



# Beaver Local High School

46090 Bell School Rd.—East Liverpool, Ohio 43920

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Aaron Walker, Principal

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## 2024-2025 Student Handbook

*board approved July 2024*

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### Electronic Social Media sites:

School website: <https://blhs.beaver.k12.oh.us/>

Guidance Department website: <https://blhs.beaver.k12.oh.us/quick-links/guidance-office>

School Facebook page: <https://www.facebook.com/BLHSBeaverTales/>

Guidance Department Facebook page: <https://tinyurl.com/y8p7myxr>

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## **WELCOME**

The administration and staff at Beaver Local High School are dedicated to each student's academic enrichment and success. To that end, we maintain high expectations to support high levels of success in all areas of student life.

This handbook details our academic and behavioral expectations for all students. Each student is expected to review and be familiar with this handbook. The administration and staff of BLHS maintain a proactive and positive approach to building students' success as we want to help each student and family be proud of their achievements during their high school career. Being a part of the Beaver Local High School community should be regarded as a special privilege and an opportunity to thrive academically and personally. We encourage each student to strive toward their full potential... Go Beavers!

## **STATEMENT OF NON-DISCRIMINATION**

It is the policy of the Beaver Local School District that educational programs and activities are provided without regard to race, color, national origin, sex or handicap. To carry out these policy statements, the person and office identified herein shall be: Title IX Coordinator (Non-discrimination on the basis of sex) (Non-discrimination on the basis of race, color, or natural origin) Section 504 Coordinator (Non-discrimination of the basis of handicap).

**Title IX contact person: Bethanne Rettos, Director of Special Services**

**Phone: 330-385-6831 Ext. 22210**

DAILY SCHEDULE	
Arrival/Breakfast	7:30-7:35
1st Period	7:35-8:29
2nd Period	8:33-9:22
3rd Period	9:26-10:14
4th Period	10:18-11:08
5th Period	11:11-12:41
10:30 CCCTC Leaves 11:10 CCCTC Arrives	
6th Period	12:45-1:35
7th Period	1:39-2:30
Lunches	
9th	11:11-11:41
10th/11th/12th	12:11-12:41
Dismissal	
9th-12th	2:30

2 HOUR DELAY	
Arrival/Breakfast	9:30-9:35
1st Period	9:35-10:05
2nd Period	10:09-10:39
10:30 CCCTC Leaves 11:10 CCCTC Arrives	
3rd Period	10:41-11:11
4th Period	11:15-11:45
5th Period	11:49-1:19
6th Period	1:23-1:53
7th Period	1:57-2:30
Lunches	
9th	11:49-12:19
5th/6th	12:19-12:49
Dismissal	
9th-12th	2:30

## DOORS- ENTRANCE/EXIT

### ARRIVAL

STUDENT DRIVERS AND CAR RIDERS MAY ONLY ENTER THE BUILDING IN THE MORNING THROUGH THE MAIN ENTRANCE DOORS BY 7:35. BUS RIDERS MUST USE REAR (FINE ARTS HALLWAY) DOORS.

ANY STUDENT ENTERING THEIR FIRST PERIOD CLASSROOM AFTER 7:35 IS CONSIDERED TARDY

### DEPARTURE

STUDENT DRIVERS AND CAR RIDERS USE ADMINISTRATIVE (SUPERINTENDENT OFFICE) DOORS, BUS RIDERS MUST USE REAR (FINE ARTS HALLWAY) DOORS.

## **GRADUATION REQUIREMENTS**

It shall be the policy of the Board of Education to acknowledge each student's successful completion of the instructional program appropriate to the achievement of State and District goals and objectives as well as personal proficiency by the award of a diploma at fitting graduation ceremonies. The requirements are:

### **1. Required Credits for the Class of 2016 and beyond**

- 4 credits English
- 4 credits Math
- 3 credits Science (one must be life science and one physical science)
- 3 credits Social Studies  
(World Studies, Am. History and US Studies, Govt.)
- 1 credit Fine Art
- ½ credit Health
- ½ credit Physical Education Electives

### **2. Required credits for Career Center Students:**

- 3 credits Math (Class of 2014 and beyond 4 credits)
- 2 credits Social Studies elective ½ credit American History
- ½ credit Government
- 3 credits Science (one life and one physical)
- ½ credit Health
- ½ credit Physical Education
- 4–6 credits Voc. Lab.
- Vocational Related classes/Electives
- 1 credit Business/Technology, Fine Art or Foreign Language

### **3. The class of 2014 and beyond must pass all state mandated tests and display required Ohio readiness (Seals)**

### **4. Early Graduation**

The Board of Education acknowledges that some students are pursuing educational goals that may include graduation from high school at an earlier date than their designated class. Students considering early graduation for the Class of 2022 and beyond should discuss this option with their school counselor and must petition to graduate early prior to May 1 of the previous academic year to be considered for this opportunity. Students considering early graduation for the Class of 2021 and beyond should discuss this option with their school counselor and must petition to graduate early prior to the 5th day of class for the early graduation year. Application for early graduation will be submitted to the students' school counselor and the high school principal in accordance with school regulations. The principal will honor this request if all conditions for graduation are met and the student fulfills the graduation requirements. With the permission of the Superintendent, the student may participate in the graduation ceremonies with his/her designated class.

**\*SEE GUIDANCE DEPARTMENT SECTION ON THE WEBSITE FOR ADDITIONAL INFORMATION**

## **CORRESPONDENCE COURSES**

See Scheduling Handbook and/or your Guidance Counselor for information regarding Correspondence Courses.

## **CREDIT RECOVERY AND ONLINE COURSES**

Beaver Local online courses are for: Credit Recovery (paid for by BLSD if student completes course with a passing grade) Curriculum Enrichment (paid for by the student/family)

## **COLLEGE CREDIT PLUS PROGRAM**

Any student in grades 7 through 12 may enroll in College Credit Plus (CCP) by applying to the college or university and meeting the established standards for admission, enrollment, and course placement.

Additionally, as per OAC 3333-1-65.13 and Beaver Local Board Policy 2271, students must review CCP Probation, CCP Dismissal, and appeals information during the annual information and counseling session.

Student participation requires written consent of the parents. Any interested student should contact the Guidance department to obtain the necessary information. Detailed information should be reviewed at

<https://www.ohiohighered.org/ccp>.

## **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.

## **GRADUATION CEREMONIES**

1. A student must meet all state and district qualifications for graduation if he/she plans to participate in the graduation ceremonies.
2. A student must participate in all graduation practices if he/she is to participate in the graduation ceremonies.
3. A student who is in the hospital or is ill, as verified by a written doctor's statement, may participate under the following conditions:
  - A. He/She presents a written doctor's release permitting him/her to participate.
  - B. He/She may participate in the processional and recessional marches from the rear of the line. (This is due to the lack of rehearsal time.)
  - C. Any student who owes money (for damages to school property, for fund-raising projects, library fines, athletic equipment or any other school-related obligation) will not be permitted to receive a diploma during the graduation ceremonies. All fees must be paid by the end of the third nine-week period in order to participate in graduation ceremonies.
  - D. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure, but he/she may be denied participation in the ceremony of graduation and shall be subject to the same procedures and guarantees of due process as suspension.

## **NATIONAL HONOR SOCIETY**

The National Honor Society is an organization whose purpose is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to further develop character in member students. To be eligible for membership, candidates must be a junior or senior and have a cumulative GPA of 3.4 or higher (scholarship) as well as exhibit outstanding performance in the areas of character, leadership, and service. The selection of members is based upon the use of a five (5) point rubric system utilized by the faculty council. Selected members are required to participate in the chapter's service projects and the annual induction ceremony as well as uphold the four components for which their selection was based upon.

## **STUDENT PROGRESS AND EVALUATION**

At the end of each 9-week grading period, students and parents will be informed of student progress by way of a formal report card. The following guidelines will help explain how grades have been determined and how credit is earned.

### **1. Requirements for passing**

See Scheduling Handbook for information.

### **2. Grading Scale (Revised for SY 2021-22)**

The scales used to convert percentages to letter grades are as follows:

<b>Letter Grade</b>	<b>Percentage Range</b>	<b>Quality Points</b>
<b>A</b>	<b>90-----100</b>	<b>4</b>
<b>B</b>	<b>80-----89</b>	<b>3</b>
<b>C</b>	<b>70-----79</b>	<b>2</b>
<b>D</b>	<b>60-----69</b>	<b>1</b>
<b>F</b>	<b>0-----59</b>	<b>0</b>

### **Advanced Placement Classes**

<b>Letter Grade</b>	<b>Percentage Range</b>	<b>Quality Points</b>
<b>A</b>	<b>90-----100</b>	<b>5</b>
<b>B</b>	<b>80-----89</b>	<b>4</b>
<b>C</b>	<b>70-----79</b>	<b>3</b>
<b>D</b>	<b>60-----69</b>	<b>2</b>
<b>F</b>	<b>0-----59</b>	<b>0</b>

### **3. Incompletes (I's)**

A. An Incomplete may be assigned for an extended absence at the end of the term or for work not completed during the term. Make-up work will be assigned to all students for all excused absences. Written excuses stating the reason for absence and administration approval will determine whether the make-up work will be counted for grading purposes. Students are allotted an equivalent amount of time to make up

missed work as the period of the absence. A High School administrator will rule on situations with extenuating circumstances.

B. Upon completion of make-up work, incompletes will be converted to a letter grade. After two (2) weeks into the next grading period, the teacher will submit the appropriate letter grade. If no grade is submitted by the teacher the incomplete will automatically convert to an "F." A High School administrator will rule on situations with extenuating circumstances.

C. All students must complete all established requirements of each course to the satisfaction of the instructor. There will be no incomplete grades given at the end of the year for a final grade unless approved by the principal.

#### 4. Grade Point Average (GPA)

A student's grade point average is equal to the total number of quality points earned from the final grades divided by the total number of credits earned. Points earned for a semester course are halved and divided by the credit earned. Quality points and credits earned from physical education and community service are not calculated into a student's GPA.

#### 5. Graduation with Honors

##### Classes:

A student's GPA is based on his/her cumulative grade point average. All students with a GPA of 4.0 or higher at the 7th Semester Average and meet the ODE requirement for an Honors Diploma will be considered for Cum Laude recognition. .

##### Classes 2015 and beyond:

#### 6. Academic Honors

Summa Cum Laude – *With Highest Praise* – Honored With Gold Stole

Magna Cum Laude – *With Great Praise* – Honored With Silver Stole

Cum Laude – *With Praise* – Honored With Black Stole

Summi Decum, and Honor Student are cumulative honors and will be determined by GPA. These honors are based on academic achievement and Ohio's Graduation with Honors criteria.

Summi Decem -The ten students in each grade with the highest cumulative GPA determined at the end of the 1st, third, fifth, and 7th semester.

Honor Student - Seniors with at least a 3.0 GPA. For the classes 2020 and beyond Seniors with at least a 3.2

**Honor Roll/Merit Roll** - Students who receive all A's and B's will qualify for the Honor Roll.

## GENERAL INFORMATION

### **1. Directory Information**

We are required to give out directory information when requested in writing to the attention of the Assistant Principal. Directory information includes the student's name, age, birth, grade, address and parent's name. If you do not want this information released, please notify the school in writing. No information will be provided to any organization for profit-making purposes, marketing, or for selling the information (Board Policy 8330).

### **2. Drills**

Fire, tornado and evacuations are conducted throughout the school year as required by Ohio law. Students should follow the instructions of their teacher during these drills. Evacuation procedures are posted in each classroom. Students should walk and remain quiet during these drills.

### **3. Emergency Closings**

When school will not open, have delayed starts, or will close early because of emergency conditions, parents/students will receive an "All Call" from the Superintendent of Schools. In addition, announcements will be made over WTOV, WFMJ, WKBN, WYTV, and Clear Channel Radio. Please do not call the school or school personnel.

### **4. Emergency Medical Authorization**

Each student is required to have an emergency medical authorization form on file in Final Forms. It is the responsibility of the parent to keep the information on the form up to date. The form lists information vital for the care of the student in case of a medical emergency at school or at a school-related activity. If there are any changes in information please update immediately in Final Forms.

### **5. Guidance Services**

Guidance Services are available for every student in the high school. These services include: assistance with educational planning, interpretation of test scores, finding occupation information, study help, help with home, school and/or social/emotional concerns, and help in seeking college financial aid.

### **6. Homework**

Homework will generally be an outgrowth or continuation of a lesson discussed during the day. Late assignments and decisions for credit for those assignments will be made at the individual teacher's discretion.

### **7. Immunization**

All students are required to be immunized against poliomyelitis, rubeola, diphtheria, rubella, pertussis, tetanus, hepatitis B, varicella, meningitis, and mumps in accordance with Ohio state statutes, unless specifically exempt for medical or other reasons. See [Immunization Summary](#) at the Ohio Dept. of Health for further information.

### **8. Lockers**

Each student may be assigned a locker and locker combination. The locker combination should not be shared with other students. Students are not permitted to use lockers that have not been assigned to them. Students will keep their lockers clean. Stickers are not to be stuck on or in them nor are the lockers to be marked. Failure to comply will result in disciplinary action.

Students assume the responsibility for the safekeeping of their own books and other property. This includes candy, other valuable items and other items checked out for class or club sales. Do not keep money in lockers. Do not carry more than absolutely necessary. No illegal or stolen materials may be kept in a locker.

Lockers are school property and are subject to inspection, announced or unannounced. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

### **9. Cafeteria Policy**

- “Grab and Go” Breakfast is served daily from 7:15 AM - 8:35 AM. Students take their meal to their first period class.
- Lunch is served through the school cafeteria. We operate a closed lunch where students are not permitted to leave the building during lunch time. Students who violate this policy will be disciplined through handbook policy.
- Students are permitted to bring a sack lunch, but no food should be brought into the building with the purpose of serving others.
- Students will not be released from the cafeteria to another room unless they have a written pass from that teacher.
  - Students are not permitted to leave without a pass.
  - Students may be assigned seats if necessary.

### **10. Study Hall Rules**

Students will have an assigned seat. Students must have work and/or reading material.  
Sleeping is not permitted in Study Hall.

### **11. Medications**

- According to Ohio Revised Code, no medications (prescription and over the counter) can be given at school without the following information: A written request form (5330 F1) obtained from the Nurse's Office and completed by the parent and physician in order for medication to be administered at school. This form must be filed in the Nurse's office before the student may begin taking the medication.
- Name, dosage, purpose of medication, time to be administered, and side effects of the medication.
- Physician's signature for the administration of the medication.
- Medication must be in the original container.
- Parents are responsible for the transportation of medication to and from school. Medications may not be sent to school in a student's lunch, pocket, or other means on or about his/her person.
- Medication must be left in the Nurse's office. It is not permitted to be in the possession of a student.
- Inhalers and Epi pens that require the student to possess them at all times must have a written prescription from a physician on file in the Nurse's Office.
- Any deviation from the above will result in medication not being administered at school and possible disciplinary action.
- Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- Parents shall have the sole responsibility to instruct their child to take the medication at the scheduled time. No staff member will be permitted to dispense any medication (prescription or over the counter) to any student.

### **12. Eighteen (18) Years Old Status**

Unless the 18 year old student is a self-supporting adult (see #18), they are treated the same as all other students. Eighteen-year-olds must follow the rules and regulations including previously stated attendance procedures and signing in and out of school.

### **13. Missing Child Act**

The school is required by law to notify parents/guardians when a student is absent. We will attempt to call to verify the absence. You may assist us by calling the school to report your child absent from school. Students are still required to submit a written explanation from the parent/guardian on the day they return to school. Calls will be made via our automated phone dialer system for students who are absent and those with early dismissals.

### **14. Nurse/Clinic**

- A School Nurse is on duty during normal school hours. If a student becomes ill, he/she should visit the nurse for an assessment and medical assistance. The Nurse will call home if necessary.
- Students are **not** permitted to call home if ill. (For student safety, it is important that ill students visit the Nurse for assessment/assistance.)
- When going home because of illness, students must check out in the main office. The student's name and time of leaving must be recorded on the sign-out sheet.
- A parent/guardian must sign the student out of the building unless the student drives. Students who drive may sign themselves out with permission from the Nurse.
- Self-supporting adult students may sign themselves out, but must have permission to leave the building from the Principal, Assistant Principal, or Nurse.

### **15. Perfect Attendance**

To qualify for perfect attendance, a student may not be absent, tardy, arrive late, or be dismissed early from school for the entire year.

### **16. Property**

- Each student is expected to assume expected responsibility for the care and cleanliness of the school. If there is damage to school or personal property or equipment, the offenders will assume the total cost for repair or replacement
- Students should not bring valuable personal property or belongings to school. The school will not assume liability or responsibility for the loss or damage of such items.
- Students are not permitted to bring inappropriate books, comic books, magazines, pictures, knives, weapons, etc. to school.

### **17. Book Bags**

Book bags are permitted throughout the school day.

### **18. Self-Supporting Adult Students**

A self-supporting adult student is defined as any regular daytime student, age 18 to 21, enrolled at Beaver Local High School, who is self-supporting and is not living with his/her parents, guardians or adult relatives. The student must complete the request for self-supporting status as requested by the administration.

- The student is residing apart from parents, guardians, and adult relatives. The student must produce residential proof (mortgage/rent statement, utility payment, etc.)
- The student is supporting him/herself by his/her own labor.
- The student meets all other requirements for enrollment.
- The student will comply with all rules, regulations, and guidelines of BLHS.

- The student will make satisfactory progress towards graduation by maintaining passing grades in all courses.
- The student will pay all school fees, fines, and obligations.
- The student will attend school consistently. The student realizes that unexcused absences, truancies, tardiness, and skipping class will not be tolerated.
- The student understands that if he/she fails to comply with this contract, he/she may relinquish all rights for enrollment at BLHS.
- If a student is between the ages of 18 and 21 and resides with his/her parents, guardian, or adult relative, BLHS will still require that the parent/guardian be contacted in order for the student to be released for early dismissal, illness, etc. Also, absence notes are required from the parent/guardian with whom the student is residing.

## **19. Cell Phone/Personal Device Usage**

*This updated policy is based on Ohio HB250, passed in the spring of 2024.*

Research shows that student use of cell phones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

- Students are prohibited from using cell phones during instructional/class time.
- Students shall store their cell phone in the classroom cell phone storage pockets provided in each classroom, or in their locker.
- Exceptions to this rule include a student's use of a cell phone for a purpose documented in the student's individualized education program (IEP) or in a 504 plan, or to monitor or address a health concern (documented by the student's health care provider), or with special permission from the administration.
- Any cell phone that is confiscated from a student will be held by the teacher and returned at the end of the class period. Further violation of the rule will result in the device being turned in to an administrator with additional consequences. Parents may be called to come to the school to pick up the phone. Refusal to turn over a device may result in out-of-school suspension.

## **20. School Dances / Prom**

- Once students have arrived at the activity, they must enter the building and remain inside. Once a student has left the premises he/she will not be permitted to return to the activity.
- All dances will begin at 7:00 PM and end at 10:00 PM.
- Beaver Local High School students are permitted to bring one guest who must be at least of high school status. Any guest must have been previously registered and approved by an administrator. The guest must be of good standing at the school he/she attends, under the age of 21 and not have Graduated beyond 2 years. A Dance/Activity permission form is available in the office. All school rules of conduct apply to those in attendance at the dance/sock hop/prom.
- A list of Prom rules and regulations will be communicated to students by the Senior Class Advisor(s)

## **21. Solicitation/Collection/Sales**

Students shall not collect money for any person or for any purpose or sell any item without the permission of the Principal/Assistant Principal.

- Unauthorized solicitations will result in school discipline/consequence.

## **22. Student Records**

Your school maintains records of an educational nature regarding your child. These records include evaluation and other information necessary to provide the best education for your child.

- These records are confidential. Only authorized personnel involved in the educational process relating to your child use them. Your school district maintains a record of authorized persons having access to these records and their locations.
- As the child's legal parent/guardian, you have the right to inspect and review your child's records, and you may have copies for the actual cost of reproduction. Your request to review the records will be honored as soon as practical, but within forty-five (45) days.

## **23. Textbook/iPad and Course Fees**

Textbooks and iPads are issued to students on a loan basis. These materials are the property of the school and must be returned at the end of each year.

Students are responsible for all materials issued to them. Damaged or lost materials will result in an assessed cost charged to the student

Some courses require a fee or student purchase of workbooks or other materials. These fees are payable to the office.

**\*ALL SENIOR FEES MUST BE PAID BY THE END OF THE 3rd NINE WEEKS\***

## **24. Visitors**

We encourage you to come and visit your child's school. According to state law, visitors must report to the Office upon their arrival to seek permission to contact students, talk with school personnel, or view the building. At that time you will be given a visitor's badge. All visitors are expected to leave promptly when their business is complete. In all cases, visitations by students from other schools are not permitted. Social visits are discouraged. Visitors are required to sign-in at the Office.

## **25. Volunteers**

BLSD appreciates our volunteers who offer their time and talent to help us reach our mission. We invite interested parents, grandparents, aunts, uncles, community members, and friends to volunteer at school. A volunteer need not have had previous teaching experience. ALL volunteers are required to undergo a Background Investigation Bureau (BIB) background check. BIB background checks are valid for 3 years. If a volunteer wishes to attend an overnight stay with BLSD, they must also have a BCI/FBI background check. If a volunteer has a BCI/FBI check within the past 365 days, please forward documentation to: [debbie.miller@beaverlocal.org](mailto:debbie.miller@beaverlocal.org). These individuals will still need to complete the BIB background check to be in the Beaver Local system and receive your volunteer card. BIB background checks cost volunteers \$19.95 and take only 48 hours for the district to receive the results. Once Board approved and assigned duties, volunteers are required to sign in and out in the main office and to wear proper identification. Exclusive of assigned classroom volunteers, parents are not permitted to visit classrooms during school hours.

BLSD requires that all volunteers certify that they understand their responsibilities as a volunteer by signing a 'Volunteer Acknowledgement Form' and also understand that their privileges can be revoked by the building principal due to a violation outlined within the Volunteer Training Program.

To obtain a BIB background check, visit the BIB Secure Volunteer website and input your personal information.

To undergo BCI/FBI background check locally, refer to the following details of company information/hours:

Company Information	Hours
Columbiana Co. Educational Svc. Center (BCI & FBI) 38720 Saltwell Road Lisbon OH 44432 (330) 424-9591	BCI \$30, FBI \$30, BOTH \$60 Walk-ins accepted Monday & Thursday Only 9am-11:30pm & 1pm-3:30pm ADA Accessible
Threshold Residential Services, Inc. (BCI & FBI) 50 North Sumner Street East Palestine OH 44413 (330) 426-4165	Monday - Friday 9:00am to 5:00pm By appointment only ADA Accessible
Calcutta Health Care Center (BCI & FBI) 48444 Bell School Road Calcutta OH 43920 (330) 385-7100	BCI \$32 FBI \$56 BOTH \$88 8:00am to 4:30pm By Appointment Only ADA Accessible

## 26. Breathalyzer

High school administrators may administer breathalyzer tests at school-sponsored activities, both on and off site, to students and their guests in order to provide a safe and healthy environment for the students, staff, and community.

### **EXTRA-CURRICULAR ACTIVITY PARTICIPATION**

A student must meet the eligibility requirements set forth by the Beaver Local School District in order to participate in any extra-curricular activity. These activities include, but are not limited to athletic participation, school dances, including the prom, school plays, and driving privileges.

An exception may be made by the principal if the student has been participating in an intervention program and has shown satisfactory progress toward achieving the minimum grade-point average required.

Eligibility requirements consist of passing grades in five (5) credits and a minimum of 1.5 GPA.

### **ATTENDANCE**

Compulsory education in Ohio has been established by law for many years (3321.03) and each parent, guardian, or other person having charge of any child of compulsory school age (6–18) must send such child to school for the full time the school attended is in session. It is the belief of Beaver Local Schools that maximum educational benefits are gained through the continuity of instruction a child receives by attending school regularly. To support this philosophy the following student and absenteeism policy will be followed.

### **ABSENCE GUIDELINES ABSENCES EXCUSED**

Research indicates that the average student will miss 8 or fewer days of school per year. Perfect attendance is an accomplishment to work toward and will be recognized periodically within the schools. Students may be excused for any of the reasons listed in the School Board Policy as based on Ohio Revised Code. Common reasons for an excused absence are:

- Personal Illness (a note from the doctor may be required and verified)
- Death in the family
- Quarantine
- Religious Holidays (may require documentation)
- Medical and Dental appointments: It is expected that all medical and dental appointments will be scheduled at times other than during the school day. When that is not possible, time out of school for such appointments is considered an excused absence

if accompanied by a signed note from the parent as well as a verifiable and signed note from the professional.

- No bus: Bus Drivers are instructed to make no attempt to pick up students on roads they believe are hazardous. These absences will be excused provided the parents send a note stating that there was no bus service. The student will be counted absent; however, if this is his only absence, a certificate of perfect attendance will be awarded.
- Vacations: Vacation days must be pre-approved using the required form. Students are permitted a total of 5 (five) excused vacation days per year. Vacation days scheduled during state mandated testing are discouraged. Vacation days count toward the total of 15 absences. Work must be completed upon returning from vacation. Vacation days beyond five will be marked as unexcused.
- College Visitations: Students are permitted to visit 2 institutions of higher learning during the school year. A VISITATION DAY form must be obtained from the office before the day of the visit.

*In situations with extenuating circumstances, the Building Administrator will make the final determination.*

#### **WHEN A STUDENT IS ABSENT**

Parents should notify the school at (330) 386-8713 option 2 to report student absence or after 7:00 AM you may call (330) 386-8700. Parents will receive a telephone message for any absent student. If phone numbers change during the year, please contact the school office to get this corrected on the telephone dialer.

#### **WHEN A STUDENT RETURNS FROM ABSENCE**

An excuse must be received within ten (10) school days of the student's absence. The excuse should contain the name of the student, all dates of absence, reason for absence and parent signature. If the student visited a doctor or dentist they should provide a slip from that office. A maximum number of ten (10) parental written excuses will be accepted.

\*\*All students are to drop their notes/excuses in the appropriate box at the attendance table in the HS Media Center

#### **MAKE UP WORK**

Students will have the same number of days they were absent to return makeup work to the teacher(s). It is the responsibility of the student to request, complete and return the make-up work on time. If a student is absent more than 2 consecutive days, parents may phone in a request for make-up work to be picked up and/or sent home. It is the responsibility of the student to make arrangements with the teacher(s) as soon as the student returns to make up tests & quizzes missed while absent.

#### **ABSENCE AS DEFINED BY HOUSE BILL 410**

As the parent/guardian you play a vital role in your child's education. Although some absences are unavoidable, developing a healthy attendance habit is key to success. Missing too much school has long-term negative effects on students, such as lower achievement and graduation rates.

According to Ohio Revised Code, a student's absence is defined in the following manner:

**Excessive Absences:**

38 hours in one school month with or without an excuse

65 hours in one school year with or without an excuse

**Chronic Absenteeism:**

10% or 92 hours in one school year with or without an excuse

Students who have more than 10% or 92 hours absence will be required to complete restitution to make up their hours

**Habitually Truant:**

30 consecutive hours or more without an excuse

42 hours per school month without an excuse

72 hours per school year without an excuse

\*When a student reaches thresholds, the parent/guardian will receive written notification from the building principal. Letters for Habitually Truant will arrive by certified mail and will require your signature upon receipt.

*Absence intervention team:*

Once a student has been designated a "habitual truant," the school shall assign the student to an absence intervention team. Within seven school days of this designation, the superintendent, principal or chief administrator shall select the members of the team, which shall include a representative of the child's school, another representative from the school who knows the child, and the child's parent, custodian, guardian ad litem or temporary custodian. The team may also include a school psychologist, counselor, social worker or representatives of local public agencies designed to assist students and their families in reducing absences. Districts that have a truancy rate of less than 5 percent do not have to form a team but must intervene with the student for 60 days regarding attendance.

*Parent participation:*

Within seven school days of the student's designation as a "habitual truant," the superintendent, principal or chief administrator shall make at least three meaningful, good faith attempts to secure the participation of the student's parent, custodian, guardian ad litem or temporary custodian in an absence intervention team meeting. If seven school days elapse and the parent/custodian/guardian fails to respond to the attempts to secure parental participation in the team meeting, the school shall investigate whether the failure to respond triggers mandatory reporting to the public children services agency and shall instruct the absence intervention team to proceed with developing a plan for the child.

*Absence intervention plan:*

Within 14 school days after the student's assignment, the team shall develop an intervention plan for that student to reduce or eliminate further absence and to recover missed hours(restitution). Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall

file a complaint not later than 61 days after the date the plan was implemented if the child has refused to participate or failed to make progress on the intervention plan.

*Parent notice:*

Within seven days after the development of the plan, the school must make a reasonable effort to provide the student's parent, guardian, custodian, guardian ad litem or temporary custodian with written notice of the plan.

End of the year absences:

If a student becomes habitually truant within the 21 school days prior to the end of the school year, the district may, in its discretion, assign a school official to work with the student's parent and develop an absence intervention plan during the summer. This plan shall be implemented not later than seven days prior to the first day of instruction in the next school year. Alternatively, the school may toll the time period over the summer months and reconvene the absence intervention process upon the first day of instruction the following school year.

*Juvenile court referral:*

The attendance officer shall file a complaint in the juvenile court on the 61st day after implementation of the absence intervention plan or other intervention strategies if all of the following apply:

The student was absent without legitimate excuse from the public school for 30 or more consecutive hours, 42 or more hours in one school month or 72 or more hours in a school year

The school has made meaningful attempts to re-engage the student through the absence intervention plan or other intervention strategies and any offered alternatives to adjudication

The student has refused to participate in or failed to make satisfactory progress on the plan

## **EXTRA-CURRICULAR ACTIVITIES AND ATTENDANCE**

Students who are absent from school are not permitted to participate in any school activity held during the day or evening of absence. Athletes, cheerleaders, band members, or others in extra-curricular events must be in attendance the entire day of the event or they cannot participate in the event. Students must be in attendance a half day to participate in practice on that day. They must be in attendance ALL DAY following the event in order to participate in the next athletic event. This does not apply to contests played on a Friday or Saturday. Exceptions to the above can only be made by a verifiable doctor's excuse. In situations with extenuating circumstances a building administrator will make the final determination.

## **TARDY/LATE ARRIVALS/EARLY DISMISSALS**

### **TARDY**

All students must be in the main entrance at/by 7:35 A.M. Any arrival after that is considered a school tardy for attendance purposes.

### **LATE ARRIVALS**

Students arriving between 7:35 am and 8:00 A.M. because of a reason considered excusable for absences will be marked as Tardy Excused/Late Arrival. Students arriving after 8:00 A.M. will be counted as A.M. absent and absence guidelines will apply.

## EARLY DISMISSALS

Parents must send in a note notifying the school that the student will be leaving early and must come into the school to sign out the student. A student driver may sign themselves out provided a note was brought in, or in some cases, a phone call is made or email sent to a school official from the parent/guardian. Students leaving after 11:30 A.M. and not returning to school will be counted as a P.M. absence and absence guidelines will apply. Students leaving after 2:15 P.M. will not be counted as absent.

## DRESS CODE

It is the belief of the Board of Education, Faculty and Administration that student appearance has a direct relationship with student academic achievement. Therefore, in order to promote academic success and create an educational environment that will allow all students to achieve to their fullest potential, BLHS students will be expected to comply with the following personal appearance requirements:

- Clothing must be neat, clean, and in good repair.
- Brief and revealing clothing is not appropriate apparel in school.
- Holes, rips, or tears (including a worn or “destroyed” look) are permitted at mid-thigh.
- Jeans and dresses should not drag on the floor.
- Students are not permitted to wear pants that, when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened.
- Dresses, shirts, tops or blouses of revealing material or style are not permitted.
- Clothing which exposes midriffs, lower back, cleavage, underwear (including bra straps) or private body parts is not allowed. This includes low-cut necklines.
- Shorts are not permitted to be worn over pants.
- Shorts -
  - must be relatively loose-fitting, not skin tight, and of an appropriate length (mid-thigh)
  - students are permitted to wear shorts throughout the entire year
  - Acceptable shorts styles: walking or golf shorts, bermuda style, skorts, culottes.
  - Unacceptable shorts styles: extremely short shorts, spandex/lycra, transparent/revealing, undergarment appearance (i.e. boxer shorts).
- Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence: or that are otherwise contrary to the school's mission.
- **Hats**, bandanas, headbands, visors, sunglasses and chains are not to be worn in the building regardless of gender.
- Obscene and/or inappropriate tattoos must be covered at all times.
- Clothing that constitutes a health threat to self or others is not permitted. Examples include but are not limited to studded bracelets, boot spurs, pants with side straps, etc.

### **Important Note:**

Changing styles and various trends make it difficult to have a written rule for every potential dress code situation. The reasonable judgment of the administration will be used to address clothing not specifically covered above. Items that hinder the educational process, are offensive to others, or are dangerous/unsafe have no place in the school. Our main goal is to protect the learning environment while allowing a high degree of self-expression. Parents, educators, and students are expected to make responsible choices regarding dress code.

**The administration has the responsibility to make the final decision regarding dress code issues.**

### **TRANSPORTATION POLICY**

It is the policy of the Beaver Local Board of Education that each pupil who enters a Beaver Local vehicle for transportation to any school building in the morning shall complete such journey to its destination by a Beaver Local Board owned vehicle and shall likewise be transported home after school.

On special written request by a parent or guardian to the building assistant principal, a pupil may be allowed to terminate his transportation pattern at a designated home other than the one from which transportation started in the morning. It is, however, a past rule of the Beaver Local Board of Education that pupils who come to school on a Board owned or operated vehicle shall not be permitted to walk all or part way home in the evening. This is necessary to insure the safety of the Beaver Local School children while going to and from school.

All regulations of the conduct/discipline code are in effect on the bus. A violation of the conduct code, or any of the following rules, may result in disciplinary action, as mandated by the Student Conduct Code, including suspension and/or expulsion from riding the bus:

1. Remain in the assigned seat or area of the bus.
2. Do not interfere with other drivers and vehicles on the road.
3. Keep hands, feet, and other objects to self and away from windows.
4. Maintain moderate noise level determined by the driver.
5. No eating, drinking, or glass containers.

Notice: The Board of Education has approved the installation and use of video cameras on district school buses, to reduce the number of discipline problems and increase safe transportation of all students.

### **CONDUCT AT EXTRACURRICULAR ACTIVITIES**

All students are expected to follow the rules of the school in regards to personal conduct, attendance, dress, care of property, use of automobiles and behavior during all co-curricular and extracurricular activities—sports, clubs, concerts, proms, graduation, school trips, meetings, dances, activities, competitions, contests, etc. This includes activities at BLHS and any other school sponsored activity not on school grounds.

Remember the rules of good sportsmanship: Never boo, criticize, degrade, harass, heckle, throw objects, enter the area of the contest, disrupt the activity, or do anything to damage the integrity of Beaver Local High School and its programs.

## INTERSCHOLASTIC ATHLETICS

Beaver Local High School provides a wide range of interscholastic athletic opportunities. The program of interscholastic athletics shall include all activities relating to competitive sport contests, games, events, or sport exhibitions involving individual students or teams of students of this district with those of another district.

1. A student athlete will not be allowed to practice without insurance coverage.
2. The Board shall determine the standards of eligibility to be met by all students participating in the interscholastic program. Such standards shall require that each student be in good physical condition, be free of injury, and have fully recovered from illness before participating in any interscholastic athletic event. In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school during the immediately preceding grading period.
3. In addition to the eligibility requirements established by the Ohio High School Athletic Association, to be eligible at BLHS for any interscholastic extracurricular activity, a student must have at least a 1.5 GPA for the 9 week/semester grading period prior to the grading period in which he/she wishes to participate. Incoming freshmen students must have passed 75% of those subjects carried the preceding grading period (spring of 8<sup>th</sup> grade).
4. When a member has violated any rules and/or regulations, he/she may be subjected to disciplinary action including denial of participation from the activity and/or suspension from school. The Beaver Local School District considers the participation in extracurricular activities a privilege, not a student right. Privileges may be revoked.

## STUDENT DRIVERS

To receive permission to drive to school students must turn in or produce the following (all forms available in main office or at the link provided):

[https://drive.google.com/file/d/1y4u5\\_f6Qp1iWwMXP5eTADdvqz0aNqg73/view](https://drive.google.com/file/d/1y4u5_f6Qp1iWwMXP5eTADdvqz0aNqg73/view)

- \*\* Updated Final Forms
- \*\* Personal Data Sheet
- \*\* Technology Agreement Form
- \*\* Student Driver packet
- \*\* Valid driver's license
- \*\* Proof of current automobile insurance
- \*\* Purchase a parking permit sticker for **\$15.00**

1. All cars must display a current Beaver Local parking pass.
2. All cars must be parked properly in student assigned areas.
3. Upon arrival at school, students are to lock their vehicles and enter the school. No student may be allowed in the parking lot or vehicles during the regular school hours without permission from the Principal or Assistant Principal.
4. Students are not to be seated in cars at any time, no loitering morning, noon, after school, or during an activity or sporting event (at home and away events).
5. Maximum speed of 5 mph will be observed.

6. When buses are entering or leaving the school, they are considered to have the "right of way".
7. Violation of motor vehicle laws on the highway related to bus safety will be reported to the proper authority (Sheriff or State Highway Patrol).
8. A student driver shall not possess or store any item in his/her car that is illegal or that is prohibited in the conduct code. A search can be requested upon reasonable suspicion for an item. Refusal for such inspection will call for a warrant for a police search.
9. Failure to abide by the above rules may result in denial of driving privilege to school, Friday School, Suspension, and filing of charges with police and/or Expulsion.
10. Student drivers may not exchange or loan their parking permit to another student. If a student is caught without a pass, another student's pass, or a falsified pass, driving privileges will be revoked. Driving to school is a privilege and may be denied if abused in any manner.
11. Students may not remove an automobile from the parking lot during school without proper permission.
12. Any vehicle violation may result in After School/lunch detention, Internal/External Suspension and/or the loss of driving privileges from 5 days to the remainder of the school year.
13. Students under the age of 18 are required to successfully complete a driver education course before obtaining an Ohio driver's license. The course may be completed at a public school district or commercial driver training school.
14. All Beaver Local students, including student- drivers, must meet eligibility requirements set forth by the Beaver Local School District in order to participate in any extracurricular activity. These activities include, but are not limited to athletic participation, school dances, including the prom, school plays, and driving privileges.
15. An exception may be made by the principal if the student has been participating in an intervention program and has shown satisfactory progress toward achieving the minimum grade-point average required.
16. Eligibility requirements consist of passing five (5) credits and a minimum of a 1.5 GPA.

#### **School Attendance and Driving Privileges:**

17. Student drivers who accumulate four (4) tardies to school in a semester grading period will be assigned one after-school detention.
18. Six (6) tardies in a semester- a phone call will be made home to inform parent/guardian of an additional assigned after school detention, and also to inform of the next step (#12)
19. Nine (9) tardies in a semester will result in Driving Privileges being suspended until the student driver achieves ten consecutive days of arriving at school on time.
20. Failure to Serve consequence #11 or #12, after school/lunch detention , will result in suspension of Driving Privileges.

## **STUDENT CODE OF CONDUCT**

Maintaining school discipline and appropriate behavior is necessary to the establishment of a productive learning environment. Students are entitled to an education free from undue disruption. A "breach of discipline" is any pupil's conduct which significantly interferes with the maintenance of a proper learning environment and will not be tolerated.

The teachers and administrators of Beaver Local High School believe that the best discipline is self-imposed and students should learn to assume responsibility for their own behavior and for the consequences of their actions.

Classroom teachers will develop their own rules and consequences for behavior in accordance with our discipline code and will post them in their rooms.

Whenever violations of school disciplinary rules occur, it is the responsibility of teachers, counselors, and administrators to work with the student, his/her parents or guardian, and other support personnel to help the student correct his/her behavior.

Responses to misconduct may include, but not limited to, the following:

- Counseling
- Contact with parent/guardian
- Parent conferences
- Compensation or services equal to the infraction (paying for damaged property)
- Denial of privileges (might include exclusion from extra-curricular activities or from riding the school bus)
- Assigned After/Before School, lunch detentions
- Emergency Removal from classes or activities
- Out of School Suspension
- Referral to outside agencies including Juvenile Court
- Expulsion

A violation of any rule herein may result in disciplinary action including assignments of after school/lunch detention, Suspensions, Juvenile Court referral, criminal charges, charges for damages, and/or expulsion referral.

### **LEVEL I**

Disciplinary penalties which call for immediate student Suspension/Expulsion, possible police report and/or court referral include the following:

### **LOOK-A-LIKE/COUNTERFEIT DRUGS/DRUG PARAPHERNALIA/OR DRUG PARAPHERNALIA PRODUCTS**

A student shall not possess, use, transmit or conceal substances which are "thought to be drugs", "sold as drugs" or inferred by the seller or buyer to be mind altering substances or illegal drugs. A student shall not be in possession of drug paraphernalia or drug paraphernalia products. A 2 to 10 day suspension will result, with a possible recommendation for expulsion.

### **DRUGS AND ALCOHOLIC BEVERAGES**

A student shall not knowingly possess, use, transmit, sell or be under the influence of any drug or alcoholic beverage of any kind with the exception of the student who is taking prescription medicine under a doctor's direction (proper forms are obtainable in the assistant principal's office). The office and teachers should be informed in regard to medicine.

This policy involves students that may be:

- On the school grounds, during before or after school hours
- Off the school grounds at a school activity, function or event
- On school buses or rented carriers

Students who are under the influence or in possession of a "mood modifier" will be immediately suspended from classes for up to 10 days with possible expulsion pending further investigation. In addition, the students may be referred to civil authorities. Repetition of this violation will lead to recommendation for expulsion.

### **ASSAULT/PHYSICAL INJURY**

A student shall not cause physical injury or behave in such a way that could threaten to cause physical injury to school staff, other students or visitors while under the jurisdiction of the school. A 3 to 10 day suspension will result in possible recommendation for expulsion.

### **FALSE ALARMS OR REPORTS**

A student shall not initiate a fire alarm, or initiate a warning of a fire, bombing, or other catastrophe without cause, or by giving false testimony or falsely reporting school incidents. A 10 day suspension and/or expulsion will result.

### **DANGEROUS WEAPONS AND INSTRUMENTS**

A student shall not possess, handle, transmit or conceal any object that might be considered a dangerous weapon or instrument of violence. This list is not totally inclusive but some examples are: firecrackers, sharp instruments, guns (including a starter gun), knives, icepicks, switchblades, brass knuckles, chemicals and any gases including mace. A 2 to 10 day Suspension will result with a possible recommendation for a one year Expulsion. In addition and in compliance with Federal Law, any student expelled for possession of a firearm will be referred to the criminal justice or juvenile delinquency system serving the district a firearm, under the Federal Law is defined as:

A. Any weapon (including a starter gun) which is designed to or may be readily converted to expel a projectile by action of an explosive. B. The frame or revolver of any such weapon.

Any firearm muffler or firearm silencer.

Any destructive device.

### **HARASSMENT/BULLYING**

(In accordance with Board

Policies 5516, 5517, and 5517.01)

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

It is a violation of law and of school rules for any student to harass or intimidate another student or staff member. If a student is the victim of any unwanted sexual actions or comments or of derogatory statements or actions concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the office and complete appropriate forms. All reports shall be kept confidential and shall be investigated as soon as possible.

Bullying also includes cyber-bullying, the use of information and communication technologies and other web-based/online sites, including but not limited to: posting slurs on websites where students congregate or on web log (blogs), sending abusive or threatening instant messages, and using camera phones to take embarrassing photographs of others and posting them online. False reports or retaliation for bullying also constitutes violations.

## **DATING VIOLENCE**

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.

After School Detentions, 3 to 10 day suspensions, and possible expulsion may result if a student is found harassing another individual.

## **ANTI-HAZING POLICY**

It is the policy of the Beaver Local Board of Education and School District that hazing activities of any type is inconsistent with the educational process and shall be prohibited at all times. No administration, faculty member, or other employee of the school district shall encourage, permit, condone or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events that might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

Administrators, faculty members, students and all other employees who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in accordance with Ohio Law. Students may be suspended and expelled if involved in a hazing incident.

## **LEVEL II**

The following incidents may call for the assignment of After School or lunch detention(s) External Suspension(s), and/or recommended Expulsion from school. Following each offense is a range of possible disciplinary actions.

## **DISRUPTION OF SCHOOL AND/OR CLASS AND/OR ACTIVITY**

A student shall not, by use of violence, force, coercion, threat, harassment, or repeated violation of code, cause material disruption or obstruction to the educational process, including all curricular and extracurricular activities. 2 After School or lunch detentions, and/or 2-10 day External Suspensions.

## **USE OF PROFANITY AND/OR OBSCENE LANGUAGE**

A student shall not use any form of profanity or inappropriate language, written or verbal. Included in this prohibition would be the use of obscene gestures, signs, pictures, or publications. 2 After School Detentions and/or 2 to 10 days External Suspension may result.

## **TARDY TO CLASS/SCHOOL**

Students will receive a warning for the first tardy each 9 weeks, and one After School or lunch detention for EACH unexcused tardy to class/school.

## **FAILURE TO HAVE APPROPRIATE MATERIALS FOR CLASS/SH**

Students coming to class without their books, writing utensils, paper, etc. will result in 2–5 After School or lunch detentions.

## **INSUBORDINATION**

A student shall not disregard or refuse to obey reasonable directions given by school personnel. 2 to 3 After School or lunch Detentions, and/or 2 to 10 day Suspension may result.

## **DEGRADING, OBSCENITIES, DISGRACEFUL OR DISRESPECTFUL ACTS, SEXUAL MISCONDUCT**

Students shall not engage in any act which degrades, endangers, disgraces, or tends to degrade, endanger or disgrace a teacher, fellow student, visitor, administrator or member of the school board by written, verbal or gesture means. Sexual Misconduct—a student shall not engage in sexual misconduct while on school premises, under school authority, or while attending any school sponsored activities. Anything from 2 After School or lunch Detentions to 2 to 10 day External Suspension may result.

## **POSSESSION OF PORTABLE ELECTRONIC EQUIPMENT/DEVICES**

Use during the school day will be teacher directed as long as it is content/academic specific. Misuse of these items will result in confiscation. Violations will lead to After School or lunch Detention, In School Reassignment, External Suspension, and expulsion.

## **DRESS CODE**

Students not following the guidelines may be removed from the school setting and be required to change into compliant clothing. The administration reserves the right to approve/not approve any attire in question. See pp. 19-20 for further guidelines.

## **SKIPPING OR CUTTING CLASS/STUDY HALL/LUNCH**

Skipping or cutting class, study hall, or lunch is defined as not being in the assigned area. 2 After School/lunch Detentions and/or 2 to 10 days External Suspension will result.

## **POSSESSION OR USE OF NICOTINE PRODUCTS / VAPES**

In Accordance with Board policy, students are not permitted to use or be in the possession of any tobacco, nicotine containing products or vapor products at school or any school related activity. This includes cigarettes, chewing tobacco, snuff, electronic cigarettes, vapes, or any instrument used for vaping, such as Juuls. Students who do not comply with this restriction are subject to school discipline measures including but not limited to, In School Reassignment (ISR); Out of School Suspension and completion of education classes on the dangers and risks of tobacco and nicotine. Underage use, possession, and/or distribution of tobacco and nicotine containing products is against municipal and state law. Students may be referred to law enforcement authorities.

First offense - two days ISR and completion of tobacco/vaping education program

Second offense - three days External Suspension

Third offense - Administrative discretion

## **PDA**

No public display of affection (any physical contact other than holding hands). 1–5 After School/lunch Detention(s), to External Suspension if repeated violations are reported.

## **FIGHTING**

For each offense, a 3 to 10 day suspension will result. The school may also find it necessary to arrange a parent/student conference in order to reach a final resolution.

## **UNAUTHORIZED PRESENCE**

Students are permitted in the school building or on the school premises during school operating hours, 7:20 AM to 2:30 PM Monday through Friday, according to the school calendar and are also allowed to attend extra events that are open to the public as officially scheduled. However, no student is allowed on the premises other than those times unless in a "supervised" official activity of the school (sports, band, clubs, tutoring, etc.). Students are NOT permitted to stay at school to wait for practice, games, etc., if they do not have supervision. Remaining in the building after school, while not under any supervision and/or behind a corridor gate, without permission is considered unauthorized presence. 2 After School/lunch Detentions and/or 2 to 10 days External Suspension may result.

## **FORGERY/FALSE INFORMATION**

A student shall not, in writing or orally, use the name of another person, or falsify times, dates, grades, addresses, or other data on school forms or correspondence directed to the school. 2 After School/lunch Detentions and/or 2 to 10 days External Suspensions may result.

## **UNAUTHORIZED FOOD/DRINK**

The administration reserves the right to prohibit or confiscate food or drink that hinders or disrupts the educational process.

## **UNAUTHORIZED FIRE**

A student possessing or lighting a match, lighter, or other flammable substance without permission or without direction from an instructor may receive up to 10 days External Suspension.

## **ASSEMBLY CONDUCT**

Student conduct at assemblies, athletic events, concerts, etc. should be guided by the principle of consideration for others. Ejection from the event may result in the permanent loss of privilege to attend future events due to inappropriate behavior. After School/lunch detention(s), or ISR/OSS may result from this type of behavior.

## **RESTROOM USE**

Restroom stalls are single-person use only; therefore, only one student may occupy a restroom stall at one time. Students who occupy a stall with more than one student in the stall will receive school consequences up to and including out-of-school suspension.

## **DAMAGE OR DEFACING SCHOOL PROPERTY/GROUNDS**

A student shall not cause or attempt to cause damage to property including building, grounds, nature trails, buses, equipment or materials. Students shall not write on desks, walls, etc. Consequences may include up to 10 days External Suspension and restitution of damages may be assessed.

## **DAMAGE TO PRIVATE PROPERTY**

A student shall not invade private property or attempt to cause damage to private property on school premises, or at any school activity on or off school grounds. 2 After School/lunch Detentions, or up to 2 to 10 day External Suspension and restitution for damages may result.

## **PLAGIARISM**

At Beaver Local High School, plagiarism is viewed as *academic dishonesty*. This view is very consistent with most institutions of higher education. We also understand that there are varying degrees of plagiarism and that the mechanics of properly giving credit to authors of ideas are learned skills and often confusing. Our goal is to provide superior instruction and training such that, should plagiarism occur in the junior or senior year at BLHS, we can be very confident that it is due to character issues and not a lack of knowledge. Students in the 9th and 10th grades are experiencing the heart of instruction in the techniques of proper citation. Students in the 11th and 12th graders are expected to use the skills and knowledge they have developed in their freshman and sophomore years.

- If an incident of plagiarism occurs, a teacher must assess whether the plagiarism is the result of ignorance or dishonesty. If the teacher believes dishonesty and theft of ideas has occurred, the situation will be referred to the Academic Honesty Committee (AHC) for final review.

- A copy of any plagiarized paper forwarded to the AHC will begin the creation of the student's file, cataloging the student's incidents of plagiarism at Beaver Local High School.

### **9th/ 10th grade**

- After being referred to the committee, 9th and 10th graders plagiarizing for the first time will result in a committee referral and may be instructed to redo the paper with corrections; the corrected paper may earn up to 75% of the original point total. Phone call made to parent by referring teacher.
- Second offense plagiarism that occurs in 9th or 10th grade- will result in the student receiving a committee referral and the opportunity to correct the assignment. The highest corrected score will be 50%. Parental conference with administrator, referring teacher, and committee member.

### **11th/12th grade**

- First offense plagiarism occurring in the 11th and 12th grades will result in a committee referral and the opportunity to correct the assignment. The highest corrected score will be 50%. Phone call to parent by referring teacher.
- Second offense plagiarism occurring in the 11th and 12th grades will result in a committee referral and a score of 0 on the paper. Parental conference with administrator, referring teacher, and committee member.

\*Any further offenses (past the second) will be handled by building administration with input from the AHC

\*\*Plagiarism offenses do not carry over to the following year.

## **CHEATING**

Cheating is copying a classmate's answers during an exam or other assignment.

All alleged cheating incidents should be sent to the building principal in the form of a written document for review. The principal will catalog and file cheating incidents.

## **THEFT/GAMBLING**

A student shall not cause or attempt to take into possession the public property or equipment of the school district or the property of another student, teacher, visitor or employee of the school district by theft or gambling. 2 After School Detentions up to 2 to 10 day External Suspension and full restitution may result.

## **FAILURE TO SERVE BEFORE/AFTER/LUNCH SCHOOL DETENTION**

If a student fails to serve a Before/After/Lunch School Detention without an administration approved and verified excuse from a parent, up to 3–10 External Suspension days may result.

## **REPEATED VIOLATIONS OF LEVEL II CONDUCT**

The administration may assign After School Detention, External Suspension and/or recommended Expulsion, along with court referral if a student repeatedly violates the code of conduct. After the accumulation of (10) days of external suspension a student will be recommended for expulsion.

## **NETWORK AND INTERNET ACCESS AGREEMENT**

Students and parents are required to sign a Network and Internet Access Agreement before students are permitted to use the computer network system in the building. The use of the network is a privilege that may be revoked at any time. Students have no right to privacy when using any school owned or personal laptop while in the building. Any misuse of the system may result in the loss of access privileges and may involve out of school suspension from 2 to 10 days.

## **BEFORE/LUNCH/AFTER SCHOOL/LUNCH DETENTION GUIDELINES**

The Before/After/Lunch detention are established as disciplinary tools for students who have violated Beaver Local Board of Education Policies as well as other school related policies and rules. The guidelines are as follows:

Students are expected to come to Before/After School Detention prepared to study and with work to do.

Before School: Students should plan to arrive at 6:25 AM. Before School Detention will run from 6:30AM–7:30 AM.

After School: Students should plan to arrive at 2:35PM. After School Detention will run from 2:35 PM–3:40 PM.

Students who fail to attend BSD/ASD or are late will not be permitted in the room and have another ASD/BSL/Lunch assigned or automatic suspension.

Students who are assigned detention will be notified of the room location.

Transportation will be the responsibility of the student/parent. Students will be dismissed from After School Detention promptly at 3:40, Before School promptly at 7:30AM.

No talking, sleeping, or disruptive behavior is permitted during detention. All other BLHS rules apply. Violators may have an additional Before/After/Lunch School Detention assigned, or Suspension for repeated violations, reference will be made to Level II, Section 6 (insubordination).

Students will be permitted to use the restroom at the discretion of the supervisor.

Students may be excused from Detention only as determined by the administration. Requests for excusal must be from the parent/guardian.

Detentions missed due to an excused absence will be reassigned. A job is NOT an excused absence.

Students assigned to a detention will not be dismissed early for any reason except an emergency.

Seniors must serve all Before/After School Detentions prior to graduation in order to participate in graduation ceremonies.

## **EMERGENCY REMOVAL GUIDELINES**

If a student's presence poses a continuing danger to persons or property or a threat of disrupting the academic process in the classroom or elsewhere on school premises, then:

Students may be removed by emergency action for a period not exceeding 24 hours.

The Superintendent, Principal, or Assistant Principal may remove the pupil from curricular or extracurricular activities or from the school.

A teacher may remove the pupil from curricular or extracurricular activities under his supervision, but not from the premises.

If a teacher makes an emergency removal they are to notify the administration immediately, and the reasons must be submitted to the Principal as soon as possible in writing.

If the Superintendent or Principal reinstates a student removed by a teacher prior to the hearing, the teacher may request and will be given written reasons for reinstatement.

A hearing may be held within 72 hours after the initial removal is ordered. Written notice of the hearing must be given to the pupil as soon as available prior to the hearing. The hearing must be held in accordance with suspension or expulsion.

## **EXTERNAL SUSPENSION GUIDELINES**

Students may be suspended for up to ten (10) days by the High School Principal or Assistant Principal. Students shall be provided an opportunity to appear at an informal hearing before the Principal, Assistant Principal, Superintendent or Superintendent's designee to challenge the reason for any intended suspension, expulsion or removal, or to explain his actions.

The student shall be given written or verbal notice of the intention to suspend or expel.

Within 24 hours of the suspension, the parent, guardian, or legal custodian of the child and the clerk of the Board shall be notified in writing, via normal mail service, of said suspension.

Notices to parents, guardians or legal custodians shall contain the reason for the suspension, the right to appeal, and the right to be represented.

One day of school is equal to one day school is in session. If school is closed due to weather or any other emergency, the day school is closed will NOT count as a day of suspension. The suspension will be extended beyond the last day of suspension by the same number of days school was closed due to weather or any other emergency.

When a student's "Intent to Suspend" notification is given, the student is immediately not eligible for any after school activity, either as a participant or fan, until the ~~close of school on the~~ next school day following the last day of the suspension.

## **EXPULSION GUIDELINES**

Only the Superintendent of schools may expel a student. Written notice including reasons for the intended expulsion and an opportunity to challenge the expulsion or explain the pupil's action must be given to the pupil and his parent, guardian or legal custodian.

Expulsions may range from 80 days to one school year depending on the offense.

As with any emergency removal or suspension, a student, his parent, guardian or legal custodian may appeal an expulsion to the Board of Education or its designee by filing a request for appeal within 48 hours of the final administrative action.

Students pending appeal shall remain out of school as directed by initial notification with an opportunity provided to make up and be credited for all missed assignments in event of reversal by the Board or other action.

## **OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION**

### **Notification to Parents**

The federal government recently notified us that the district is subject to new regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of Hepatitis B virus (HBV) and Human Immunodeficiency Virus (HIV) in the workplace. These regulations are designed to protect employees

of the district who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Part of the procedure requires the district to request any person who was bleeding to consent to be tested for HBV and HIV. This information would then be provided to both the exposed employee and the treating physician to determine proper medical treatment.

The law does not require parents to grant permission for the examination of their child's blood, but it does require us to request guardian consent. We wish to notify you ahead of time so you would understand our request and have an opportunity to consider it in advance. If you have any questions please contact the school nurse.

Any level I or II student conduct code violations that cannot be completed due to time left in the current year will be carried over to the following school year.