valedictorian(s) of a class will be the student(s) with the highest grade point average calculated at the conclusion of the 4th nine weeks of the senior year and meets the requirements of the honors diploma.

The salutatorian(s) of a class will be the student(s) with the second highest grade point average calculated at the end of the 4th nine weeks of the senior year and meets the requirements of the honors diploma.

Final class rank will be determined at the end of the school year.

Homework is assigned to reinforce learning at school. Completion of homework is expected. Failure to complete homework may result in academic failure.

Putman Elementary

Grading scale is:

100 - 90	A
89 - 80	B
79 - 70	C
69 - 60	D
59 or below	F

Guidance Sponsored Information Nights

High school and college information nights are held throughout the school year for students in grades 6 – 12. Information will be communicated through the high school guidance office.

High School End of Course Assessment

Students will be required to take end of course assessments in all classes that the State of Ohio have deemed required for graduation with their class. Students in the Graduation Class of 2018 and beyond are required to take State Performance-Based and End of Year Exams in English 9, English 10, Algebra I, Geometry, US History, US Government, and Biology. Students who have not scored proficient (3) will have the opportunity to re-take those tests.

High School and Middle School Schedule Changes

Schedules will not be changed without the approval of the Principal and the School Counselor. **Students will have 5 school days at the beginning of the year to make a change for yearlong courses, and 5 school days for semester courses.**

Reasons for changing a schedule:

1. The student is scheduled for a class he/she already passed.
2. A scheduled class conflicts with another class required for graduation.
3. Principal recommendation.

Classes **will not** be changed for:

1. Teacher preference.
2. Social reasons.
3. Student performance.

It is strongly recommended that much thought and planning be given in developing a high school schedule and graduation plan by both the students and their parents beginning in the ninth grade.

High School Study Halls (9-12)

Students may not have more than one study hall per semester. Seniors not involved in Athletics may be allowed to leave 7th period study hall with parent permission and principal approval. Poor attendance or tardiness will result in the loss of the privilege.

Honor Roll (4-12)

Honor Rolls will be compiled at the end of each grading period. To be eligible for the honor roll a student must maintain grades of B or higher in all courses. A student earning all A's will receive special mention on the honor roll list. Students must not have received an "I" (Incomplete).

Response to Intervention

A student may be entered into a Response to Intervention (RTI) Program if the student has:

- A. Unsatisfactory, or failing grades or is working below grade level and received interventions by the classroom teacher that have not been successful. The RTI process is guided by the building principal or designated team. This team along with the classroom teacher will use scientifically researched-based interventions to help the students become academically successful.
- B. Whenever a student is at risk, intervention should take place immediately. Communication between the teacher and the parents/guardians will play a key part of the intervention process. The teacher will continue to monitor the intervention progress, by documenting the student's success to any intervention that may have to be used.
- C. If the student is not successful with any intervention that the teacher has used, then the teacher will begin the RTI process. The teacher must present documented evidence of interventions that have been implemented and be able to identify a problem or problem areas for further interventions. At this meeting, the team will look at the root of the problem for the student's lack of success and develop a plan to put into action.
- D. Once the plan is put into action, the teacher keeps the documentation of the student's progress. The RTI Team will meet with the parents/guardians. If the student is successful with the interventions, then the teacher(s) will use those interventions throughout the course of the student's education until those interventions are no longer needed.

National Honor Society (11-12)

Eligibility for Membership:

Juniors and seniors who have been in attendance at Blanchester High School the equivalent of one full semester may be considered for membership in the Blanchester Chapter of the National Honor Society. Students must meet the following criteria to be nominated for membership in the Blanchester Chapter of the National Honor Society:

- Meet the minimum standard of scholarship of a 3.5 cumulative grade point average at the end of the previous academic year.
- Have taken or currently enrolled in a total of six honors courses between freshman year and junior year or a total of eight honors courses between freshman and senior year.

Students who are participating in College Credit Plus who meet the above criteria will also be nominated for membership in the Blanchester Chapter of the National Honor Society.

Students who attend the Great Oaks Career Technical Center are not eligible for membership in the Blanchester Chapter of the National Honor Society because they will be eligible for membership in honorary organizations through their Great Oaks Career Tech Centers.

Students who meet the above criteria will have the opportunity to accept or decline their nomination to membership in the Blanchester Chapter by signing an acceptance or denial form when information packets are distributed between the beginning of January and the end of February.

Each student who has accepted nomination for membership in the Blanchester Chapter of the National Honor Society must complete and submit a signed candidate form. The Blanchester High School Faculty and the Blanchester High School Faculty Council use this form during the selection process.

Evaluation of Candidates by Faculty:

The Blanchester High School Faculty will evaluate each candidate based upon the information provided on the candidate form and each teacher's experience with the candidate in class and/or in extra-curricular activities.

A five-point scale with five indicating excellence, three indicating average, and one indicating an area for growth will be used to review each candidate in each of the following areas: scholarship, service, leadership, and character. The scholarship score is automatically determined by each candidate's cumulative grade point average:

Scholarship points will be awarded as follows:

3.50-3.59 = 3 points

3.60-3.79 = 4 points

3.80-4.00 = 5 points.

Because membership is not based on academic performance alone, the faculty will use a five-point scale to score each candidate on the remaining criteria for membership.

The National Honor Society is seeking excellence in each of the following categories:

- **Service:** This quality is defined as the voluntary contributions made by a student to the school or community, without direct financial or material compensation to the individual performing the service.
- **Leadership:** Student leaders are often viewed as those students who are resourceful, good problem solvers, involved in and promoters of school activities, idea contributors, dependable, and who are both organized and organizers.
- **Character:** The student of good character can be said to be one who upholds principles of morality and ethics; is cooperative and responsible; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and is a good citizen.

Selection of New Members:

While scores submitted by the Blanchester High School Faculty inform the faculty council, the final decision for membership in the National Honor Society is determined by a unanimous vote of the Blanchester High School Faculty Council.

The faculty council will review each candidate's faculty evaluations and candidate form. An average faculty evaluation score of 15 will be used as the basis for selecting students for membership in the Blanchester High School National Honor Society.

Neither the faculty council nor the chapter advisor will hear appeals regarding non-selection.

Evaluations submitted by the faculty are confidential documents used to inform the faculty council during the selection process. Neither the evaluation forms nor individual student scores will be released to any party beyond the chapter advisor and members of the faculty council.

All parents of new inductees will be notified of their child's selection to membership. It is our goal to make this a surprise to all new members.

All parents of students who are not selected into membership will be notified at the same time.

Parent-Teacher Conferences (K-12)

Parent-teacher conference days are scheduled by the district calendar and are generally held during the fall and spring. Parents are encouraged to attend these conferences as well as any time during the school year as deemed necessary. To schedule a parent/teacher conference contact your child's teacher or your child's school office.

Physical Education:

Physical Education Credit/Exemption is required by state law for graduation. If a child cannot participate in gym class for 3 consecutive gym periods or more, then a written medical doctor's excuse may be required excusing the student. In the case of a student whose disability prevents or interferes with his/her ability to participate in the physical education curriculum, documentation of said disability should be provided to the building principal (or Special Education Coordinator if the student has an Individualized Education Plan) to facilitate the development of a plan aligned to the student's needs.

All students in grades 6-12 participating in physical education are required to have the appropriate clothing (gym shorts, a tee-shirt and gym shoes as required by the program). **Students are expected to be in attendance, dress properly and participate in order to receive a passing grade.** Gym lockers may be issued to students. Students may place a lock on the locker when storing clothes or valuables.

Promotion and Retention of Student (K-12)

Board Policy IKE

Promotion and Retention of Students

The promotion of each student is determined individually. The decision to promote or retain a student is made on the basis of the following factors. The teacher takes into consideration: reading skill, mental ability, age, physical maturity, emotional and social development, social issues, home conditions and grade average.

Promotion procedures demand continuous analysis and study of the cumulative student case history records. Administrative guidelines must be developed and reviewed and may include the following elements.

1. A student receiving passing grades in the core courses is promoted.
2. A student having failing grades in the core courses at the end of each year is evaluated by the teachers, guidance counselor and principal for placement.
3. No conditional promotions are permitted.
4. A student having failing grades may be assigned to the next higher grade with discretion only with approval of the principal.
5. No student having passing grades, "D" or above, throughout the year is failed.
6. No student should be retained more than twice in the elementary grades, kindergarten through eighth grade.
7. Documentary and anecdotal evidence should be available to justify retention.

Any student who is truant for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade is retained unless the student's principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

"Academically prepared" means that the principal, in consultation with the student's teacher(s), has reviewed the student's work and records and has concluded that, in his/her judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.

Any student, unless excused from taking the third grade reading assessment under Ohio Revised Code Section (RC) 3301.0711, who does not attain at least the equivalent level of achievement as required by RC 3301.0710 on the assessment, is not promoted to fourth grade unless one of the following applies:

1. The student is an English learner who has been enrolled in United States schools for less than three full school years and has had less than three years of instruction in an English as a second language program.
2. The student is a child with a disability entitled to special education and related services under RC 3323 and the student’s Individualized Education Program (IEP) exempts the student from retention under this division.
3. The student demonstrates an acceptable level of performance on an alternative standardized reading assessment as determined by the Ohio Department of Education.
4. All of the following apply:
 - A. The student is a child with a disability entitled to special education and related services under RC 3323.
 - B. The student has taken the third grade English language arts achievement assessment prescribed under RC 3301.0710.
 - C. The student’s IEP or 504 plan shows that the student has received intensive remediation in reading for two school years but still demonstrates a deficiency in reading.
 - D. The student previously was retained in any of grades kindergarten to three.
5. The student received intensive remediation for reading for two school years but still demonstrates a deficiency in reading and was previously retained in any of grades kindergarten to three. Students promoted under this section continue to receive intensive reading instruction in grade four. The instruction includes an altered instructional day that includes specialized diagnostic information and specific research-based reading strategies for the student that have been successful in improving reading among low-performing readers.

Intervention services are offered to students who are not making satisfactory progress toward the attainment of the statewide academic standards for their grade level.

Any student who has been retained because of results on the third grade English language assessment and who demonstrates during the academic year that he/she now is reading at or above grade level is promoted to the fourth grade pursuant to the District-level midyear promotion policy.

Student Tests/Testing Dates

2022-2023 Testing Windows

	High School PSAT/NMSQT
Oct. 17-Nov.4	3 rd Grade ELA tests
	High School ASVAB
	High School Fall EOC tests
	High School ASVAB Interpretation
	High School ACT tests
	High School ACT makeups
March 27-April 28	Gr. 3-12 English Language Arts
April 3-May 12	Gr. 3-12 Mathematics, Science & Social Studies

Work Permits:

Students, ages 14-17, who wish to work part-time or full-time during the school year are required to have a work permit (ORC 3331.02(A)). Forms for this permit may be obtained from the high school office. A work permit is issued for a specific job. Each time a student changes jobs, a new work permit must be issued. In addition, a physical exam is required each year. An Age and Schooling Certificate can be issued to students who wish to terminate school to go to work. These forms may also be obtained from the high school office. Generally, these permits are issued to persons who

cannot benefit from further education due to mental incapacity or extreme hardship. The principal must be convinced that these conditions exist, or the request may be denied. The student can then appeal the decision to the district Superintendent, then the Board of Education, finally, through the local Court of Common Pleas, Juvenile Division.

SECTION IV - GRADUATION INFORMATION

Commencement

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal. **Graduation practice is mandatory and failing to attend practice may result in denial to participate in Commencement.** Denial to participate in Commencement may be exercised if personal conduct warrants.

Criteria for Diploma with Honors

Subject	Academic Diploma with Honors for Classes 2019 and Beyond	Career-Technical Diploma with Honors for Classes 2019 and Beyond
English	4 units	4 units
Mathematics	4 units, including Algebra I, Geometry, Algebra II or the equivalent and another higher level course or a four-year sequence of courses that contain equivalent content	4 units, including Algebra I, Geometry, Algebra II or the equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
Science	4 units, including two units of advanced science	4 units, including two units of advanced science
Social Studies	4 units	4 units
Foreign Language	3 units (must include no less than 2 units for which credit is sought), i.e., 3 units of one language or 2 units each of two languages	N/A
Fine Arts	1 unit	N/A
Electives	N/A	4 units of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post-secondary credit
Grade Point Average	3.5 on a 4.0 scale	3.5 on a 4.0 scale
ACT/SAT Score [excluding scores from the writing sections]*	27 ACT / 1210 SAT	27 ACT / 1210 SAT
Additional Assessment	N/A	Achieve proficiency benchmark established for appropriate Ohio Career-Technical Competency Assessment or equivalent

Graduation Requirements

(Board Policy File: IKF)

The Board desires that its standards for graduation meet or exceed the minimum standards of the Ohio Department of Education as well as State law and, further, that our high school compares favorably with other high schools in the state that are recognized for excellence.

The requirements for graduation from high school are as follows.

<u>Ohio Core</u>	<u>Units</u>
English Language Arts	4
Social Studies, History and Government including one-half unit of American History and one-half unit of American Government	3
Science with inquiry-based lab experience, including one unit of a life science, one unit of a physical science and one unit of an advanced science.	3
Math including one unit of Algebra II or its equivalent	4
Fine Arts (2 semesters of a fine art grades 7-12)	
Health	½
Physical Education	½
Instruction in Financial Literacy	
Electives**	5
Total	20

The statutory graduation requirements also include:

1. *student entering ninth grade for the first time on or after July 1, 2017 must take at least one-half unit of instruction in the study of world history and civilizations “as part of the required social studies units”;
2. **students entering ninth grade for the first time on or after July 1, 2015 who are pursuing a career-technical instructional track may complete a career-based pathway math course approved by ODE as an alternative to Algebra II;
3. ***student electives of any one or combination of the following: foreign language, fine arts (must complete two semesters in any of grades 7-12 unless following a career-technical pathway), business, career-technical education, family and consumer sciences, technology, agricultural education or additional English language arts, math, science or social studies courses not otherwise required under the statutory graduation requirements;
4. Units earned in social studies shall be integrated with economics and financial literacy and
5. Passing all state-required examinations.

Early Graduation

The Board acknowledges that most students derive the maximum scholastic and social benefits from a four-year high school program. However, students who accelerate through the District’s academic program and complete the requirements of the Ohio Department of Education are permitted to graduate early. Early graduation is available to high school students provided they follow all the requirements established for this purpose.

Once approval for early graduation is established, the student becomes a member of the class in the school year in which his/her graduation requirements are completed. The diploma may be given at the completion of all requirements or at the next graduation ceremony.

Summer School

Summer school credits are accepted toward graduation provided that administrative approval has been given prior to registration for the course.

Educational Options

High school credit is awarded to students who successfully complete Board-approved educational options that count toward the graduation requirements and subject area requirements.

College Credit Plus and Postsecondary Enrollment Options

Credit is awarded for courses successfully completed at an accredited postsecondary institution. High school credit awarded for a course successfully completed under College Credit Plus, or where applicable the former Postsecondary Enrollment Options Program, counts toward the graduation requirements and subject area requirements of the District. If a course comparable to the course successfully completed is offered by the District, then comparable credit for the completed equivalent course is awarded. If no comparable course is offered, the District grants to the student an appropriate number of credits in a similar subject area.

Correspondence Courses

High school courses offered through correspondence courses are accepted for credit toward graduation only when they meet the following criteria.

1. Credits earned in correspondence schools directly affiliated with state universities are evaluated by the school administration for students who wish to qualify for graduation from high school.
2. Credits earned from correspondence schools not directly affiliated with an accredited college or university may not be applied toward graduation.
3. Credits earned from schools that have been established primarily for correspondence study, rather than an institution primarily for residence study, are not accepted toward graduation.

Coursework Prior to Ninth Grade

Student work successfully completed prior to the ninth grade is applied towards graduation credit if the course is taught by a teacher holding a license valid for teaching high school and is designated by the Board as meeting the high school curriculum requirements.

Physical Education Exemption

A student who, during high school, has participated in interscholastic athletics, marching band or cheerleading for at least two full seasons, within the same academic year, is not required to complete any physical education courses as a condition to graduate. However, the student is required to complete one-half unit, consisting of at least 60 hours of instruction, in another courses of study.

Community Service

The District offers community service education, which acquaints students with the history and importance of volunteer service and with a wide range of existing community needs. Community service opportunities may be considered an elective credit towards graduation upon approval by administration. Students are required to complete 10 hours of community service as a graduation requirement.

Graduation Requirements Opt Out

The District does not offer students the ability to participate in the Opt Out program.

SECTION V - TECHNOLOGY PRIVACY AND ACCEPTABLE USE POLICY

File: EDE

COMPUTER/ONLINE SERVICES (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 the 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 that 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. installation of unapproved or unlicensed software.

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 services that 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 lewd exhibition of genitals or
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.

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.

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 communications are not guaranteed to be private. Network administrators have access to all communications 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. The system shall be used only for purposes related to education or administration, except where otherwise specified.
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. 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 credentials and passwords private. They shall use this system only under the account credentials issued by the District.
8. 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.
9. 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.
10. Copyrighted material may not be placed on the system without the author's permission.
11. 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.
12. Users shall not read other users' communications or files; they shall not attempt to interfere with other users' ability to send or receive electronic communications, nor shall they attempt to read, delete, copy, modify or forge other users' communications.
13. Users are expected to use appropriate language.
14. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.
15. Use of District-owned devices shall be governed by these guidelines and procedures regardless of location, including off-campus.

(Acceptable Use and Internet Safety) (Students)

The Blanchester Local School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the District's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety practices for students of the District and the Information Technology Center (ITC) that provides Internet access to the District. Upon reviewing, signing and returning this policy, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the policy. If a student is under 18 years of age, he/she must have his/her parents or guardians read and sign the policy. Computer and network access is provided to all students unless a parent/guardian requests in writing to the Superintendent or principal that his/her child be denied access.

Listed below are the provisions regarding computer network and Internet use. If you have any questions about these provisions, you should contact the District technology coordinator. If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action.

Personal Responsibility

By signing this policy you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another of his/her property.

Acceptable Uses

1. **Educational Purposes Only.** The District is providing access to its computer networks and the Internet for only educational purposes.
2. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following.
 - A. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the District's student code of conduct; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; or download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
 - B. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; introduce to the network malware, a virus, or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
 - C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
 - D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and Social Security numbers.
3. **Netiquette.** All users must abide by rules of network etiquette, which include the following:
 - A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 - B. Avoid language and uses, which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material, which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
 - C. Don't assume that a sender of a message is giving his/her permission for you to forward or redistribute the message to third parties or to give his/her email address to third parties. This should only be done with permission or when you know that the individual would have no objection.

Internet Safety

1. **General Warning:** Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his/her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he/she should report such use to the teacher.
2. **Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information that might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person with whom you have only communicated on the Internet in a secluded place or in a private setting.
3. **"Hacking" and Other Illegal Activities.** It is a violation of this policy to use the District's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access.
Any use which violates State or Federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent/guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by State law, for internal administrative purposes or approved educational projects and activities.
5. **Active Restriction Measures.** The District schools, either by itself or in combination with the District's Internet service provider, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are: obscene; child pornography or harmful to minors. The District will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors.

Users may not attempt to bypass filtering measures.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]) as meaning any picture, image, graphic image file, or other depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or 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 the genitals and/or
- C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Privacy

Network and Internet access is provided as a tool for your education. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials.

Failure to Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy shall, at a minimum, have his/her access to the computer network and Internet terminated, which the District may refuse to reinstate for the remainder of the student's enrollment while attending District schools. A user violates this policy by his/her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he/she permits another to use his/her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The District may also take other disciplinary action in such circumstances.

Warranties/Indemnification

The District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his/her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, a user is taking full responsibility for his/her use, and the user who is 18 or older, or in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the District, the ITC that provides the computer and Internet access opportunity to the District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s), agrees to cooperate with the District in the event of the District's initiating an investigation of a user's use of his/her access to its computer network and the Internet, whether that use is on a school computer or another computer outside of the District's network.

Website Appearance

A student's image, individually, or in a group picture, may be selected to appear on the District's website at various times. The images may be a result of a student project or sport event that recently occurred.

Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example to reflect developments in the law or technology.

Such information must be provided by the user (or his/her parent or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the technology coordinator to receive services.

SECTION VI - BUS TRANSPORTATION GUIDELINES

Bus transportation for secondary students, by Ohio law, is a privilege, not a right. It is expected that all students behave appropriately and follow all bus guidelines. Students who violate the following bus rules are subject to disciplinary measures up to and including removal from the bus for periods of time, or permanently. Principals, Superintendents or designees are authorized to immediately remove a student from the bus when the student's presence poses a danger to persons or property or is a threat to the safe operation of the school bus or school vehicle per Ohio law 3301-83-08. All Bus Transportation Guidelines include transportation of students for extracurricular activities.

BUS PICK-UP AND DROP OFF PROCEDURE

The Ohio Department of Education and the Blanchester Board of Education has adopted the following rules and regulations for all students' preschool through high school.

Bus routes and bus stops within the District will be established by the transportation supervisor. Drivers may have input with this process. Routes will be established to provide safe and efficient operation.

These routes will be approved by the Board annually at a regular scheduled meeting.

Routes established may only be changed by the Board with the recommendation of the transportation supervisor and the superintendent. The transportation supervisor is permitted to temporarily alter a route.

BUS CONDUCT POLICY

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 regulations pertaining 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 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 at 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 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 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 their 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, 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 guideline.

(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.

(Blanchester Local Schools Board of Education Policy JFCC, JFCC-R, EEACC-R). Re-approval date: October 15,2012

Pupil Transportation Operation and Safety Rules – July 2013: 3301-83-08,12,13,20

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.

NOTE:

The bus supervisor and/or bus driver may be involved in any conference. Parents may be notified and may be invited to attend an in-school conference to discuss any situation. If you have any questions concerning bus issues or other transportation issues, please notify the bus supervisor.

Transportation Supervisor – Barb Prater (937-783-3714)

SUBSTITUTE DRIVERS

During the school year, it is probable that a substitute driver may be on duty on your bus. These people are fully trained, licensed, and qualified bus drivers. Substitute drivers have the same authority as the regular driver and will issue a bus conduct report if necessary.

However, because they are new on your route, they may have some problems. We ask students to be cooperative, help the substitute with bus stop locations, and follow all rules and regulations. Substitutes always report back to the regular driver and problems or concerns.

WEATHER RELATED SCHOOL DELAYS AND CLOSINGS

At 5:00 a.m. when the snow is blowing, temperatures are dreadfully cold and roads are icy and snow-covered, everyone wants to know if school is canceled. Today, with many parents working or in single parent working families, snow days

are a major disruption to their routine—often resulting in children left home unattended or frantic early morning calls to babysitters. Therefore, the decision of whether or not to close school is sometimes not easily decided.

In the event of inclement weather or emergency situation, the Superintendent, or his designee, will utilize one or more of the following communication channels, to keep families apprised of updates and developments. Families are encouraged to connect with these services now for other relevant school updates, weather-related cancellations, as well as emergency communications.

The district utilizes an automated calling system to notify student’s families about closures, delays, and other emergencies.. This system will send a text, make phone calls or send emails to contacts provided on your child’s emergency medical forms.

TV Channels: NBC (3), ABC (5), Fox (8), WOIO (19), WUAB (43), WMFD (68), or FM radio stations: WNCO 101.3, WYHT 105.3, WSWR 100.1, WFXN 102.3, WXXF 107.7, WVNO 106.1, WMAN 1400 AM, WNCO 1340 AM, WRGM 1440 AM.

The Blanchester Local Schools will post a closing/delay message on our automated telephone system and on the district website. Please call 419-895-1700 – select option #8 (Closing and Delays). We try to make this information available as close to 6:00 am as possible, so that parents will have enough time to make necessary arrangements.

It is also important for parents to be aware that it is NOT our normal policy to release students early from school should bad weather strike during the day. Since we cannot be sure there will be someone at home,

We feel it is far safer and more sensible to keep your child at school until the regular dismissal time. Should you wish to pick up your child early on extreme weather days, we would simply ask that you contact the appropriate building principal.

SUBSTITUTE DRIVERS

During the school year, it is probable that a substitute driver may be on duty on your bus. These people are fully trained, licensed, and qualified bus drivers. Substitute drivers have the same authority as the regular driver and will issue a bus conduct report if necessary.

However, because they are new on your route, they may have some problems. We ask students to be cooperative, help the substitute with bus stop locations, and follow all rules and regulations. Substitutes always report back to the regular driver and problems or concerns.

SECTION VII - ATHLETICS

Participation by students in athletic competition is a privilege subject to Board policies and regulations. While the Board takes great pride in winning, it emphasizes and requires good sportsmanship and a positive mental attitude as prerequisites to participation.

School athletic teams exist for boys and girls in grades seven through twelve. Some sports have a practical limit to the number of players on the team. Therefore, the coach may select players according to his/her criteria and judgment.

Students participating in athletic events at Blanchester LSD will be required to review an athletic handbook which will outline further expectations. All athletic decisions are final with the Athletic Director and/or the Building Principal.

*Please refer to the [Student Athletic Handbook](#) located in Final Forms for more detailed information.

COMMUNICATIONS- The Athletic Director administers all athletics and the office is located at Blanchester High School. The Athletic Director may be reached at 937-783-2461 ext. 4115.

SECTION VIII – POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)

The Blanchester LSD will be implementing Positive Behavior Interventions and Supports as part of a state initiative by the Ohio Department of Education (ODE). In 2013 ODE adopted a policy on PBIS and schools are now required to implement a PBIS system of supports. PBIS focuses on creating and sustaining school-wide, classroom and individual systems of support that improve the educational environment for all children. Our aim is to explicitly teach behavioral expectations and then recognize the positive behaviors shown by students.

By implementing PBIS, we hope to reduce school and classroom behavior disruptions and educate all students about acceptable school behaviors. Our PBIS implementation plan includes clearly defined outcomes, research-validated practices, supportive administrative systems and information for problem solving behaviors.

All staff members will establish regular, predictable, positive learning and teaching environments. The staff members will serve as positive role models to students as they teach expected school behaviors. Our school has a system in place for recognizing and rewarding expected behaviors. By improving the school environment, we hope to increase learning time and promote academic and social success for every student.

SECTION IX - DRUG AND ALCOHOL POLICY

File: JFCH/JFCI

ALCOHOL USE BY STUDENTS/STUDENT DRUG ABUSE

The Board recognizes its share of the responsibility for the health, welfare and safety of the students who attend the District's schools. The Board is concerned about the problems of alcohol and drug abuse and recognizes that illegal or inappropriate use of alcohol, narcotic drugs, depressants or other controlled substances is wrong and harmful and constitutes a hazard to the positive development of all students.

The Board does not permit any student to possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs or any mind-altering substance while on school grounds or facilities; at school-sponsored events; in other situations under the authority of the District or in school owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products and drug paraphernalia.

The Board wishes to emphasize the following requirements:

1. A student is required to obey existing laws on school grounds and while involved in school activities. School authorities have the same responsibility as any other citizen to report violations of the law. The final disposition of any problem, however, is determined by the building principal with due consideration of the welfare of the student and of any other relevant factors involved.
2. Discipline is imposed independent of court action. Students are subject to immediate suspension or expulsion proceedings for possession or use of illegal drugs or alcoholic beverages.
3. Parents and students are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory.
4. If conditions warrant, the administration refers the student for prosecution and offers full cooperation in a criminal investigation.
5. A reduction in penalty may be considered if the student receives professional assistance. Professional assistance may include but not be limited to an alcohol/drug education program; assessment with follow-through based on the assessment findings, counseling, outpatient treatment or inpatient treatment.

The Superintendent establishes and the Board considers for approval detailed procedures for dealing with students who may have a drug or alcohol problem. These procedures are in compliance with all applicable laws and observed by all staff members. It is the desire of the Board for students with problems to feel secure enough to ask for help from their

teachers or counselors without fear of reprisal. Confidentiality shall be maintained within the limits of the law. The long-range welfare of the student is paramount.

SECTION X - GENERAL CODE OF CONDUCT AND RULES – DISCIPLINARY ACTION

STUDENT CODE OF CONDUCT AND DISCIPLINARY ACTION:

The Board of Education and the Superintendent are required to establish written policies, rules, and regulations of general application governing school conduct in all schools. In addition, Principals, by law, are permitted to make rules, policies and regulations of a temporary or permanent nature to cover unforeseen circumstances that may not be covered by the Board of Education or posted in the Blanchester LSD Student/Parent Handbook. Teachers are held accountable for effective control of their classrooms, assigned duty areas and the verbal ordering of the cessation of undesirable conduct or the reporting of same to the administration of the building. **ALL STUDENTS ARE SUBJECT TO ANY ADULT EMPLOYEE'S REASONABLE REQUESTS, ORDERS OR INSTRUCTIONS.**

The rules and policies set forth in this Student/Parent Handbook apply to behavior on school premises, school buses and other school property, and any other venue in which a school function may take place, including the property of other schools and property leased, borrowed, rented, loaned or otherwise offered for school functions. The Handbook does not and cannot define or foresee all types and aspects of behavior, however, the Board has the responsibility to set forth policies to help each student understand how to conduct him/herself in a proper manner as a good student of the school and larger community.

While under the jurisdiction of the school, on school property or at any school sponsored activity on or off school grounds, a violation on the part of the handbook adopted by the Board of Education in accordance with ORC Sec. 3310.21 and 3313.661, can result in disciplinary action.

The Superintendent, Principal, administrative personnel, facility manager, and any teacher/advisor, or any other person authorized to be in charge of a school facility, function or event, including, but not limited to, bus drivers, coaches, cafeteria personnel, custodians, etc., are authorized to take such prudent action in connection with student behavior or activities as is reasonably desirable or necessary to help any student, to further school purposes or to prevent interference therewith.

AREAS OF PROHIBITED STUDENT CONDUCT:

Any conduct which causes or creates a reasonable likelihood that it will cause a disruption in, or a material interference with any school function, activity/purpose, or that interferes with or creates a reasonable likelihood that it will interfere with the safety, health or well-being or the rights of other students, staff or visitors, is prohibited.

COURSES OF ACTION (can vary per grade):

Student(s) should come prepared to work on school assignments. Student(s) are to follow the directions of the teacher/administrator in charge. Failure to comply with reasonable disciplinary measures may result in a more stringent disciplinary action.

Disciplinary actions may consist of the following options:

Detention (lunch or after school)

- Absence from detention without prior approval, may result in further disciplinary action.

Out-of-school Suspension (OSS)

- Student and his/her parent will be notified of an OSS decision with the details and their rights.
- Student is not permitted on school property (board-owned, leased or rented) or at co-extracurricular activities for any reason during OSS.
- Students are expected to make up missed work during suspension in accordance with the absence policy.

Expulsion

- Expulsions may be recommended for up to 80 days which can stretch over vacations, school breaks and summer.
- Expulsions will begin on the first school day after a ten-day suspension.

- Student is not permitted on school property (board-owned, leased or rented) or at co-extracurricular activities for any reason during expulsion.

Emergency Removal from School (Board Policy JGDA) - If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the Superintendent, Principal, Assistant Principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the school premises.

If either suspension or expulsion is contemplated, a due process hearing is held on the next school day after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing. The student has the opportunity to appear at an informal hearing before the principal, assistant principal and Superintendent/designee and has the right to challenge the reasons for the removal or otherwise explain his/her actions. The person who ordered or requested the removal is present at the hearing. Within one school day of the decision to suspend, written notification is given to the parent(s) of the student. This notice includes the reasons for the suspension and the right of the student or parent(s) of the student. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the Superintendent/designee.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request, and is given, written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion.

Students in grades pre-K through three may only be removed for the remainder of the school day and must be permitted to return the following school day. The District may only proceed with a related suspension or expulsion in compliance with State law.

In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

BEHAVIOR GUIDELINES

The goal of The Blanchester Local School District is to help all students to make positive choices impacting their personal and academic development.

Administrators and school staff will establish building regulations and discipline procedures; post such regulations and make written copies of such regulations available to parents and students. The building level administrator has the discretion to choose the appropriate action based on the offense.

LEVEL 1: BEHAVIOR Conduct which impedes the orderly operation of a classroom or school.

Multiple offenses in Level 1 may automatically place a student in 2F – Insubordination.

1A Dress Code	Dressing or grooming in a manner which disrupts the teaching and learning of others as determined by administration.	Parent Conference Conference with Principal Verbal Warning and documentation Detention Discipline Contract Out-of-school Suspension Confiscation of items Suspension from extracurricular activities Field trip exclusion Driving suspension *Attendance guidelines will also be followed where applicable for tardies.
1B Electronic Devices	Any electronic device that is a disruption to the educational environment is prohibited. Radios, phones, cameras, electronic games, and/or other small electronic devices must be stored in students' lockers (which are to be locked) during the school day.	
1C Tardiness (School)	Tardiness policy as outlined in Handbook Section 11 – Attendance *	
Tardiness (Class)	Consistent tardiness to class.	
1D Unacceptable Behavior	Conduct and/or behavior unbecoming a Blanchester LSD student which is disruptive to the orderly educational process of the school may include, but is not limited to: food or drink in the halls/class, littering, throwing objects, horseplay, talking, bus misconduct, unacceptable hall or cafeteria behavior. A combination of any unacceptable behaviors may move the student to the 2H level offense.	
1E Class Cutting	A student shall not deliberately cut class.	
1F Failure to serve detention (includes lunch detentions)	Failure to be present at an assigned disciplinary location & time. A student later than 5 minutes to an assigned detention may be considered a failure to serve detention.	
1G Public Display of Affection	Act of kissing or suggestive positions on school property.	
1H Driving or parking	Students must register their vehicle with the high school office and park in their assigned spot. Committing a violation of parking regulations. School's driving policy is defined in Section 1 of the handbook.	

LEVEL 2: BEHAVIOR

Illegal and/or serious misconduct – Not life or health threatening.

2A Plagiarism	Using, submitting, or attempting to obtain data or answers dishonestly, by deceit, plagiarism or by means other than those authorized by the teacher. (Including, but not limited to, translator programs, copy off the internet).	“F” grade on the assignment or alternate replacement assignment Report on file during students HS career Loss of credit in the course for the grading period, semester, or year Parent Conference Conference with Principal Detention Behavior Contract Discipline Contract OSS Suspension from extracurricular activities Verbal reprimand Counseling referral (at expense of parent/guardian)
2B Cheating, Dishonesty or Academic dishonesty	Lying, giving false information, deceit, intentionally covering up information either verbally or written, copying someone else’s homework.	
2C Forgery	Writing or altering the name of another person, or altering times, suspension dates, dates, grades, passes or permits (including signing parent’s names on permission slips).	
2D Gambling	Playing any game of chance or skill for money or items of value.	
2E Peer Conflict (ORC 2901.20, 2901.21, 2901.22)	Unauthorized touching, threats or challenges between students.	
2F Insubordination, Willful Disobedience, or Disrespect	Refusing to comply with reasonable instructions of any staff and invited guest. Failure to accept prescribed disciplinary action under this code will be considered willful disobedience and may be grounds for juvenile charges in court.	
2G Profanity or verbal abuse	Profanity or obscene language, written or verbal, including the use of gestures, signs, or personal slurs.	
2H School, class or bus disruption	Acting in a disrespectful and/or disorderly manner that disrupts the educational process of any class or school related function.	
2I Trespassing, Truancy or Unauthorized Area	Being in a school building in an unauthorized area or on school grounds without permission, or failure to sign in; refusing to comply with a request to leave; in a building after school hours without staff supervision. Leaving school grounds without proper authorization.	
2J Reckless Driving	Reckless, Unsafe, or unauthorized operation of a motor vehicle	
2K Any Other Illegal Activity	Any offense which is ground for expulsion of that constitutes a violation of local, state, or federal law. (i.e. false alarms, mass panic)	Superintendent reports the expulsion to BMV for suspension of driving privileges

LEVEL 3: BEHAVIOR Illegal and/or serious misconduct – Not life or health threatening.

A student charged with behavior which is classified herein as Level 3 shall be subject to removal from the school immediately, and repeat offenses may be subject to a recommendation for expulsion from the Blanchester Local School District and possible court referral. Depending on the severity of the offense, a student may be given a harsher penalty. Legal authorities may be contacted and court referrals may be made.

3A Extortion	Obtaining or attempting to obtain money or property from another or forcing another to act by either physical force or intimidation (threat).	Discipline Contract Emergency Removal OSS Recommendation for expulsion Court referral Counseling referral (at parent/guardian expense), Restitution Suspension from extracurricular activities. Legal authorities may be contacted
3B Fighting	Physical conflict between students, words/actions that provoke a fight or attempt to fight, exchange of words may be considered fighting.	
3C Harassment, Hazing, Menacing, Threatening safety of self and/or others, Bullying or Cyber-bullying	Interfering with, annoying, accosting, threatening, or harassing another person verbally, non-verbally, or physically hazing.	
3D Sexual misconduct, inappropriate material	Any sexual harassment, unauthorized touching, verbal, non-verbal, written sexual-oriented actions, cell phone pictures or videos or other electronically or printed materials.	
3E Theft or shoplifting	Stealing or attempting to steal the money or property of another; possession of stolen property. Items of higher values may result in greater penalties.	
3F Tobacco Products (ORC 3313.751)	Using or possessing any tobacco product, vapes, e-cigarettes, lighter, matches or other related materials.	
3G Vandalism	Destruction or defacing of public or private property or the school, its staff or other students property or equipment.	
3H Computer Technology and Tampering	Violation of School Technology Privacy and Acceptable Use Policy in Parent/Student Handbook, Section V.	
3I Multiple suspensions and/or repeated violations of the Student Code of Conduct	Repeated failure to follow classroom and/or Student Code of Conduct regulations, and/or technology and bus rules.	

LEVEL 4: BEHAVIOR Illegal and/or serious misconduct – Life or health threatening.

A student charged with behavior which is classified as Level 4 shall be subject to removal from the school immediately. Repeat offenses will be subject to a recommendation for expulsion from the Blanchester Local School District. Legal authorities may be contacted and court referrals may be made.

4A Arson	Setting fire, or attempting to set fire to a school building or property located on school grounds or any property belonging to, rented by, or on loan to the school district, or property (including automobiles) of persons employed by the school or in attendance at the school.	Emergency Removal 10 day out-of-school suspension Restitution and recommendation for expulsion Court referral made Legal authorities may be contacted
4B Assault	Intentionally causing or attempting to cause physical harm.	
4C Bomb Threats and False Alarms	Making a knowingly false statement regarding the possession or location of explosive or incendiary materials or activating the fire alarm system on school property, or reporting a fire where no fire exists.	
4D Chemical Abuse	Possession, use, sale, distribution, having the odor on the breath of alcohol, drugs, intoxicants, or other controlled substances of any kind (including OTC or prescription drugs, possessing drug paraphernalia on school property or at school activities or possession of counterfeit or “look alike” drug paraphernalia. Refer to Section IX, Drug and Alcohol Policy.	
4E Weapons and Dangerous Instruments (Gun Free Schools Act of 1994. ORC 3313.66, 3313.661, (1995, H.B., 64)	Possessing, handling, transmitting a knife, razor, ice pick, explosive, leaded cane, sword cane, machete, gun or any other object that could be used as a weapon or dangerous instrument; discharge any firearm explosive, or disruptive devices but not limited to stink bombs or smoke bombs.	

Putman Elementary

School –wide PBIS is a multi-tiered framework to make schools more effective places. It establishes a social culture and the behavior supports needed to improve social, emotional, behavioral, and academic outcomes for all students.

Our school is also going to be using PAX Good Behavior Game. When the PAX Game is used in the classroom, it creates a more peaceful environment – which leads to a safe, happy, and healthy classroom and school where children are open to learning.

If there are any behavior concerns with your child, you will be notified by your child’s teacher.

EXPECTATIONS:

WILDCAT WAY

- Respectful
- Responsible
- Safe

BUS RULES

- Obey bus driver at all times.
- No eating or drinking on bus.

- Remain seated until bus comes to complete stop at your destination.
- Keep hands, feet and other belongings to yourself.
- Keep aisle clear.
- Keep noise to a minimum.
- Do not throw anything inside or outside the bus.
- Use appropriate language.
- Sit in your assigned seat.

HANDWASHING

- Wet hands.
- 1 squirt of soap to kill germs.
- Scrub hands (front, back, between fingers)
- Rinse off hands.
- Shake excess water off hands into sink
- Use Dryer or Paper Towels

	<u>RESPECTFUL</u>	<u>RESPONSIBLE</u>	<u>SAFE</u>
<u>HALLWAY</u>	<u>Remain quiet at all times</u> <u>Listen and follow directions given</u>	<u>Keep hands and feet off walls</u> <u>Keep hands and feet to self</u> <u>Walk on right side of hallway</u> <u>Walk in a straight line with your class</u>	<u>Keep proper distance between yourself and others</u> <u>One person, one step, and one hand on rail on steps.</u>
<u>RESTROOM</u>	<u>Keep restroom clean</u> <u>Respect the privacy of others</u> <u>Flush toilet after use</u>	<u>Wait your turn</u> <u>Use facilities quickly and quietly</u>	<u>No hanging or climbing on stalls or toilets</u> <u>Watch for slippery floors</u>
<u>WATER FOUNTAIN</u>	<u>Wait your turn</u> <u>Count to 5 while getting drink then move on</u>	<u>Push bar softly</u> <u>Use water wisely, don't waste</u> <u>Don't play at the fountain</u>	<u>One student at a time</u> <u>Watch for slippery floors</u> <u>Keep mouth off of spout</u>
<u>PLAYGROUND</u>	<u>Exit building and enter playground safely</u> <u>Listen to adults in charge</u> <u>Stay in designated play area</u> <u>Share, take turns</u>	<u>Show good sportsmanship</u> <u>Leave equipment in the same condition as when you arrived</u> <u>Listen to adults in charge</u>	<u>Keep hands and feet to yourself</u> <u>Use playground equipment correctly and properly</u> <u>Line up, enter & exit building quickly and quietly</u>
<u>CAFETERIA</u>	<u>Use your manners</u> <u>Speak kindly and use inside voice</u> <u>Stay in your own space</u> <u>Be patient, wait your turn</u>	<u>Clean up your own space</u> <u>Raise hand to ask for help</u> <u>Listen to adults in charge</u>	<u>Line up properly</u> <u>Stay seated</u> <u>Eat your own food</u>
	<u>RESPECTFUL</u>	<u>RESPONSIBLE</u>	<u>SAFE</u>

<u>ASSEMBLY/ EVENTS</u>	<u>Sitting on bottom so others can see, hands in lap.</u> <u>Listening/looking at speakers (active listening).</u> <u>Proper participation.</u>	<u>Accountable for your behavior, manage yourself</u> <u>Think about how your behavior affects others</u>	<u>Maintain personal space</u> <u>Hands and feet to yourself.</u> <u>Arrive/dismiss in an orderly fashion</u>
<u>ARRIVAL/ DISMISSAL</u>	<u>Follow directions the first time given</u> <u>Be where you're supposed to be</u>	<u>Walk to class immediately when the bell rings</u> <u>Be in class by 8:55</u>	<u>Stay on sidewalk</u> <u>Walk when entering/exiting building</u>

FERPA PRIVACY ACT

Many parents already understand the medical privacy act effective April 2003. Since 1974, student's education confidentiality has been protected by Family Educational Rights and Privacy Act (FERPA). This federal law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading.

Generally, schools must have written permission from the parent or eligible students in order to release any information from a student's education record. However, FERPA allows to disclose those records, without consent, to the following parties or under the following conditions (34CFR & 99.31).

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- Juvenile justice system, pursuant to specific State law.

Schools may disclose, without active consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance as long as parents and eligible students are given enough time to request their information not to be disclosed.

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school.

CHILD FIND

- (A) Each school district shall adopt and implement written procedures, approved by the Ohio Department of Education, Office for Exceptional Children, that ensure all children below twenty-two years of age residing within the district who have a disability, regardless of the severity of their disability, and who are in need of special education and related services are identified, located and evaluated. This includes:
- (1) Children attending private schools, including children enrolled in parochial schools;
 - (a) Activities undertaken to carry out child find for private school children with disabilities must be comparable to activities undertaken for children with disabilities in public schools.
 - (b) Each school district shall consult with appropriate representatives of private school children with disabilities on how to carry out child find activities for private school children.
 - (2) Highly mobile children with disabilities (such as migrant and homeless children); and
 - (3) Children who are suspected of having a disability and being in need of special education, even though they are advancing from grade to grade.
- (B) Before any major identification, location, or evaluation activity, each school district shall give notice which is adequate to inform the public of activities to identify children with disabilities.
- (1) The notice shall be given in the native languages of the various population groups within the school district.
 - (2) The notice shall be published in newspapers having significant circulation within the school district and geographic area covered by the identification activities and shall include:
 - (a) A description of the children on whom personally identifiable information is maintained, the types of information sought, the methods the school district intends to use in gathering the information (including the sources from whom information is gathered), and the uses to be made of the information;
 - (b) A summary of the policies and procedures that the school district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information; and
 - (c) A description of all the rights of parents and children regarding this information, including the rights under the Family Educational Rights and Privacy Act of 1974 and implementing regulations in 34 C.F.R. 99.
- (C) Each school district shall maintain an Education Management Information System (EMIS) and submit data to the Ohio Department of Education.
- (D) County Boards of MR/DD and State Institutions operated under the Ohio Department of Mental Health, Department of Youth Services, and the Ohio Central School System shall submit data reports directly to the Ohio Department of Education on prescribed forms and in the prescribed manner.
- (E) The Ohio Department of Education and each school district shall examine child data submitted to the Department to determine if significant disproportionality based on race is occurring in the school district with respect to:
- (1) The identification of children with disabilities, including the identification of children with disabilities in accordance with a particular impairment, and
 - (2) The placement in particular education settings of these children;
 - (3) If the Ohio Department of Education and the school district determine a significant disproportionality with respect to race in the identification of children with disabilities, or the placement in particular educational settings of these children, the Ohio Department of Education and school district shall review practices used in the identification or placement of children with disabilities.
 - (4) The school district shall, if appropriate, revise its practices used in the identification or placement of children with disabilities.
- (F) The collection and use of data to meet the requirements of this rule are subject to the confidentiality requirements in Rule 3301-51-04 of the Administrative Code.