

# **STUDENT/PARENT HANDBOOK**



**BUCYRUS MIDDLE/SECONDARY SCHOOL**

**School Year 2021-2022**

## **BUCYRUS MIDDLE/ SECONDARY SCHOOL STUDENT/PARENT HANDBOOK**

*Welcome to the Bucyrus Middle/Secondary School. All the members of the staff and I are pleased to have you as a student and will do our best to help make your 2021-2022 school year as productive and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.*

*Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this handbook with students at the beginning of the school year.*

*Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact the principal.*

Mr. Matthew W. Chrispin, Superintendent of Schools 419-562-4045  
Mrs. Justine Moodspaugh, School Secretary 419-562-7721 (9-12 Office)  
Mrs. Marianne Markley, School Secretary 419-562-0003 (6-8 Office)  
Mrs. Heidi Roll, Data Entry Secretary 419-562-7721 (Grades 6-12)

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The Bucyrus City Schools District Calendar for the 2021-2022 school year is available online. Please refer to the district website at [www.bucyrusschools.org](http://www.bucyrusschools.org) to access the calendar. Click on the "Calendar" tab at the top of the page. Calendar is subject to change at the discretion of the Board of Education.

### **FOREWORD**

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of May 27, 2021. If any of the policies or administrative guidelines referenced herein are revised after May 27, 2021, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's web site.

BUCYRUS CITY SCHOOL DISTRICT  
900 W. Perry Drive, Bucyrus, Ohio 44820

HS Main Office: 419-562-7721  
MS Main Office: 419-562-0003  
Fax: 419-562-7819  
[www.bucyrusschools.org](http://www.bucyrusschools.org)

**HOURS OF OPERATION**  
Middle/High School: 7:45-2:45PM

**BOARD OF EDUCATION**  
Dave Jones, President  
Randy Blankenship, Vice President  
Christa Graves  
Debra Hoover  
John Kime

**DISTRICT LEADERSHIP**  
Matthew W. Chrispin, Superintendent  
Ryan Cook, Treasurer  
Matt Makeever, Athletic Director  
Jim Issler, Technology Coordinator

**MISSION OF THE SCHOOL**

With the students as our primary focus, the mission of the Bucyrus City Schools, in partnership with home and community is to provide quality, caring, and enthusiastic instruction to empower our students with thinking, communicating, and problem solving skills necessary to produce responsible citizens who can successfully meet the challenges in the 21st century.

**EQUAL EDUCATION OPPORTUNITY**

This District provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Superintendent            419-562-4045

Complaints will be investigated in accordance with the procedures described in this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

**STUDENT RESPONSIBILITIES**

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from any staff member.

- Adult students (age 18 or older) must follow all school rules
- If residing at home, adult students are encouraged to include their parents in their educational program.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the School via e-mail and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

### **STUDENT WELL BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the school office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the school office.

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

## **SECTION I - GENERAL INFORMATION ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

- unless enrolling under the District's open enrollment policy.
- unless enrolling and paying tuition.

New students under the age of 18 must be enrolled by their parents or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations
- E. Copy of student's IEP or 504 Plan if applicable

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

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

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

New students 18 years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

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

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DHS to the Superintendent, have been received:

- A. an updated copy of the student's transcript;
- B. a report of the student's behavior while in DHS custody;
- C. the student's current IEP, if one has been developed for the child; and
- D. a summary of the instructional record of the child's behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

### **EARLY DISMISSAL**

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the school office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

### **WITHDRAWAL/TRANSFER FROM SCHOOL**

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of 18.

Parents must notify the building principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the ~~parents' notice or request~~ new school district's request.

### **IMMUNIZATIONS**

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chickenpox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the appropriate office.

### **EMERGENCY MEDICAL AUTHORIZATION**

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activities off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

### **USE OF MEDICATIONS**

Students who must take prescribed medication during the school day, must comply with the following guidelines

- A. Parents should, with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the school nurse or appropriate principal's office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the principal's office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine auto injectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a back-up dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.
  - Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance with prior approval of the Bucyrus Secondary School administration.
  - If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
  - Medicine administered at school must be taken in front of authorized personnel in the designated location.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The principal school nurse will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

### **Non-prescribed (Over-the-Counter) Medications**

~~No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize the administration of a non-prescribed~~

~~medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases.~~

If a student is found using or possessing a non-prescribed medication, the student will be brought to the School office and the student's parents will be contacted. The medication will be confiscated and the student may be subjected to disciplinary measures.

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

Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored event.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

### **STUDENTS WITH DISABILITIES**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA),



A.D.A. Section 504) and State law. Contact appropriate Administration at (419) 562-7721 to inquire about evaluation procedures, programs, and services.

### **TITLE IX NON-DISCRIMINATION POLICY**

The school contact information for Title IX coordinators and the schools non-discrimination policy is posted on the school website.

### **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at (419) 562-0003.

### **PROTECTION AND PRIVACY OF STUDENT RECORDS**

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

Directory information includes:

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

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

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained. See Form 8330 F13.

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

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

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

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

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

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

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

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **STUDENT FEES AND FINES**

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Bucyrus City School charges specific fees for the following activities and materials used in the course of instruction:

**This information changes each year and a copy of this information is available in the appropriate School Offices.**

- Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.
- Fees may be waived in situations where there is financial hardship.
- Students can avoid late fines by promptly returning borrowed materials.
- Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

### **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines.

The following general rules apply to all fund-raisers:

- Crowdfunding activities are governed by Policy and Administrative Guideline 6605
- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the students' counselor.
- Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

Students may not sell any item or service in school without the prior approval of the building principal. Violation of this policy may lead to disciplinary action.

### **STUDENT VALUABLES**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

### **MEAL SERVICE**

The School participates in the National School Lunch Program and makes lunches available to students ~~for a fee of \$3.00~~. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the School's cafeteria. Per school board policy, no charging for lunch is permitted. No student may leave school premises during the lunch period without specific written permission from the Principal.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. Reduced cost for applicable school lunches ~~will be \$0.40~~. If a student does not receive an application form and believes s/he is eligible, contact the school office.

All students in the district are provided with the opportunity to enjoy free breakfast each morning.

### **SAFETY AND SECURITY**

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. All outside doors are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.

### **VISITORS**

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without signing in and obtaining a visitor's badge shall be reported to the building principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time.

Students may not bring visitors to school without prior written permission from the Principal.

The Superintendent or Principal may deny or limit the entry of any person to the school if there is reason to believe the presence of such person would be detrimental to the good order of the school.

### **FIRE, TORNADO, AND SAFETY DRILLS**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for tornadoes consists of a distinct audible siren. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted as required by state law each school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

### **EMERGENCY CLOSING AND DELAYS**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

<b>Radio</b>	<b>TV</b>	<b>Website</b>
WQEL-92.7	WMFD (channel 10)	www.ohioradio.com
WMRN-106.9	WBNS	CrawfordCountyNow.com
WTVN	WCMH	

- Information concerning school closings or delays can also be found on the School's web page at [www.bucyrusschools.org](http://www.bucyrusschools.org).
- Parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file.

Parents and students are responsible for knowing about emergency closings and delays.

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan is available for inspection at the Board offices upon request.

### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the building principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

### **USE OF OFFICE TELEPHONES**

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

- Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

### **USE OF PERSONAL COMMUNICATION DEVICES**

Per Policy 5136, "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

### **LOST AND FOUND**

The lost and found area is in the Middle and High School Offices. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

### **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within 1 school day of its receipt.

The School has several bulletin boards which may be used for posting notices after receiving permission from the Principal.

## **SECTION II - ACADEMICS COURSE OFFERINGS**

A complete list of course offerings can be picked up in the office or found on the District Website at any time.

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

- Attendance rules apply to all field trips.
- While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- Students who violate school rules may lose the privilege to go on field trips.

### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the ~~Guidance~~ School Counselor's Office. Students

may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules.

### **PLANNING YOUR SCHEDULE**

1. Students may not have more than 1 study hall per semester.
2. No student may have more than 2 teacher aide periods per year.
3. A full-time student is expected to take a minimum of 6.0 credits per year. The exceptions are students in the CCP program.
4. Students may not retake courses for credit or to increase their GPA.
5. There must be enough students enrolled to justify holding a class. This decision is at the discretion of the administration.

### **CHANGE OF SCHEDULE**

1. The deadline for all course changes is five school days into the semester unless otherwise announced.
2. Students may not change their schedules or add/drop courses without completing the Schedule Change Request Form.
3. Changes after the first week of the school year must be approved by the counselor and/or principal.
4. The penalty for dropping a class after five school days into the semester is zero credit for the year and an "F" figured into your cumulative grade point average. If the school counselor and the principal feel that dropping a course is necessary, and in the student's best interest, the penalty may be waived.

### **GRADES**

Bucyrus Middle/Secondary Schools has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The School applies the following grading system:

- 90 to 100 = A = Excellent achievement
- 80 to 89 = B = Good achievement
- 70 to 79 = C = Satisfactory achievement
- 60 to 69 = D = Minimum-Acceptable achievement
- F = Failure
- I = Incomplete
- P = Acceptable achievement

Final course averages will be calculated as follows:

- Semester courses- Nine weeks grade = 50% Nine weeks grade= 50%
- Year-long courses- Nine weeks grade= 25%, Nine weeks grade= 25%
- Nine weeks grade= 25%, Nine weeks grade= 25%,

We will have a semester exam or project that is no more than 10% of a semester grade.

### **Grade Point Average**

To calculate a grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of a C would be  $.5 \times 2 = 1$ . Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned to determine the G.P.A. This can be done by grading period, semester, year or for a series of school years.

Point values for calculating grade point average are:

- A=4
- B=3
- C=2
- D=1
- F=0

### **Grading Periods**

Students will receive a report card at the end of each 9 week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

### **PROMOTION, ACCELERATION, AND RETENTION**

Promotion to the next grade (or level) is based on the following criteria:

- A. current level of achievement based on instructional objectives and mandated requirements for the current grade
- B. potential for success at the next level
- C. emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade

A student may be accelerated (either by whole-grade or by subject area) when his/her performance and measured ability significantly exceeds that of his/her grade level peers. Students can be nominated for acceleration by teachers, administrators, parents, and the student him/herself. Decisions regarding acceleration are based on the following criteria:

- A. achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently and any grade(s)/course(s) in the student will skip
- B. achievement of instructional objectives for the present grade/course as well as the succeeding one(s)
- C. potential for success in the accelerated placement based on sufficient proficiency at current level
- D. social, emotional, and physical maturation necessary for success in an accelerated placement



A student may be retained at his/her current grade level based on the following criteria:

- A. failure to demonstrate proficiency in core academic subjects including English Language Arts, Mathematics, Science and/or Social Science.
- B. failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level
- C. scoring at the below basic level on any state-mandated assessment test

A student may be retained if s/he is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failed two (2) or more of the required curriculum subject areas in the current grade.

Even if s/he falls in the preceding category, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted.

## GRADUATION REQUIREMENTS

# Earning an Ohio High School Diploma for the Classes of ~~2021~~ and 2022

To earn a high school diploma in Ohio, you must [complete the courses and requirements](#) and then choose a pathway to show that you are ready for college or a job. Your school counselor will give you more details about your options.

## Complete Courses and Requirements

[Take and earn a state minimum of 20 credits](#) in specific subjects. You also must receive instruction in economics and financial literacy and complete at least two semesters of fine arts.

## Meet one of the following options

### OPTION 1

Satisfy **one** of the three **original pathways** to graduation that were in place when you entered high school. The pathways include:

1. **Ohio's State Tests** - Earn at least 18 points on seven end-of-course state tests. Each test score earns you up to five graduation points. You must have a minimum of four points in math, four points in English and six points across science and social studies.
2. **Industry credential and workforce readiness** - Earn a minimum of 12 points by receiving a State Board of Education-approved, industry-recognized credential or group of

credentials in a single career field and earn the required score on WorkKeys, a work-readiness test. The state of Ohio will pay one time for you to take the WorkKeys test.

3. **College and career readiness tests** - Earn remediation-free scores in mathematics and English language arts on either the ACT or SAT.

## OPTION 2

Satisfy the **new graduation requirements** for the classes of 2023 and beyond by:

1. **Demonstrating Competency** - Students will demonstrate competency in the foundational areas of English language arts and mathematics or through alternative demonstrations, which include College Credit Plus, career-focused activities or military enlistment.
2. **Demonstrating Readiness** - Students will demonstrate readiness for their post-high school paths by earning two seals that allow them to demonstrate important foundational and well-rounded academic and technical knowledge, professional skills, as well as develop key social and emotional competencies and leadership and reasoning skills.

## Ohio's High School Graduation Requirements Classes of 2023 and Beyond

As a student entering ninth grade on or after July 1, 2019, Ohio's new high school graduation requirements give you more flexibility to choose a graduation pathway that builds on your strengths and passions – one that ensures you are ready for your next steps and excited about the future. English language arts 4 credits

Health ½ credit

Mathematics 4 credits

Physical education ½ credit

Science 3 credits

Social studies 3 credits

Electives 5 credits

### **First, cover the basics**

You must earn a minimum total of 20 credits in specified subjects and take your required tests. Then, decide how you will round out your diploma requirements.

### **Second, show competency**

Earn a passing score on Ohio's high school Algebra I and English II tests. Students who do not pass the test will be offered additional support and must retake the test at least once. Is testing not your strength? After you have taken your tests, there are three additional ways to show competency!

**Option 1. Demonstrate Two Career-Focused Activities\* :**

**Foundational**

Proficient scores on WebXams A 12-point industry credential A pre-apprenticeship or acceptance into an approved apprenticeship program

**Supporting**

Work-based learning Earn the required score on WorkKeys Earn the OhioMeansJobs Readiness Seal

**Option 2. Enlist in the Military**

Show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation.

**Option 3. Complete College Coursework**

Earn credit for one college-level math and/ or college-level English course through Ohio's free College Credit Plus program.

**Third, show readiness**

Earn two of the following diploma seals, choosing those that line up with your goals and interests. These seals give you the chance to demonstrate academic, technical and professional skills and knowledge that align to your passions, interests and planned next steps after high school.

**At least one of the two must be Ohio-designed:**

- OhioMeansJobs Readiness Seal (Ohio)
- Industry-Recognized Credential Seal (Ohio)
- College-Ready Seal (Ohio)
- Military Enlistment Seal (Ohio)
- Citizenship Seal (Ohio)
- Science Seal (Ohio)
- Honors Diploma Seal (Ohio)
- Seal of Biliteracy (Ohio)
- Technology Seal (Ohio)
- Community Service Seal (Local)
- Fine and Performing Arts Seal (Local)
- Student Engagement Seal (Local)

**Honors Diploma**

## Ohio High School Honors Diploma

Criterion	Ohio Diploma	Academic Honors Diploma	International Baccalaureate Honors Diploma	Career-Tech Honors Diploma	STEM Honors Diploma	Arts Honors Diploma (includes dance, drama/theatre, music, and visual art)	Social Science & Civic Engagement Honors Diploma
<b>Math</b>	4 units, must include one unit of algebra II or equivalent	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	5 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content <sup>6</sup>	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content
<b>Science</b>	3 units	4 units, including two units of advanced science <sup>2</sup>	4 units, biology, chemistry, and at least one additional advance science <sup>2</sup>	4 units, including two units of advanced science <sup>2</sup>	5 units, including two units of advanced science <sup>2</sup>	3 units, including one unit of advanced science <sup>2</sup>	3 units, including one unit of advanced science <sup>2</sup>
<b>Social Studies</b>	3 units	4 units	4 units	4 units	3 units	3 units	5 units
<b>World Languages</b>	N/A	3 units of one world language, or no less than 2 units of each of two world languages studied	4 units minimum, with at least 2 units in each language studied	2 units of one world language studied	3 units of one world language, or no less than 2 units of each of two world languages studied	3 units of one world language, or no less than 2 units of each of two world languages studied	3 units of one world language, or no less than 2 units of each of two world languages studied
<b>Fine Arts</b>	2 Semesters	1 unit	1 unit	N/A	1 unit	4 units	1 unit
<b>Electives</b>	5 units	N/A	N/A	4 units of Career-Technical minimum <sup>3</sup>	2 units with a focus in STEM courses	2 units with a focus in fine arts course work	3 units with a focus in social sciences and/or civics
<b>GPA</b>	N/A	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale
<b>ACT/SAT/WorkKeys<sup>5</sup></b>	N/A	27 ACT/1280 SAT <sup>7</sup>	27 ACT/1280 SAT <sup>7</sup>	27 ACT/1280 SAT <sup>7</sup> /WorkKeys <sup>6</sup> (Reading for Information & 6 Applied Mathematics)	27 ACT/1280 SAT <sup>7</sup>	27 ACT/1280 SAT <sup>7</sup>	27 ACT/1280 SAT <sup>7</sup>
<b>Field Experience</b>	N/A	N/A	Complete a field experience and document the experience in a portfolio specific to the student's area of focus	Complete a field experience and document the experience in a portfolio specific to the student's area of focus	Complete a field experience and document the experience in a portfolio specific to the student's area of focus	Complete a field experience and document the experience in a portfolio specific to the student's area of focus	Complete a field experience and document the experience in a portfolio specific to the student's area of focus
<b>Portfolio</b>	N/A	N/A	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts <sup>8</sup>	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts <sup>8</sup>	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts <sup>8</sup>	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts <sup>8</sup>	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts <sup>8</sup>
<b>Additional Assessments</b>	N/A	N/A	N/A	Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent	N/A	N/A	N/A

*NOTE: Items shaded in blue are changes that were made to the honors diploma system, including the entire STEM, Arts, and Social Science and Civic Engagement Honors Diplomas*

## COLLEGE PREPARATORY CURRICULUM “MINIMUM CORE”

The following list of core courses is the bare minimum that must be taken by students to be considered as a college preparatory curriculum. It is extremely important for students to understand that without these core courses, their guaranteed, unconditional acceptance into college cannot be assured. It is strongly recommended that the college preparatory students take four years of Honors English in order to improve the possibility of acceptance into college.

<b>English (Honors)</b>	4 Units
<b>Math</b> (Honors Algebra, Honors Geometry, Honors Algebra II, PreCalculus)	4 Units
<b>Science</b> Emphasis on laboratory courses...i.e. Honors Biology, Earth/Space Science, Chemistry, Physics, etc. A fourth year of science is highly recommended.	3 Units
<b>Social Studies</b>	3 Units
<b>Foreign Language</b> Note: 2 units in two languages or 3 units in one language.	2 Units
<b>Arts (Visual or Performing)</b>	1 Unit

## ELIGIBILITY CENTER AND ATHLETIC SCHOLARSHIP/ELIGIBILITY INFORMATION

A central clearinghouse will certify your athletic eligibility for Division I and II. If you intend to participate in Division I or II athletics as a college freshman, you must register and be certified by the NCAA Initial Eligibility Clearinghouse. The criteria used to determine your eligibility by the NCAA involves your grade point average, the courses you take in high school, and your scores on either the ACT or the SAT. It is important that you get a copy of these NCAA Clearinghouse rules as a freshman if you have any desire of participating in sports at the Division I or II level in college. It is the individual student's responsibility to make sure he/she is taking courses that the NCAA accepts as core courses. You may register online at [www.EligibilityCenter.org](http://www.EligibilityCenter.org). This guide will provide up-to-date requirements for eligibility concerning core courses, ACT/SAT and Grade Point Average.

### NAIA Athletic Scholarship/Eligibility Information

To be eligible to receive a scholarship from and/or be eligible for intercollegiate competition at an NAIA Institution, a student-athlete must meet any two of the following three criteria:

1. Attain a composite score of at least 18 on the ACT or an SAT score of 740.  
\*\*The ACT or SAT scores must be on a single test. The best scores from more than one test cannot be combined as they can when determining NCAA eligibility.
2. Attain an overall 2.0 GPA for ALL COURSES taken in high school.
3. Graduate in the top one-half of your senior class.

## EARLY GRADUATION

Students who wish to apply for early graduation should apply to the high school principal. Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation. Students who choose early graduation may participate in the graduation ceremonies of their designated class.

## **EDUCATIONAL OPTIONS**

The Bucyrus Board of Education affirms that an effective educational program is one that provides opportunities for student learning both within the classroom and, for specific reasons, beyond the traditional classroom and school day. These expanded opportunities are viewed as educational options to supplement and, sometimes, to supplant the regular school program.

The intent of educational options is to allow educators, other professionals, parents and others to work together to provide opportunities for students to learn in an independent or individual setting and to study or work with recognized experts in specific fields.

Educational options are seen as curricular opportunities to improve, expand, and enrich student learning experiences and perspectives.

Independent study, tutoring, travel, monitoring, correspondence courses, and college courses are representative, but not all-inclusive, of what the board views as educational options supplementing the regular school program.

When initiated, educational options must adhere to these criteria:

1. The parent(s)/guardian(s) must provide written approval for students under eighteen (18) years of age to participate. A copy of the written approval must be retained in the school files. Students eighteen (18) years of age or older must submit a written request to participate. This request will be kept on file in the office of the principal.
2. An instructional plan that contains written measurable objectives must be submitted to and approved by the superintendent or his/her designee.
3. The instructional plan will include an outline specifying major instructional activities and identifying materials, resources, faculties, and equipment needed to achieve instructional objectives.
4. Promotion and retention decisions, for students participating in an option as a substitute instructional plan, will consider pupil performance relative to the objectives of the option.
5. The instructional plan will include a written plan for the evaluation of student performance.
6. In tutorial programs and programs of independent study, a certificated teacher will provide both the instruction of, and evaluation of students. In all other cases, including correspondence courses, a certificated teacher will provide only the evaluation of student progress.
7. The instructional plan will include a written plan, including a timeline for the evaluation of the educational option. Continuance of the option will be determined by the results of evaluation.
8. Principals, other administrators, counselors and teachers shall take a proactive stance in being alert to the possibilities of implementing educational options that may provide a beneficial learning experience for students.
9. Students involved in educational option programs may already have an adjusted or

altered school day. In order to be considered present for a full day, students must log in and be actively working for a period of six & one-half (6.5) hours or more. Failure to engage in at least six & one-half (6.5) hours of activity per school day will result in the student being counted absent for all or part of the day. Students are to physically attend on the assigned days and times, or as mutually agreed upon. If absences occur, protocol for written excuse notes &/or call from an authorized adult shall be followed. Failure to attend or check-in at designated times will be considered truancy.

Fees will be established, as needed, for education options. Participating students will be expected to pay fees upon beginning the option. All classes are one semester in length unless stated. Attendance for all four years grades 9-12 is important to attain the full benefit from the educational programs offered at Bucyrus High School. Therefore, all students shall be scheduled for the full instructional day for all four years. Exceptions may be made to accommodate placement into college courses, vocational programs, or other “educational options opportunities.”

### **CREDIT FLEX OPTIONS**

Credit flexibility is designed to broaden the scope of curricular options available to students, increase the depth of study possible for a particular subject, and allow tailoring of learning time and/or conditions. These are ways in which aspects of learning can be customized around more of students' interests and needs.

Students may earn credits by:

- Completing coursework;
- Testing out of or demonstrating mastery of course content; or
- Pursuing one or more “educational options” (e.g., distance learning, educational travel, independent study, an internship, music, arts, after-school/tutorial program, community service or other engagement projects and sports).

Credit flexibility is intended to motivate and increase student learning by allowing:

- Access to more learning resources, especially real-world experiences
- Customization around individual student needs
- Use of multiple measures of learning, especially those where students demonstrate what they know and can do, apply the learning, or document performance

If you have questions about Credit Flex options at Bucyrus Secondary or would like to discuss a plan, please see the Secondary Administration.

*(Adapted from Ohio Dept of Education website, [www.ode.state.oh.us](http://www.ode.state.oh.us))*

### **COLLEGE CREDIT PLUS PROGRAM**

Any student in grades 7 through 12 may enroll in a postsecondary program provided s/he meets the requirements established by law and by board of education policy 2271.–To be eligible to participate, a student must

- Apply for acceptance at the college or university

- Meet the minimum threshold of scores to determine the student readiness, based on the review of an assessment exam such as the ACT, SAT, or accuplacer.

Students will be able to elect to take courses for college credit only or for both high school and college credit. Students who choose to receive only college credit must pay the college's tuition and fees themselves. Students who enroll in a college course for both high school and college credit will receive on their high school transcript the grade issued by the college. While the course will be clearly designated on transcripts as a college course taken for high school credit, the grade will be computed in the grade point average as if issued by the high school faculty.

By March 30th of each year, a student or his/her parent must complete and submit the *Intent To Participate* Form 2271 F1 filed with the high school administration which signifies the student's intent to participate in the program for the following school year. Prior to completing this form the student and his/her parents must participate in a special counseling session and confirm receipt of this counseling service by signing at the prescribed place on the intent form. A student will be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. Any interested student should contact the guidance office to obtain the necessary information.

### **CAREER ADVISING PROGRAM**

Career advising is an integrated process that helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options. (See Policy 2413)

### **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the guidance office.

#### **Honor Roll**

Highest Honors-4.0

High Honor-3.5 or higher

Honors-3.0 or higher

Students may not have any D's, F's, or I's to be eligible for the honor

#### **Academic Boosters Awards**

Freshman

3.0-4.0 Certificate

Sophomore

3.0-3.24 Certificate



- 3.25 & Above Academic Letter (chenille Indian head)
- Junior
  - 3.0-3.49 Certificate
  - 3.5-4.0 Medal
- Senior
  - 3.0-3.49 Certificate
  - 3.5-4.0 Plaque
  - 3.75-4.0 Plaque, medal, talked about by the teacher of their choice at the Academic Banquet in the Spring

**Academic Wall of Fame**

To be included in the Academic Wall of Fame Picture, a student must graduate from Bucyrus High School having completed a total of eight (8) semesters and having followed a college preparatory or honors curriculum for 4 years in at least 2 of the 3 academic content areas (English, Math, and/or Science) while maintaining a 3.75 or higher grade point average.

**Athletic Awards**

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. Student athletes interested in such awards should consult with the appropriate coach.

**Special Awards**

- |                                |   |
|--------------------------------|---|
| Girls Tennis-Sam Sabback Award | Softball-Jack Hewitt Award                  |
| Boys Basketball-Michael Award  | Girls Basketball-Gatorade Will To Win Award |
| Football-Tom Emerson Award     | Football-Bigger Faster Stronger Award       |
| Michael Award                  | Football- Walker Award                      |
| All Sports:                    | Elks Extra Effort Award                     |
| All Conference                 |   |
| All District                   |   |
| All State                      |   |

**HOMEWORK**

Homework will be assigned. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

**COMPUTER TECHNOLOGY AND NETWORKS**

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, network and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a

gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The District further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Students must complete a mandatory agreement regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an email address.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other

users to utilize their account/address/password. Students may not go beyond their authorized access.

- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited.
- G. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or other MySpace accounts, and defamatory online personal polling Websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." For further information on cyberbullying, visit <http://www.cyberbullying.ca>

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a website or on a weblog;
2. sending email or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as YouTube;
4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

- H. Students are expected to abide by the following generally-accepted rules of network etiquette:
  1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
  2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
  3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
  4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
  5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members

- while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
  7. Never agree to get together with someone you "meet" on-line without parent approval and participation.
  8. Check email frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
  9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
- I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher, principal, or staff if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
  - J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
  - K. Downloading of information onto the Board's hard drives is prohibited, without prior approval from the District Technology Coordinator. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational
  - L. Students must secure prior approval from the District Technology Coordinator before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
  - M. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or principal.
  - N. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.
- P. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
- Q. Students may not establish or access web-based email accounts on commercial services through the Network (e.g., Gmail), Hotmail, Yahoo mail, etc.).
- R. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- S. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the District Technology Coordinator. Each student is permitted reasonable space to store email, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class-or instruction related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class-or instruction related purposes.
- T. Game playing is not permitted at any time.

#### **PUBLIC SCHOOL CHOICE OPTIONS**

Parents/guardians of students enrolled in a Title I school in the District the first year following the building's identification as being in "School Improvement" have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the students' grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. However, if there is not another school in the District offering instruction at the students' grade level(s) that has not been identified as needing improvement, the Superintendent will contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Supplemental Education Services (SES) will also be offered to students in any school no later than the first year following the building's identification as being in "School Improvement", regardless of whether a transfer option is available.

Additionally, if a school within the District has been designated as “persistently dangerous” as defined by State law, students have the right to transfer to another “safe” school in the District. If there is not another “safe” school in the District providing instruction at the students’ grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Further, if a student is a victim of a violent crime on school property, s/he also has the right to transfer to another school in the District. If there is not another school in the District providing instruction at the student’s grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student’s grade level.

**SECTION III - STUDENT ACTIVITIES  
SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

The Board of Education has adopted the **Drug Testing Task Force** policies and procedures for random drug testing of students involved in extracurricular activities and those who want to park on campus. Students/family will pay for the initial drug test. The school district will cover the cost for the random drug tests after the initial drug test. This also is subject to change from year to year.

School sponsored activities are not taken for credit, but just for the involvement with fellow students and to better Bucyrus High School. These activities along with student drivers applying for a parking permit will be subject to the participation fee as well as drug testing.

These groups include:

<del>Science Club</del>	Quiz Team	All MS and HS Sports
<del>Girls Boosters</del> _____	Yearbook _____	Art Club
<del>Class Officers</del> _____	Vocal Motion _____	Drama/Dinner Theater
Marching Band	Flag Corp	<del>Pep Band</del>
Indoor Track	Players	Ski Club
Cheerleading	MS Baseball Club	

This policy is effective for any clubs or organizations approved by the Board of Education after the start of the school year.

**National Honor Society Selection Process**

1. Juniors and seniors with a minimum G.P.A. of 3.5 are given letters of invitation and submit activity reports, which are made available to faculty members.
2. After reviewing the activity reports, faculty members rate students in the categories of service, leadership, and character.
3. The Faculty Committee reviews the student’s activity reports and the teacher evaluations to make the final selections.
4. Candidates will be notified by mail if they are selected for induction into the National Honor Society including the details of the ceremony.

### **Clubs and Activities**

The Board authorizes the following student groups that are sponsored by a staff member.

Marching Band	Flag Corp	Majorettes
Yearbook	School Newspaper	Pep Band
Xband	Photography	

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

Science Club	Quiz Team	All MS and HS Sports
Girls Boosters	Art Club	Indoor Track
Class Officers	Vocal Motion	Drama/Dinner Theater
<b>Players</b>	<b>Cheerleading</b>	Photography
MS Baseball Club		

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

### **Positive Behavior Intervention Supports**

Our PBIS is a system to reward and support positive behavior and attitude in the building. Students can earn tickets that can be redeemed for a variety of rewards.

Bucyrus

Redmen Way

# Bucyrus Secondary School

## REDMEN WAY



	Bus	Halls/Commons	Classroom	Extracurriculars	Online	Future
Be Kinder	<ul style="list-style-type: none"> <li>Politely greet other people</li> <li>Obey the driver</li> <li>Only be as loud as you really need to be</li> </ul>	<ul style="list-style-type: none"> <li>Acknowledge others</li> <li>Use conversational voice</li> <li>Share the hallways and stairs</li> <li>Throw away any trash</li> <li>Treat others better than you wish to be treated</li> <li>Be patient</li> </ul>	<ul style="list-style-type: none"> <li>Listen without judgment</li> <li>Get to know each other</li> <li>Help each other</li> <li>Treat others better than you wish to be treated</li> </ul>	<ul style="list-style-type: none"> <li>Respect and support teammates</li> <li>Respect officials</li> <li>Take care of property and facilities</li> <li>Put the group first</li> </ul>	<ul style="list-style-type: none"> <li>Avoid conflicts</li> <li>Treat others better than you wish to be treated</li> <li>Have a sense of humor</li> </ul>	<ul style="list-style-type: none"> <li>Build positive relationships</li> <li>Learn to respect all kinds of people</li> <li>Plan ways to give back to society</li> <li>Develop the habit of smiling</li> </ul>
Try Harder	<ul style="list-style-type: none"> <li>Always be on time or early</li> </ul>	<ul style="list-style-type: none"> <li>Plan ahead</li> <li>Be in class before the bell</li> <li>Report any bullying or important concerns</li> <li>Meet new people</li> <li>Make good use of your time</li> </ul>	<ul style="list-style-type: none"> <li>Use time wisely</li> <li>Keep assignments organized</li> <li>Be prepared</li> <li>Participate fully</li> <li>Focus on class</li> <li>Make lists and prioritize</li> </ul>	<ul style="list-style-type: none"> <li>Always show up on time or early</li> <li>Take practices seriously</li> <li>Value the opportunity in a challenge</li> <li>Go beyond what is required</li> </ul>	<ul style="list-style-type: none"> <li>Use your time wisely</li> <li>Learn more</li> </ul>	<ul style="list-style-type: none"> <li>Learn to work hard</li> <li>Respect hard work</li> <li>Earn a good reputation for yourself</li> <li>Make yourself do things even when you don't feel like it</li> <li>Take pride in yourself and your work</li> </ul>
Own It	<ul style="list-style-type: none"> <li>Behave in the same way you should at school</li> <li>Keep yourself calm and under control</li> </ul>	<ul style="list-style-type: none"> <li>Clean up any messes you make</li> <li>Be polite when you make a mistake</li> <li>Promote the environment you wish to see</li> <li>Be where you're supposed to be</li> </ul>	<ul style="list-style-type: none"> <li>Meet deadlines</li> <li>Ask questions</li> <li>Complete make-up work</li> <li>Take initiative</li> </ul>	<ul style="list-style-type: none"> <li>Take responsibility for any mistakes or failures</li> <li>Only blame yourself</li> <li>Celebrate victories and achievements</li> <li>Follow through with commitments</li> </ul>	<ul style="list-style-type: none"> <li>Act like you're talking face to face</li> <li>Always think about consequences</li> </ul>	<ul style="list-style-type: none"> <li>Be honest</li> <li>Find ways to make the most of your strengths and weaknesses</li> <li>Focus more on what you should do rather than what you want to do</li> <li>Make sure your appearance communicates the right message</li> </ul>

### NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non School-sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that nonschool persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

Membership in any fraternity, sorority, or other secret society as described by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non district-sponsored organization may use the name of the school or school mascot on any materials or information.



## ATHLETICS

Bucyrus City School provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

The following is a list of activities currently being offered. For further information, contact Matt Makeever, the Athletic Director, at 419-562-7721.

Cheerleading	Cross Country (Boys & Girls)	Golf (Boys & Girls)
Football	Baseball	Softball
Volleyball	Wrestling	Weightlifting
Tennis (Boys & Girls)	Basketball (Boys & Girls)	Swimming (Boys & Girls)
Track (Boys & Girls, Indoor & Outdoor)		Bowling

## ACADEMIC ELIGIBILITY

In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. During the preceding grading period, each student must have received passing grades in a minimum of five (5) one-credit courses or the equivalent, each of which counts toward graduation. The Bucyrus Board of Education prohibits students from participating in interscholastic extracurricular activities if they have less than a 2.0 grade point average on a 4.0 scale in the previous grading period. The student must participate in an intervention program and show satisfactory progress toward achieving the minimum GPA. Failure to comply with the grading period eligibility results in ineligibility for the following grading period **UNLESS** each student who has a G.P.A. 1.0 - 1.99 in the previous grading period and less than a 2.0 at the midterm of the current grading period attends the academic intervention described below. Failure to comply with the grading period eligibility results in ineligibility for the succeeding grading period. Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year.

Any High School or Middle School student/athlete with a 1.0 – 1.99 G.P.A. shall participate in an academic intervention program. The academic intervention program will consist of at least one hour/week study table for each subject wherein the student received a grade lower than a C. The athletic director will check grades at the mid-term of each quarter to determine whether a student will come off academic intervention, be required to continue, or be added to the academic intervention. Intervention will be assigned and monitored on the recommendation of the administration.

## STUDENT EMPLOYMENT

It is recommended that students not take jobs outside of school that could interfere with their success in school. If a student elects to maintain a job in addition to going to school, s/he must first contact his/her counselor to discuss any legal requirements and to obtain any required

documents. A work study approval form is required for seniors to earn credits. The program requires 180 work hours per semester.

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

## **SECTION IV - STUDENT CONDUCT ATTENDANCE**

### **School Attendance Policy**

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time. This is a habit the School wants to help students develop as early as possible.

### **Truancy**

Unexcused absence from school (truancy) is not acceptable. A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in 1 month, or for seventy-two (72) or more hours in 1 school year.

If a student is habitually truant and the student's parent fails to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200. Habitual truancy can also result in:

- A. assign the student to a truancy intervention program
- B. provide counseling to the student
- C. request or require the student's parent to attend a parental involvement program
- D. request or require a parent to attend a truancy prevention mediation program
- E. notify the Registrar of Motor Vehicles of the student's absence
- F. take appropriate legal action

### **Excused Absences**

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- A. personal illness ( a written physician's statement verifying the illness will be required)
- B. illness in the family
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent/guardian
- F. observation or celebration of a bona fide religious holiday  
such good cause as may be acceptable to the Superintendent

### **Parent Notification/Medical Status**

To guarantee every student the opportunity to succeed, Bucyrus City Schools has adopted the following procedures to notify students and parents or guardians of the student absences and possible court action:

- 2 unexcused absences (12 hours or more)- Letter to Parent/Guardian
- 5 unexcused absences, unless the absences are consecutive (30 hours or more)-Notice and Warning Letter to Parent/Guardian from school &/or Attendance Counselor
- 7 unverified absences (42 hours or more)- Letter to Parent/Guardian; conference with Parent and Student, Absence Intervention Team Meeting
- 12 unexcused absences (72 hours or more)- Referral to Juvenile Court

### **Parent Notification/Medical Status**

~~To guarantee every student the opportunity to succeed, Bucyrus Secondary Schools has adopted the following procedures to notify students and parents or guardians of the student absences and possible court action:~~

- ~~2 unexcused absences (12 hours or more)- Letter to Parent/Guardian~~
- ~~5 unexcused absences (30 hours or more)- Notice and Warning Letter to Parent/Guardian from school &/or Attendance Counselor~~
- ~~7 unverified absences (42 hours or more)- Letter to Parent/Guardian; conference with Parent and Student, Absence Intervention Team Meeting~~
- ~~12 unexcused absences (72 hours or more)- Referral to Juvenile Court~~

~~Parents may excuse their students up to 10 days, less any days unexcused and truant. However, each day a parent excuses their student without providing one of the attendance verifications will be counted in total absences for credit purposes. Verified doctor/dentist visits, court appearances, military-related absences, bona fide religious holidays, hospital stays or deaths in the immediate family are considered verified and therefore do not count against a student in regards to loss of credit. A student reaching a total of ten days is placed on OVER TEN DAYS (OTD) STATUS. When a student is on OTD STATUS, only the following will be accepted as verified with documentation from: Doctor, Dentist, Hospital, Court, Military Branch or Death in the immediate family. Any other excuse must be approved by the Principal, Associate Principal or designee. Once on OTD STATUS, notes from parents/guardians will be considered unexcused absences.~~

~~For any absence throughout the school year, students will have a reasonable amount of time from the date the student returns to school to submit verified documentation.~~

### **Notification of Absence**

If a student will be absent, the parents must notify the School at 419-562-7721 (Grades 9-12) or 419-562-0003 (Grades 6-8) by 9:00 am and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

A skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted. The student will also be subject to disciplinary action.

### **Homebound Instruction**

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the Secondary Office at 419-562-7721 and the Middle School Office at 419-562-0003.

### **Make-up of Tests and Other School Work**

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. The student should contact the teacher as soon as possible to obtain assignments.

The number of days for completion of make up work will be equivalent to the number of excused days of absence.

If a student misses a teacher's test due to an excused absence, he/she should make arrangements with the teacher to take the test at another time. If s/he misses a State-mandated assessment test or other standardized test, the student should consult with the ~~guidance~~ school counselor to arrange for administration of the test at another time.

### **Vacations During the School Year**

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip.

### **CODE OF CONDUCT**

A major component of the educational program (at the school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and

local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

### **Expected Behaviors**

Students are expected to:

- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the School.

### **Classroom Environment**

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- A. a teacher to communicate effectively with all students in the class; and
- B. all students in the class have the opportunity to learn.

### **Book Bags, Backpacks, Gym Bags and Large Tote Bags**

Book bags, backpacks, gym bags, large tote bags and similar types of items will not be permitted to be taken into classrooms during the school day. These items must be kept in the student's locker. Acceptable bags should be such a size that a text book will not fit inside.

### **Gangs**

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated.

Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the principal.

### **STUDENT DISCIPLINE CODE**

The items in this Code are applicable to all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or

maintained by the Bucyrus City School District Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited conduct takes place while on property immediately adjacent to school property, within the line of sight of school property, on school transportation, or off of property owned or controlled by the district, but that is connected to an activity that occurred on property owned or controlled by the district, and misconduct that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee, or that affects the operation of the schools.

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District.

Misconduct is defined as any violation of the Student Discipline Code.

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

A major component of the educational program at Bucyrus ~~Secondary~~ City Schools is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards.

1. Insubordination and Disrespect:  
A student is insubordinate when failing to comply with directions of teachers or other authorized school personnel during any period of time when the student is under the authority of school personnel. A student is disrespectful when “talking back” to, arguing or making disrespectful comments directed at staff members or about staff members.  
A student will be expected to demonstrate positive behaviors that are conducive to a good learning environment in their assigned classes. Disruptive behavior refers to any negative behavior that tends to disturb or endanger the educational process and/or the people involved.
2. Tardiness/Cutting Class/Truancy/Misuse of Hall Pass:  
A student is tardy when failing to report at a prescribed time and place.  
A student cuts a class when he/she fails to report to a class or assignment.  
A student may not leave school property during school hours without the permission of his or her building principal or the principal’s designee.  
A student shall not be in the halls without permission or without a hall pass in buildings where hall passes are used. A student shall not transfer a hall pass to another student or misuse a hall pass.
3. Distribution of unauthorized materials:  
A student shall not distribute any materials without administrative approval in school or at school-related activities. Distribution of materials that meet the description of “abusive, harassing, and/or disrespectful behavior” in Section III may result in an out-of-school suspension or expulsion for the first violation.
4. Inappropriate appearance:  
A student shall not appear in school or at a school-sponsored or related

event or activity in unkempt student dress. The appearance of a student is the responsibility of the student and his/her parents. However, if and when dress and grooming disrupt the learning process for the student, other students, or the learning climate of the school, these become matters of administration action involving the students and/or parents. The following list stipulates some of the basic requirements of a Bucyrus student.

- Hats, headbands, bandanas, and/or other types of head dress are not permitted. While hooded sweatshirts are permitted, the hood shall remain down at all times while on school premises. Facial masks/coverings including painted, makeup, or other means to cover, hide, or disguise one's identity, are not permitted, sunglasses.
  
- Clothing worn to school shall not expose undergarments or body parts through holes, tears in fabric, or by other means cause a disruption or distraction to the learning process.
  - Students are not permitted to wear pajama bottoms.
  - All pants must be worn at the waist, have a hem, and have a belt if needed.
  - Shorts are permitted to be worn during the 1<sup>st</sup> and 4<sup>th</sup> nine weeks, provided they extend past the student's fingertips when arms are held down to the sides in a natural position.
  - Skirts and dresses are permitted year round provided they extend past the student's fingertips when arms are held down to the sides in a natural position.
  - Students are not permitted to wear house slippers.
  - All shirts must have sleeves intact. No cutoff shirts permitted either at shoulder or waist. Students are not permitted to wear clothing that exposes bare midriffs &/or bare backs.
  - A non-revealing, appropriate neckline is mandatory. Plunging neckline apparel are permitted only when worn with a crew neck, cami or collared shirt.
  - Students are not permitted to wear jackets or other outerwear, (including varsity jackets) containing a heavy lining designed to make the garment an outdoor coat. These items may be worn to and from school but must be placed in the locker by 7:45 AM.
  - Clothing shall not contain any profanity or sexual connotation.
  - Clothing shall not defame any groups (ex. Confederate flags), nor shall the clothing advocate drug, alcohol, or tobacco use.

In addition to the above mentioned items, students are expected to be clean and dressed in good taste and shall not in any way disrupt the instruction of students. **In any case, the building principal and/or his designee shall determine what is in good taste, what is disruptive of the instructional process or what constitutes a dress code violation.** Violation of the dress code may result in, but are not limited to: parent contact, removal from school to change clothes, requirement to wear school-issued clothing, detention, Thursday school, or suspension from school. Any absences or time missed due to a dress code violation will be

considered unexcused.

Coaches, advisors of extracurricular activities, and teachers of lab, shop, and physical education courses are authorized to establish any specific, reasonable dress or grooming requirements that they deem suitable for participation in their activity with approval of the building principal.

5. Electronic devices/cellular telephones/violation of Acceptable Use policy:

For students in grades 9-12, students may have access to personal electronic devices/cellular phones during the school day during class changes, in the hallways during class changes only and in the commons during lunch periods. A student is not permitted to use electronic devices during instructional periods without the approval of the classroom teacher and for a specific instructional purpose. Electronic devices must be concealed and turned off during instructional periods when not being utilized by the student for an instructional purpose. Devices are prohibited during class periods. This includes when permitted to leave the classroom.

Using a cell phone or other electronic device to film/record/take pictures of any documents, students or staff members is strictly prohibited.

Students in grades 6-12 may not post to social networking websites on school property from the hours of 7:00 AM to 3:05 PM.

*The following applies to students in grades 6-8. Administration reserves the right to incorporate the following policy on electronic devices if deemed necessary to preserve order and maintain a safe educational environment for all students inclusive of those enrolled in grades 9-12.*

A student is not permitted to have electronic devices such as radios, tape decks, CD players, televisions, iPods/mp3 players, hand held games, tape recorders, digital recorders, cameras, tablet computers, personal laptop computers in their possession during classroom hours. This includes lunch periods, class meetings and assemblies. The administration reserves the right to confiscate any items considered inappropriate for a school setting. Cellular phones must be kept in student lockers during school hours.

Violation of the electronic device policy may result in formal and informal discipline. Also, the administration maintains the right to confiscate the electronic device(s) for an amount of time up to the remainder of the school year, if the student repeatedly violates the policy. **Cellular phones cannot be carried by students in class or in the building between 7:45am-2:45pm.**

A student may possess a cellular telephone or other electronic communication devices (ECD) (e.g., paging devices/beepers, personal digital assistants (PDAs), and other devices designed to receive and send



an electronic signal) in school, on school property, at after school activities and at school-related functions, provided that during school hours and on school vehicles the cellular telephone or other ECD remains off. Students may not use cellular telephones or ECDs on school property, on school bus or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Also, during school activities when directed by the administrator or sponsor, cellular telephones and other ECDs shall be turned off (not just placed into vibrate or silent mode) and stored out of sight.

6. Failure to complete detention/minor disciplinary sanction:  
A student shall not fail to serve an assigned detention, Thursday school, in-school discipline, or alternative assignment.
7. Use of inappropriate language/Abusive, harassing, and/or disrespectful behavior:  
A student shall not use inappropriate language in speech, writing, or gesture. A student shall not engage in any obscene, abusive, profane, or degrading gestures or expressions; racial, ethnic, religious, prejudicial or disrespectful actions; harassment of any kind (including but not limited to sexual, race, gender, sexual orientation, ethnicity, nationality, language, age, religion, physical appearance, physical or mental capacity) to any individual or group; or intimidation and/or threats to an individual or group. A student shall not publish or distribute materials meeting this description.
8. Inappropriate display of affection:  
A student will not display affection in such a manner as to prove embarrassing to themselves, other students, staff members, or visitors.
9. Other misconduct/Violation of local, state, or federal laws/Violent Conduct/Violation of Board of Education policies or School rules and regulations:  
Any misconduct which is contrary to the school's educational mission or illegal is prohibited. This includes, but is not limited to assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior. Any student assisting other students in the violation of school rules is subject to disciplinary action as deemed appropriate by the designated school official.
10. Use, Possession, Conceal, Sale, or Distribution of Tobacco:  
A student shall not possess, smoke, smell of, or otherwise make use of tobacco, of any kind, tobacco products or paraphernalia in the school buildings, on school buses, on school property, or at school sponsored activities. This includes nicotine cessation patches and/or gum as well as electronic smoking simulation devices.
11. Gambling:  
A student shall not participate in games of chance for stakes, bookmaking, wagering, or any other form of gambling.
12. Honor violations/Failure to provide evidence/providing false information/lying::

A student shall not be involved in activities including but not limited to: cheating, plagiarism, improper collusion, misuse of privileges, forgery or falsification of information including refusing to give proper identification or giving false information to a staff or substitute staff member.

A student is expected to be honest concerning violations of the Code of Conduct and to help school officials establish the truth about a possible violation of the Student Code of Conduct. In establishing the facts concerning an incident, students shall be expected to cooperate with school officials. A student shall not give, or assist in giving false or fictitious accounts to any school official, police official, fire official, or any other person acting in an official or lawful capacity.

13. Injurious behavior:

A student will not act in a manner that injures or potentially injures another person, such as, but not limited to, throwing objects, propelling objects, pranks, etc.

14. Trespassing/Burglary/Theft of school or private property/Possession of stolen property:

A student shall not enter upon school grounds or premises of a school building to which the student is not assigned, except with the expressed permission of the school principal of that building. A student is not permitted to enter upon the grounds or premises of any Board of Education facility when the student has been placed on suspension, expulsion, or removal without the express permission of the building principal. A student is not permitted in the school building at such times as the building is closed. Burglary is defined as entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

A student shall not take, attempt to take or be in the possession of School District or private property, without consent of the School District or the individual. The School District is not responsible for personal property.

15. Misuse of facilities and equipment/Unauthorized use of school property or private property/Vandalism:

A student shall not use school facilities and/or equipment for uses other than those which were intended. Restitution for costs for repair or replacement will be part of the disciplinary action.

Students must obtain permission to use any school property or any private property located on school premises Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

16. Use, possession, sale, or distribution of an explosive/Incendiary or poisonous gas/Including false alarm or threat:

A student shall not possess, use, threaten use of, handle, transport, sell, conceal, ignite, or explode fireworks/explosives of any kind.

17. Assault/fighting/Violence:

A student shall not engage in any act or threatened act of physical violence or force causing, attempting to cause, or threatening to cause physical harm to another, regardless of whether it causes injury. Acts of

harassment and hazing are considered assault as well and will not be tolerated. These acts also include, but are not limited to, verbal threats &/or threats made via texting, messaging, or other forms of electronic communication.

18. Use, possession, sale, distribution of a firearm or look alike weapon:  
A student shall not bring to school, possess, handle, transmit, threaten to use, or conceal any object capable of injuring himself or others. This includes but is not limited to fireworks, explosives, pyrotechnic devices of any kind, and other dangerous weapons or ordinances, including firearms, knives and objects made, constructed, or altered so that to a reasonable person the object appears to be a firearm. A student shall not possess live ammunition on school property. Any object that is used to threaten, harm, or harassing another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry. Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.
19. Use, possession, sale, or distribution of alcoholic beverages:  
A student shall not possess, transmit, buy, sell, conceal, use, distribute or be under the influence, or smell of any alcoholic beverage, at any time the a student is subject to the authority of the school. Use of an alcoholic beverage shall be determined by the professional staff and may include, but not be limited to, detection on the breath of the student, regardless of where the alcoholic beverage may have been consumed. A student shall not consume any alcoholic beverage before arrival at school or a school sponsored or related event or activity.
20. Use, possession, sale or distribution of drugs or other drug paraphernalia:  
A student shall not possess, use, transmit, buy, sell, offer to sell, distribute or conceal any of the drugs defined as a “drug of abuse” in Ohio Revised Code Section 3719.011 or possess, use, transmit, buy, sell, or conceal any of the drugs defined as “Counterfeit Controlled Substance” in Ohio Revised Code Section 2925.01 or be under the influence of any such drugs. Nor shall the student possess, use, transmit, buy, sell, offer to sell, distribute or conceal any drug related paraphernalia at any time the a student is subject to the authority of the school. Examples of drugs of abuse include but are not limited to, narcotic drugs, “look alike” drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, cocaine or derivatives, glue, or other substances that could modify behavior. A student shall not use any drug of abuse before arrival at school or at a school sponsored or related event or activity. Use of drugs authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule. However, no student may self-administer any medication, including nonprescription medication (aspirin, ibuprofen, etc.) except prescribed asthma inhalers. A student who demonstrates behavior seemingly related to drug usage or who exhibits symptoms of physical

conditions that may be related to drug usage shall be referred by a staff member for observation and questioning by a school administrator. If the suspicion of drug usage still exists, the parents shall be informed immediately and shall be requested to come to school as soon as possible. Based on his professional judgment, the administrator may send the student home in the custody of his parents.

**If a building principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.**

21. Disruption of school:

A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt or threaten to cause or urge other students to cause, attempt or threaten to cause disruption or obstruction of any lawful mission, process or function of the school. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

22. Extortion/Shakedown/Strong-Arm:

A student shall not engage in any act, verbal, written, or physical, to secure or attempt to secure money or property.

23. Sexual harassment/bullying/hazing:

The harassment and/or bullying of other students or members of staff, or any other individuals are not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. A student engaging in such conduct will be subject to disciplinary action. Some prohibited acts that constitute sexual harassment may include, but are not limited to:

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. physical assault;
- C. threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading

- language, jokes or innuendoes; unwelcome suggestions or insulting sounds or whistles; obscene telephone calls;
- E. sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment; “Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging.
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person’s sexual activities or sexual history, remarks about one’s own sexual activities or sexual history; and
- I. consensual sexual relationships where such relationship leads to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.

24. Harassment and bullying:

**Harassment, intimidation, or bullying behavior by any student/school personnel in the Bucyrus City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Harassment, intimidation, or bullying, in accordance with House Bill 276 and House Bill 116, means any intentional written, verbal, graphic or physical act including on-campus or off-campus cyberbullying (electronically transmitted acts i.e., Internet, cell phone, personal digital assistant , or wireless hand-held device), either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, via “Cyber-bullying”, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:**

- A: “Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students’ personal property; and,**
- B: Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.”**
- C: Violence within a dating relationship. “Dating violence” is defined as a pattern of behavior where a person uses or threatens physical, sexual, verbal or emotional abuse to control the person’s dating partner. A “dating partner” is “any person, regardless of gender,**

**involved in an intimate relationship with another [person] primarily characterized by the expectation of affectionate involvement whether casual, serious or long term.”**

Any student who believes that he or she is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the building principal or other administrator whom the student feels comfortable or fill out the written reporting form located in the middle school and high school offices. Anonymous reports may be submitted to the appropriate building administrator as well as through an online reporting form found on the District website [www.bucyrusschools.org](http://www.bucyrusschools.org) or the StopIt App.

Administration, guidance staff and teaching staff will develop strategies with student victims, witnesses, and third party reporters to prevent retaliation for reporting incidents of bullying, harassment and intimidation. Such incidents of retaliation may result in disciplinary action, including suspension or expulsion from school, or legal action. Students who provide false reports of harassment, intimidation, or bullying, may face disciplinary action, including suspension or expulsion from school, or legal action.

25. Sexual conduct/Possession of sexually explicit materials:

A student is not permitted to engage in sexual conduct or contact while on school premises, at any school-sponsored event, or otherwise under school authority. A student may not possess sexually explicit materials on school property.

LEGAL REFS: O.R.C. §3313.661,3313.666

### **DISCIPLINE**

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident.

Two (2) types of discipline are possible, informal and formal.

#### **Informal Discipline**

Informal discipline takes place within the School. It includes: writing assignments; change of seating or location; pre-school, lunch-time, after-school detention; in-school

discipline; Thursday school, and/or Community/School Service.

Building administration may also refuse participation in extracurricular activities such as Prom, Homecoming, dances, athletic events, spirit or class activities, or nonacademic field trips to any student who has been formally disciplined, is chronically or repeatedly absent or tardy, and/or is not meeting minimum academic standards.

When a student receives informal discipline as a result of a written incident report, the student will be required to sign the incident report acknowledging receipt of the infraction and ensuing discipline. It is the responsibility of the student to communicate the incident report to a parent or legal guardian. Refusal to sign will be noted accordingly. Failure to sign an incident report does not eliminate a student's responsibility to complete the assigned discipline.

### **Detentions**

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation. Each student shall arrive with sufficient educational materials to be busy during this 50 minute study period.

### **Thursday School**

Thursday school will be in session from 3:00 to 5:50 PM.

Assigned students will attend a continuous 2 hour 50 minute period during which time they will be permitted one 3 minute break at some point during the session. Each student shall arrive with sufficient educational materials to be busy during this 2 hour and a 50 minute study period.

A student missing any portion of his/her assigned time in Detention, In-School Discipline, Thursday School, may be given additional detentions. Failure to timely serve Detention, In-School Discipline, Thursday School, assignment(s) may lead to suspension from school. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules apply to detention, Thursday school:

- Students are required to have class assignments
- Students are not permitted to communicate with each other unless given permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No electronic communication devices, radios, mp3, cellular phones, tablet computers, cards, magazines, video games or other recreational/entertainment articles or devices shall be allowed in the room.
- No food or beverages shall be consumed.

### **In School Suspension**

In school suspension is an alternative to out-of-school suspension that is assigned to a student by a building administrator. Students will be assigned to in-school suspension when a student's behavior is not consistent with the educational process. Students are required to attend school suspension. Student absences will count against his/her attendance. Student work completed in in-school suspension will be counted toward his/her class grade. Students must complete all assigned days and must make-up all absences occurring during the placement.

### **Formal Discipline**

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

### **DUE PROCESS RIGHTS**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

### **Suspension from School**

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal [or assistant principal or other administrator] will determine whether or not to suspend the student. If the



decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within ten [10] days after receipt of the suspension notice. If the assistant principal issued the suspension, the appeal will be to the principal. If the principal issued the suspension, the appeal will be to the superintendent. Any appeal of the superintendent's decision will be made to the Court of Common Pleas. If the superintendent imposed the suspension, the appeal will be to the Board of Education. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

### **Emergency Removal**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal from the classroom, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held on the next school day after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given/or mailed to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student

Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

### **Expulsion from School**

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within fourteen [14] days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

### **Abeyance**

The Superintendent may hold all, or any part of, an expulsion in abeyance, that is, set it aside and not implement it, if such action is part of a behavior contract to which the student and his/her parent(s), if appropriate, agree. This contract shall establish conditions that must be met by the student and his/her parents, if appropriate, for the expulsion to be set aside for a designated period of time. At the end of time, the portion of the expulsion that was held in abeyance will be forgiven, provided all conditions of the behavior contract were met satisfactorily. A student who has had their expulsion held in abeyance, will be prohibited from participating in co-curricular and

extra-curricular activities such as band, athletics, dances and field trips during the designated period of time.

### **Permanent Exclusion**

State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

### **Suspension of Bus Riding/Transportation Privileges**

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.

### **Surveillance Cameras and Student Privacy**

The use of surveillance cameras is intended to increase our students' safety and welfare. Video surveillance cameras are placed throughout the common areas of the buildings, school grounds, and on buses. Actions recorded on these cameras may be used as evidence in a disciplinary action. Any attempt to damage or interfere (includes unpermitted viewing of live/recorded images) with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies. When a tape (tape also refers to a digital information) becomes evidence of a student violating the Student Code of Conduct, in a disciplinary action, this tape is and

will remain confidential, and may be viewed by designated school officials, or law enforcement agencies as deemed necessary. If the tape shows any students other than the student involved, the other students privacy must be protected. Therefore, the tape will be treated as any other student record, and the school has the obligation to protect the other students' identities. However, in the event of criminal prosecution, the tape may become evidence at a criminal hearing, and will probably become a public record. Under such circumstances, the tape is under the control of the courts (not the school).

### **SEARCH AND SEIZURE**

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

### **INTERROGATION OF STUDENTS**

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or a children's services agency removes a student from school, the building administrator will notify a parent.

### **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

- A. Material cannot be displayed if it:
  - 1. is obscene to minors, libelous, or pervasively indecent or vulgar;
  - 2. advertises any product or service not permitted to minors by law;
  - 3. intends to be insulting or harassing;
  - 4. intends to incite fighting; or
  - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

### **SECTION V - TRANSPORTATION** **Bus Transportation to School**

The School District provides transportation for school students who live 1.5 miles or more away from the Middle/Secondary building and within the school district boundaries.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

The principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the principal stating the reason for the request and the duration of the requested change.

#### **Bus Conduct**

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

**Prior to loading**

Each student shall:

- be on time at the designated loading zone
- stay off the road at all times while walking to and waiting for school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- go immediately to a seat and be seated.

**During the trip**

Each student shall:

- remain seated while the school transportation is in motion; keep head, hands, arms, and legs inside the school transportation at all times;
- not litter in the school vehicle or throw anything from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not tamper with the school vehicle or any of its equipment.

**Exiting the school vehicle**

Each student shall:

remain seated until the vehicle has stopped; cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe; be alert to a possible danger signal from the driver.

**Penalties for Infractions**

A student who misbehaves on the bus may be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

**Self-Transportation to School**

Driving to school is a privilege which can be revoked at any time. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the School.

The following rules shall apply:

Students under age eighteen (18) must have written parent permission prior to driving to school.

Students shall complete the Student Vehicle Form 5515 F1 and provide evidence of:

- driver's license;
- insurance certificate;
- vehicle registration.

1. Parking lot speed limit is ten [10] mph.
2. The student must obtain a permit from the high school office and pay a fee of

- \$10.00 for the pass. This is a one-time fee. A student will be charged a replacement fee of \$5.00 for a lost or damaged parking permit.
3. If a student's parking permit is suspended, no fees will be refunded.
  4. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for a student.
  5. All vehicles entering school property are subject to search and inspection.
  6. No one is to loiter in cars after arriving onto school property.
  7. Bucyrus City Schools are not responsible for damage or loss incurred on school property: park at your own risk.
  8. Students wishing to obtain a parking permit will be subject to the school's drug testing program.

Any bumper stickers, signs, flags, etc. deemed obscene or inappropriate, or in violation to any other section of this handbook may be subject to disciplinary action.

### **SCHOOL-PARENT COMPACT**

*The Bucyrus Secondary Schools, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.*

*This school-parent compact is in effect during the current school year.*

### **School Responsibilities**

**The Bucyrus Middle/Secondary Schools will:**

**1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

- Increase the utilization and evidence of technology in promoting outstanding instruction in 6-12 classrooms.
- Research and implement methodologies and best practices that will provide outstanding and effective instruction in the 6-12 classrooms.
- Teachers will understand and teach a rigorous curriculum
- Building-Level and Teacher-Based-Teams will create common formative assessments to evaluate student learning and target instructional strategies based on student learning needs
- Prepare our students to become productive global citizens through an expanded cultural curriculum
- Integrate technology into the curriculum
- Expand advanced educational course offerings

**2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.**

Specifically, those conferences will be held three days over the course of the school year, two of which will be scheduled after grade cards are distributed for the first grading period. Teachers will actively encourage and promote parent/teacher conferences and will make every effort to accommodate parents for conferences. No parent will be refused an opportunity for conferences, if so requested.

**3. Provide parents with frequent reports on their children's progress.**

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times, it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Non-custodial parents, if legally permitted, may contact the school to have information about their child sent to them. They are encouraged to be an active part of their child's education.

Report cards will be issued at the conclusion of every nine-week grading period and will be mailed to the student's home. Parents are also encouraged to log-in to the PowerSchool parent portal to view their students' progress on a daily basis. Teachers will maintain updated records weekly via the PowerTeacher student grading program which is linked to the PowerSchool parent portal. Log-in information will be sent home with the student.

**4. Provide parents reasonable access to staff.**

The Bucyrus City School District believes, successful education requires collaboration between educator and parent. Generally, parents are requested to follow reasonable rules of visitation such as scheduling appointments ahead of time, not visiting during testing or not staying longer than a specified time. Parents have a right to full information regarding their child's school activities, so communication from the school, particularly the child's classroom teacher, is essential. (i.e. classroom newsletters, phone calls, emails, etc.) Teachers will also answer parents' specific questions in a reasonable manner via personal conferences, phone calls, emails or notes sent home with the child.

**5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:**

The Bucyrus City Schools feel that parent involvement is a vital part of the child's educational development. The collaboration of the school and the home builds a successful system for the child. One way for parents to get involved in the educational system is to become a parent volunteer during the school day and at special school



activities.

~~The Bucyrus Elementary School has a volunteer program which would welcome your help during the school year. If you can assist the school as a parent volunteer, please contact the school office. Volunteers are required to have a BCI&FBI background check (no cost) prior to being accepted in working with students.~~

~~The building principal and/or Superintendent of Schools reserves the right to limit the entry of any person to the school if there is reason to believe that the presence of such person is detrimental to the safety and good order of the school.~~

### **Parent Responsibilities**

**We, as parents, will support our children's learning in the following ways:**

- Monitoring attendance.
- Making sure that homework is completed.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Replace television watching with reading.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.]

### **Student Responsibilities**

We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:

- Do my homework every day and ask for help when I need to.
- Read at least 30 minutes every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day
- Ask lots of questions and ask for support appropriately.
- Do more than the minimum required of me so as not to create gaps that are difficult to overcome later.
- Surround myself with other students who can help me and are supportive influences.
- Become better writers

The Bucyrus City School District will:

1. Involve parents in the planning, review, and improvement of the school's parental

- involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any schoolwide program plan, in an organized, ongoing, and timely way.
  3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
  4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities and, to the extent practicable, in a language that parents can understand.
  5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that include a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
  6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and, as appropriate, to participate in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
  7. Provide to each parent an individual student report about the performance of their child on the state assessment in at least math, language arts and reading.
  8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).