

## **INTRODUCTION**

This manual is prepared for the purpose of explaining the procedure necessary for the proper functioning of our school. While it will not answer every question, its proper use will save considerable time and difficulty for all concerned.

Those procedures that are general, in that all staff members should follow them, will be stated. Those pertaining to individual staff members will be handled outside the scope of this manual. Suggestions for changes or questions regarding the material presented should be discussed with the administration.

All staff members should familiarize themselves with this manual and the Board of Education Policy Manual. Doubts, omissions, and misinterpretations should be clarified when they arise, not after problems have developed.

If questions should arise, please feel free to consult the administration. We welcome your questions and suggestions.

By working together, we can have a very successful year. We hope you find the year interesting and challenging.

## **EQUAL OPPORTUNITY EMPLOYMENT**

The district will provide equal opportunities for employment, retention, and advancement of all people regardless of race, color, creed, national origin, political affiliation, age, sex, or handicapping condition.

Board Policy Manual, Section 7001.

## **MISSION STATEMENT OF BELLEFONTAINE HIGH SCHOOL**

It is the mission of Bellefontaine High School to promote the future through our contribution to students today.

The staff of Bellefontaine High School believe that each student should be provided an effective, instructional, and supportive environment to attain the highest level of academic success. Students will grow into respectful, responsible, and cooperative members of their school, family, and community.

## **ACCIDENT REPORTS**

In the event of a student accident, the teacher should attend to the student and send someone to the main office to report the accident. The school administration will make a determination if the student needs emergency treatment and the method of transportation, if that be necessary. Under no circumstances should

a student be moved until one of the school administrators has been able to obtain a medical determination as to the extent of injury or illness.

The teacher in whose area the accident took place or the witnessing teacher must obtain an accident report form from the office, fill out the form in duplicate and submit same to the office secretary.

See "Forms" section of this manual.

### **ACTIVITY ADVISOR LIST**

Senior Class	Marcia Cooper & Melanie Lehman
Junior Class	Melanie Lehman & Stacey Holycross (prom)
Sophomore Class	Stacey Holycross
Freshman Class	Tricia Baker

### **CLUBS**

Agape	Jason Brown and Tricia Baker
Band	Jeremy Karg
(Assistant)	Megan Young
Band Color Guard	Andrew Roberts
Belle Ayres Jazz Band	Jeremy Karg
Choir	Stacy Calton
DARE	Kristy Mount
DECA	Katie Rychener
Drama	Evan Lewellen
Envirothon	Kristy Mount
FCA	Stacy Calton
FCCLA	Tara Gastineau
Interact	Melanie Lehman
Quiz Bowl	Donna Brunner
Key Club	Rick Reed
Leaders in Action	Melanie Lehman
Les Fons	Stacy Calton
OSU-MUN	Angela Horvath
Musical	Stacy Calton
Nat'l Honor Society	Sarah High
Orchestra	Laura Mitchell
Student Athletic Council	Matt Comstock
Student Senate	Stacey Holycross
Yearbook	Chris Miller
Youth Leadership	Angie Horvath
Ski Club	Sue Steffen
Spanish Club	Jeanie Denkwalter
French Club	Shannon Hodge

### **SPORTS**

Athletic Trainer	Tray Sanderson
Varsity Football	Toby Smith

Assistants	Jason Brown, Scott Rose, Josh Jones Ryan Ormsbee, Rick Reed, Jeremy Clifton
Cross Country (Girls)	Bob Core
Cross Country (Boys)	Ben Davis
Golf (Boys)	Jason Steider
Golf (Girls)	Darin Vermillion
Tennis (Boys)	not approved at time of printing
Tennis (Girls)	Jim Stein
Soccer (Boys)	Steve Henry, Jeff Turner (JV Coach)
Soccer (Girls)	Kate Smith, Aaron Shumaker (JV Coach)
Boys Basketball	Jason Calton
Reserve	Josh Jones
Freshman	Sean Egler
Girls Basketball	Henry Stolly
Wrestling	Meagan Ashcraft (JV Coach) Brady Hiatt (Head Coach) Aaron LaBatt (Asst. Coach); Jordy Buck, Kyle Spence, Jack Harris, Johnny Maurice (Assistants)
Varsity Baseball	not approved at time of printing
Reserve	not approved at time of printing
Freshman	not approved at time of printing
Varsity Softball	not approved at time of printing
Reserve Softball	not approved at time of printing
Track	not approved at time of printing
Assistants	not approved at time of printing
Cheerleading	Sarah High (Varsity), Becky O'Rielley (Junior Varsity), Andrea Simon (Assistant)
Volleyball	Bri Frazier (Head Coach), Ric Prine (Asst. Coach)
Swimming	Sharon Lewis, Chelsea Nicol (Asst. Coach)
Bowling (Girls)	Jane Kline
Bowling (Boys)	Tammy Overholser
Competition Cheer	Haley LaBatt

### **“Pride of the Tribe”**

Bellefontaine Al-ma Ma-ter  
We stand to honor thee  
We lift our voice together,  
Our pride for all to see.  
We join our hearts I tribute, our loyalty abounds,

The city of the fountains on sacred Indian grounds.  
The ivy twine doth bind us,  
Our hands we firmly clasp  
The hills send back the echo of voices from the past.  
All hail to our Bellefontaine,  
Our thoughts turn back to thee  
Though life may cause our parting  
And pals must say good-bye,  
We hold in us our memories gleaned from Bellefontaine High.  
We join our hearts in tribute, our loyalty abounds,  
The city of the fountains on sacred Indian grounds.

### **PEP SONG**

Cheer for Bellefontaine  
For the black and red  
Cheer for Bellefontaine  
Always at the head—Rah! Rah! Rah!  
We will be faithful  
Losing though it seems  
We'll stick together  
Team! Team! Team!

**FIGHT! FIGHT! FIGHT!**

The ivy twine doth bind us,  
Our hands we firmly clasp  
The hills send back the echo of voices from the past.  
All hail to our Bellefontaine,  
Our thoughts turn back to thee  
Though life may cause our parting  
And pals must say good-bye,  
We hold in us our memories gleaned from Bellefontaine High.

## ANNOUNCEMENTS

School announcements (all-call) will be made only at the beginning of first period and at the close of the school day. Students are to be quiet during announcements. Morning announcements will be televised on the school channels # 3 (also used, # 14 & 16) and afternoon announcements will be made over the P.A. system at the end of 9th block.

**\*\*Only changes to announcements or cancellations, etc. will be made during 9th period. Should an emergency arise that requires a mid-day announcement, only the principal or the associate principals may use the PA. Please remember that instruction is why we are here and interruptions should be kept to a minimum.**

## ASSEMBLIES

The Associate Principal for Activities will be in charge of the assembly programs.

Teachers are to attend all school assemblies including pep assemblies unless excused by the administration. Everyone must assist all student assemblies. Students will have assigned group seats for assemblies that are held in the auditorium. **Teachers are asked to supervise their areas as assigned by the Associate Principal for Student Activities.** The teachers' responsibility is to maintain discipline. Any student creating a problem is to be sent directly to the office. Study halls will be provided for those students who have demonstrated their inability to behave acceptably in assemblies. Students are not to carry coats or books into the auditorium.

## ASSEMBLY PROCEDURES

1. Stay with your class in your room until called to the auditorium.
2. When called accompany your class to the proper location in the auditorium.
3. Take attendance after arrival to be sure everyone is accounted for.
4. Those with hall duty should clear the restrooms and halls and proceed to the auditorium to designated areas.
5. Sit with your class or assignment until the assembly is completed.

6. Don't allow improper noises or activities before or during the assembly. Deal with situations promptly. If someone near you needs help, offer your assistance.
7. Go over the rules before going to the assembly. Tell the students exactly what is and what is not expected of them.
8. Inform the students that anyone leaving (without a pass) or returning must use the BACK doors of the auditorium.
9. Assemblies can be a worthwhile addition to our school year. If everyone does their job and students (are made to) respond properly, our assembly experiences can be `positive ones.

### **ASSEMBLY SEATING CHARTS**

There will be no set period for assemblies. Seating charts/schedules will be made available to you in advance by Mrs. Showalter for each individual assembly throughout the year.

### **ATHLETIC ELIGIBILITY**

The eligibility standards pertaining to scholarship, age, residency, enrollment, and attendance, conduct, character, discipline, transfers, foreign exchange programs, recruitment, etc. shall be those established by the OHSAA, except for those that are either not addressed by the OHSAA, and consequently have been put in place by the school district or BHS, or those that have been made stricter by the school district or BHS.

In order to be eligible for interscholastic competition or participation at contests, a student must be enrolled in Bellefontaine High School or meet requirements set forth by O.R.C., and must have been enrolled in school during the immediately preceding grading period, and must meet or exceed the following academic standards as established by the Bellefontaine Board of Education:

1. The athlete must be enrolled in passing 5 credits (Block credits are doubled while skinny classes are the same credit worth.)
  - An athlete participating in Post Secondary option classes must provide documentation of credits and grades at the end of the High School grading periods.
2. The athlete must have achieved at least a 1.5 grade point average (GPA) on a 4.0 grading scale during the immediately preceding grading period. (A=4)
3. If the student's GPA for the immediately preceding grading period is below a 2.0 but at least a 1.5, he/she will be required to attend study tables during A/I five times a week.

One's eligibility or ineligibility continues until the start of the 5th school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. An exception to this rule is that eligibility or ineligibility for the first grading period of the school year commences with the start of the fall sports season.

The eligibility of a transfer student must be established by records or verification from the school from which the student is transferring. Such a student cannot be eligible for the first grading period of attendance at BHS until this information is received and compliance with OHSAA transfer bylaws has been verified.

Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year.

The responsibility of establishing eligibility lies with BHS, and final determination of eligibility is the responsibility of the Associate Principal, Athletic Director or Principal.

### **ATTENDANCE REQUIREMENT FOR ALL COURSES**

Educational researchers have shown that students who attend school regularly and pay attention to daily lessons and homework receive higher grades. Not only does this insure that a student is present to receive instruction and assignments, but it also teaches students the importance of regular attendance when they enter their chosen profession. Students are expected to attend classes regularly and be on time for all classes. When a student misses a day of school, he/she misses a day of learning. We encourage students to place attendance at school as a high priority. In addition to this, the State of Ohio's compulsory attendance law states that students are to be in school unless there is a valid excuse for their absence.

Students are permitted 7 days of Truant/Excused Absences prior to their absences being considered excessive. It is extremely important that students and parents realize and understand that the 7 days of Truant/Excused Absences per semester built into this attendance policy are not to be considered as approved days to miss classes. These days should be thought of as a sick bank to be used only when needed. Days that are considered an In-School, Medical, Court, Funeral or Vacation (2 days) Absence, will not count toward the allotted 7 days of Truant/Excused Absences per semester. Proper documentation is required for these absences.

-A student absence from school falls into one of the following categories:

1. College Visit-An absence will be determined a College Visit when the appropriate forms from the Guidance Office are completed and turned into the office prior to the absence. This absence becomes truant if written verification from the college admissions office is not submitted to the front office upon returning to school.
2. Excused Absence-An absence will be determined excused when **written verification is received by the BHS Office within 24 hours** and falls into one of the following categories:
  - a. Funeral for a death in the family-A student is permitted three days of excused absences per death before it becomes an unexcused absence.
  - b. Appointment with the court or attorney- The notification needs to state the date and time of the appointment.
  - c. Appointment with an outside counselor-The notification needs to state the date and time of the appointment.
  - d. A BCS Administration approved absence will be counted as an excused absence.
    - e. Personal illness (a written physician's statement verifying illness may be required).
    - f. Illness in the family necessitating the presence of the child.
    - g. Observation or celebration of a bona fide religious holiday
3. In-School Absence-An absence will be determined an In-School Absence when a student is attending a school approved field trip, function, or activity.
4. Medical Absence-An absence will be determined medical when a medical note from the doctor/dentist verifying the appropriate day and time of the appointment is turned into the office. Our nurse may also send a student home EXCUSED, twice a semester.

5. Truant- An absence will be determined truant when a student does not attend school and the office has not received any contact via phone (or e-mail). **A written note from a parent/guardian verifying this absence must be received within 24 hours to change this absence from truant to excused absence.** These absences DO COUNT toward the 7 Day Excessive Absence Policy.
6. Vacation Absence- A student will be permitted 2 School Days for a Family Vacation per school year that do not count toward the 7 Day Excessive Absence Policy. In order to qualify for this absence the student will need to turn in the Vacation Form at least 3 school days prior to the first date of the vacation.

The Bellefontaine City Schools Attendance Policy recognizes the importance of good attendance habits. It is important for you to communicate to the school if your child is out of school for any reason. **A phone call is required the morning of each absence to inform the school that the student will not be attending that day. Each absence will be recorded as truant until a signed written note by the parent/guardian or a medical note from a doctor stating the reason for the absence is received. An absence may be changed to excused when a note is received within 24 hours.**

If a student arrives to school after the start of first period, 7:45 am, but prior to 8:45 am, he or she will be marked tardy to school. Any student arriving to school after 8:45 a.m. but prior to 11:30 a.m. will be marked as a half day morning absence. If a student arrives to school after 11:30 a.m., he/she will be marked as a full day absence. A student who has attended school prior to 11:00 a.m. and leaves school after 11:31 a.m. and prior to 2:25 p.m. will be marked as a half day afternoon absence. Attendance will be tracked by each period in order to determine credit withheld status. In order to participate in after school related activities, a student will need to be in school for a minimum for three and a half hours (3 ½).

- If a student accumulates in excess of 7 Truant/Excused absences in a semester block class (80 minute class) or 14 Truant/Excused absences in a year long skinny class (40 minute), the credit earned will be withheld until the student completes the appropriate “seat time” or community service hours.

In order to receive the earned credits for the affected classes the student will need to complete “seat time” to make up these days. If the student has exceeded the absence limit in only one class, the student will owe 2 hours per day he/she is over limit. If the student has exceeded the absence limit in two or more classes, the student will owe 4 hours per day he/she is over the 7 day limit.

### TARDIES

A student is tardy to school when he/she arrives after the beginning of first period but before 8:26 a.m. If a student is not in their required class prior to the start of the period, the student will receive a tardy. Tardies to school and class are tracked separately. Due to unforeseen circumstances, the Bellefontaine High School administration allows students to accumulate 3 tardies in each category prior to discipline being issued. The following procedure will be followed separately in respect to tardiness to school and class (this will be for each semester):

First through Third Tardy	Warnings-No Punishment
Fourth Tardy	1 After School Detention
Fifth Tardy	2 After School Detentions
Sixth Tardy	1 Day of ISI/Court Notification
Seventh Tardy	2 Days of ISI
Eighth and each Additional Tardy	3 Days of ISI

## **MAKE-UP WORK GUIDELINES FOR TEACHERS**

### General Rules

1. **Students have as many days to make up work as they were absent. When a student returns to class, set the date make-up is due, and record it so there is no questions about when it is due. Give to the student, in writing, the exact date the make-up is due.**
2. If the work is something that has to be done at school set a specific day (always the same) that the student may come in after school.
3. If the make-up is different from, and more difficult than, the original assignment, students must be told this in advance.
4. Try to make your course content such that student can't afford to miss your class.

## **MAKE-UP POLICY FOR STUDENTS**

### **MAKE-UP WORK**

1. It is the student's responsibility to check for make-up work for absences.
2. The student shall see the teacher(s) the first day the student has returned from an absence to get assignments for work missed. The student then has as many days as he/she was absent plus one to complete and turn in the make-up work.
3. Make-up work not turned in within the make-up period (days absent plus one) may not be accepted, and the student may receive a zero for that particular assignment.
4. Teachers are encouraged to assign make-up work for all days missed. The make-up work may be different or more difficult than the original assignment or classroom work missed.

## **ABSENCES THAT ARE RECORDED**

- A. All absences are to be recorded.
- B. The BHS attendance policy requires extremely accurate recording of attendance, both for days absent and tardies. Each teacher needs to use a system of recording that allows him/her to make changes or corrections as needed.
- C. Teachers will be notified by the office if days of attendance are made up and will not count against the student.

## **ATTENDANCE PROCEDURES**

There will not be a homeroom period at the beginning of the school day. Attendance will be taken during the first 4 minutes of first period along with the school announcements.



For attendance purposes the attendance will be entered into the computer at the beginning of first period. This aids us in checking off missed and tardy students, as well as those whose bus may be late. Attendance should be checked again towards the end of the period for those students who have been tardy.

During Mandatory A/I's, the teacher needs to **email only students who are NOT present in their class.**

List the names of students who are absent or tardy. Students who are tardy (after you have taken attendance) must sign in at the office and must have a pass to report to first period class.

Each period after the first, simply list all students who are absent in your computer and send attendance to the office. (Be sure to make any necessary changes when students arrive late to your class as attendance will be checked again at the end of the period for those students not on the absence list.)

### **BASIC CLASSROOM PROCEDURES**

- A. Take attendance/mark off tardies.
- B. **Stay with classes from bell to bell.** Don't leave class early to take care of "business". Be on time to classes.
- C. Keep your class the entire period. (This includes lunch period classes.)
- D. Keep individual students in class. Don't let students out to go to their lockers for books, pencils, etc. unless absolutely necessary and it is not a habitual problem. Find other solutions to the problem.
- E. Do not give a student permission to leave the building. Permission to leave the building may be granted only by an administrator.
- F. Although not required, if you give your class a break, you must take all of them at one time. If giving a "block" class a break, don't take the break during a class change. Don't let students go anywhere except RR/drinking fountain. Do not send them to the vending machines in the cafeteria! Lock your door. Check RR before and after (vandalism). Stay with your class. Discourage vandalism of Bulletin Boards near the rest rooms.
- G. Make students stay in seats until you dismiss after the bell. Do not let them line up by the door.

### **DAILY ATTENDANCE LISTING**

We will be publishing a daily attendance list that will be e-mailed to you before the end of third period each school day.

Each teacher needs to use a system of recording absences that allows them to make changes or corrections as needed.

Options which we have available for dealing with severe attendance problems are referring them to court, after school detention, suspension/expulsion or course credit withheld.

## WEEKLY/DAILY TEACHER BULLETIN

There will be a teacher bulletin sent by email each day. Each teacher should be sure to see each daily bulletin as this is the chief source of staff communication. The teacher bulletin is for teachers only and should not be shown to students.

### **ATTENDANCE CODES**

A=Absence excused	Q=Early Release excused
B=Truant	R=Unexcused Tardy
C=Truant half day	S=Suspended
H=Half day excused	T=Tardy excused
I=In-school exclusion	U=Early Release unexcused
M=Medical absence	X=Expelled
V=College visit	O=Out of school absence
F=Family Vacation	

### **Attendance of Student Accounting for Missing & Absent Children**

The Board of Education believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies.

**5215** A pupil, at the time of his/her initial entry to school, shall present to the person in charge of admission a copy of his/her certificate of birth and copies of those records pertaining to him/her maintained by the school that he/she most recently attended. If the student does not present copies of the required documents, the principal shall notify the police department having jurisdiction in the area where the student resides of this fact and of the possibility that the student may be a missing child.

**5215** The primary responsibility for supervision of a student rests with his/her parent(s) or guardian(s). The school district staff will provide the assistance it can to parents and guardians with this responsibility.

**5215** Parent(s)/guardian(s) must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The principal or his/her designee is also required to notify a student's parents, custodial parent, guardian, legal custodian or other person responsible for him/her when the student is absent from school. The parent or other responsible person shall be notified by telephone or written notice shall be mailed on the same day that the student is absent. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers.

**5215** The Board shall designate the Superintendent to develop Informational Programs for students, parents, and community members relative to missing children issues and matters.

LEGAL REF.: ORC 2901.30, 3301.25, 3313.205; 3313.672; 3313.96 3319.321, 3319.322 Adoption: 3/25/85

If a child seeks transfer into a school and the child has no birth certificate, school administrators should be alert for a missing child that is, a child taken by a non-custodial parent in violation of a court order that granted custody to the other parent. Such action by a non-custodial parent is a criminal violation that could subject the non-custodial parent to a fine and possible jail sentence.

To assist law enforcement in the investigation of missing children, there have been a number of legislative enactments.

Section 3319.321 requires that law enforcement be given access to otherwise confidential records needed in investigating a missing child. Free copies of the student's record can be given provided the law enforcement official has obtained the prior approval of the student's parent or guardian.

Section 3313.96 requires each school district to develop informational programs concerning missing children. The State Department of Education has information materials to assist local districts in creating this program.

This statute also allows the board to develop a fingerprinting program. If such a program is undertaken, it must be developed in conjunction with local law enforcement. The sole purpose of the fingerprinting program is to provide a means by which a missing child might be located and identified.

To further facilitate such a program, school districts are required by statute to request the school photographer to provide one wallet size photograph, free of charge, for inclusion in the student's file. This photo would then be shown to law enforcement should the child become missing. This statute doesn't require the photographer to comply with the request. If the photographer doesn't wish to comply, the school may take part of the contractual arrangement between the photographer and the school.

### **BULLETIN BOARDS AND DISPLAY CASES**

The bulletin boards and display cases are excellent means of communication for class and organizational activities. Continuous effort should be made to develop and present material and information in an interesting and appealing manner.

Teachers are urged to use the boards and cases in the hall corridors. See Dr. Noeth or Mr. Comstock for a schedule of available times.

The bulletin boards within each classroom are the individual classroom teacher's responsibility. Where two teachers share the same room an agreement should be reached between them for utilization of the bulletin board. You are expected to make your classroom "inviting" and conducive to a quality education.

#### **Please note:**

Do not place scotch tape on any chalkboard or any painted surface.  
Bulletin board paper is available in the library.

### **ADMINISTRATIVE POLICY**

#### **Teachers Morning Class Schedule**

Teachers are required to be on the job at your classroom door by 7:15 a.m. First period class will begin promptly at 7:45 a.m. Teachers are expected to keep students quiet and attentive during announcements.

Bell Schedule and Calendar here

## **CARE AND USE OF FACILITY**

The high school building receives heavy use throughout the school year, both night and day. Classroom teachers can be very helpful to the custodial staff by keeping their rooms clean and correcting or promptly reporting problems to the head custodian or one of the principals. The teacher is charged with the responsibility of his or her classroom or any portion of the building which comes under that teacher's influence. Writing on desks and in restrooms is of particular concern. Please contact a custodian immediately.

Teachers should periodically take time to praise students and to encourage them to keep the building clean.

## **CHILD ABUSE AND/OR NEGLECT**

In compliance with O.R.C. 2151.421, any teacher or other school employee who suspects that a child's physical or mental health or welfare may be adversely affected by abuse and/or neglect shall report such information. All reports of child abuse and/or neglect shall be filed with the Principal of the child's school, who, in turn, shall file a child abuse report with either the Logan County Children's Services Board, the Bellefontaine Police Department, or the Logan County Sheriff's office.

Reports of child abuse and/or neglect shall contain the following information:

Any personal interview or physical inspection of the child shall be conducted in a professional manner by school personnel and should include the presence of the school nurse and a school administrator.

"Abuse" is defined as the infliction by other than accidental means, of physical harm upon the child. Abuse may cover many aspects of life such as emotional, sexual, moral, as well as physical. "Neglect" is defined as the failure to provide necessary food, car, clothing, shelter or medical attention for a child.

In Ohio, anyone making a report in accordance with state law or participating in a resulting judicial proceeding is presumed to be acting in good faith and, in doing so, is immune from any civil or criminal liability that might otherwise be imposed.

All records concerning reports of suspected abuse or neglect are confidential. Anyone who permits, assists, or encourages the release of information from the records to a person or agency not legally permitted to have access may be guilty of a misdemeanor.

## **CLASS ADVISORS**

Class Advisors are appointed by the Associate Principal for Activities and serve for one (1) year. The ninth and tenth grades will have one advisor and the junior and senior classes two (2).

The duties of the advisors will be to:

- (A) Give advice and direction
- (B) Attend class meetings
- (C) Approve requisitions
- (D) Supervise class functions

The Class Advisor has the power of veto over the decisions of the class or officers. This power should be used with discretion and very sparingly.

The social and financial responsibilities of the class rest with the Leaders in Action and the faculty sponsor. It is their responsibility to coordinate, clear with the Associate Principal, initiate and organize all class projects.

**Freshman Class** - Monthly meeting with Class Advisor

- Goals:
- A. To raise a minimum of \$600 through class projects and fund raising activities.
  - B. To sponsor a class activity designed to enhance class spirit.
  - C. To supervise all activities during Spirit Week.

**Sophomore Class** - Monthly meeting with Class Advisor

- Goals:
- A. To raise a minimum of \$800 through class projects and fund raising.
  - B. To sponsor a class activity designed to enhance class spirit.
  - C. To supervise all activities during Spirit Week.

**Junior Class** - Monthly meeting with Class Advisor

- Goals:
- A. To raise a minimum of \$1000 through class projects and fund raising activities.
  - B. To sponsor the Junior/Senior Prom in the Spring.
  - C. To supervise the operation of the concession stand during boys' JV and Varsity Basketball.
  - D. To sponsor a class activity designed to enhance class spirit.
  - E. To supervise all activities during Spirit Week.

**Senior Class** - Monthly meeting with Class Advisor

- Goals:
- A. To sponsor a class activity designed to raise school spirit.
  - B. To raise a minimum of \$800.
  - C. To work cooperatively with the administration to organize graduation exercises, including the selection of a commencement speaker.
  - D. To supervise the operation of the concession stand during varsity football games.

- E. To establish a project for the class.  
Examples: Trophy Case  
Scoreboard  
Activity sign for front of building
- F. To organize the selection of a class motto and flower.

**Class and Club Advisor's Responsibilities for Account Handling**

A. Financial Accountability

- 1. It is required that finances or all organizations be handled by the advisor and not students.
- 2. Club Treasurers should arrange a meeting with the clerk-custodian (Roxanne Sprouse) immediately upon assignment to office, to discuss procedures.

B. Purchasing Procedures

- 1. A requisition must be filled out by the person requesting to make a purchase. Roxanne will be providing each advisor with the account number that needs to be on the top of the requisition form.
- 2. Approval must be received from the club advisor, building principal or athletic director. All coaches must receive approval from Mr. Comstock prior to initiating a requisition for the purchase of any item(s).
- 3. The approved requisition is forwarded to Roxanne Sprouse for entry into the computer system.
- 4. Purchase orders are printed on Tuesdays and Thursdays by the Treasurer's Office and returned to the building the following day for distribution as follows:  
White Copy - Vendor  
Yellow Copy - Activity Cashier  
Pink Copy - Treasurer  
Blue Copy – Originator
- 5. The originator verifies receipt of materials, compares with blue copy of purchase order, submits itemized invoice and blue copy of purchase order marked "Received" to Roxanne as correct and proper for payment. Invoices WILL NOT BE PAID until the BLUE COPY of the purchase order is received and initialed indicating your approval for payment. In addition, please indicate whether this a partial or complete payment of the purchase order.

When purchasing items locally and the store gives you the invoice, be sure the purchase order number is written on the invoice. This is particularly important with the volume of business we do at Wal-Mart.

## C. Deposits

1. Funds must be turned into Roxanne Sprouse before noon.
2. Do not trust students with large amounts of money. It may be left in the office for safe keeping.
3. Complete a tally sheet for all money turned in. All currency is to be face up, in the same direction, separated by denomination, 1's bundled in stacks of \$25. Tally sheets must be signed by two people.
4. Checks should be in order by amount from small to large (\$1 - \$100) listing last name.
5. All coins are to be wrapped, (if enough).
6. Please do not hold all money until Friday - turn it in each morning as it comes in.
7. No two-party checks will be accepted.
  
8. Checks should be made out to Bellefontaine High School (only)! Please mark in the "memo" line what it is for. ex: band, orchestra, etc.

## **STUDENT SENATE**

Students must have a minimum of 3.0 cumulative and year-to-date (after the 3rd grading period of the year) grade point average in order to be eligible for election.

## **CLASSROOM MANAGEMENT**

Effective student classroom control is partly teacher attitude, desire, and positive action. Stay with your class from bell to bell. Do not leave early to take care any "business". Keep your class the entire period. Keep students in class. Each teacher should submit their management/grading policy to the office when the school year begins and also post this information in their classrooms.

### A. Developing a positive teacher attitude toward discipline:

1. Be friendly, but firm with students.
2. Be the one to dismiss your class, the ringing of the bell should not be the signal for students to leave. Students should stay in seats until dismissed.
3. At the start of the school year, students should gain permission to leave their seats when they desire to sharpen pencils or get special materials.
4. Be consistent, impartial, and fair in operating the classroom.
5. A teacher cannot sit at a desk and still know what is going on in the classroom.
6. Display a sense of humor.
7. Be available to students before and after school and in the halls between periods to help or "just talk".
8. Do not permit students to talk while another student or the teacher is talking.
9. Do not lose your temper.
10. Make no punishments that cannot be enforced, that are unrealistic for the age level, or not carefully thought through.



11. Post class rules in class and give copy to each student. This should include your grading policy and testing procedures.
- B. Managing the Classroom: Teachers should take attendance and submit it to the office by 8:15 a.m. 1<sup>st</sup> block and by 8:45 a.m. in 2<sup>nd</sup> block.**
- C. Any changes need to be reported before the end of the block.
1. While taking attendance or performing other necessary duties at the outset of each period, student should be working independently.
  2. After giving directions and during supervised study, move about the room observing the effectiveness of directions given. In addition, this minimizes student frustrations, hostility, discouragement, and quitting by those having difficulty with the assigned task. By noticing these difficulties and giving assistance, you will avoid many behavior problems and provide a more effective learning situation.
  3. Have established routines for collecting papers and distributing material.
- C. De-emphasize behavior problems and situations:
1. When you change a student from one seat to another, notify the individuals concerned either before or after class. Except in emergencies, do not make changes during the class period as this only emphasizes problem situations.
  2. Never argue with a student before the class.
- D. Fairness in handling discipline problems:
1. Do not punish an entire class for the actions of a few students. This is unfair in the opinion of the students and helps to destroy an effective teacher-student relationship.
  2. Do not discipline an individual in front of the class. This focuses attention on misbehavior and hurts the student's ego.
  3. Do not make major issues out of trivial offenses.
  4. Your students should be helped to understand the fairness and reason for all established standards.
- E. Effective planning relates to good classroom control:
1. Provide a variety of learning activities.
  2. During each class period, have more than one type of activity. Rarely use an entire period for group activity as students get restless without a change of pace.
  3. Realize there is no one "best" method. Methods and learning activities are many and varied.
  4. Provide supervised study periods during which you can move about the room giving individual assistance.
  5. By having each class period well-organized, you not only provide a better instructional program by utilizing the entire period, but discipline problems are minimized as there is little pupil inactivity.
  6. Be patient with the students. Be willing to re-teach without resentment concepts which are not understood when first presented.
  7. When a class gets restless and noise seems to grow spontaneous, do not scold the class, but instead provide for a change in activity.

8. Avoid the lecture method of teaching for the entire class period.

### **Club Advisors**

Club advisors are chosen from the High School Faculty by the Associate Principal for Activities. The advisor should insure that the activities are meeting the needs of students.

The duties of the Advisor include:

- A. To see that club activities are operated democratically.
- B. Approve requisitions.
- C. Give advice and direction.
- D. Keep the Associate Principal informed of all activities.
- E. Receive approval of Associate Principal for all fund raising activities prior to conducting activity.
- F. Make sure that the club keeps its constitution up to date. The constitution should be reviewed and revised (if necessary) at least once every 3 years. A copy of the constitution should be given to the Associate Principal so that it can be on file.
- G. Make sure the club is functioning in accordance with its constitution.
- H. Prepare an annual evaluation and list of activities of the club and submit it to the Associate Principal at the end of the school year.
- I. To be present at scheduled activities or see that activity is supervised. This is the advisor's responsibility, not the students'.

### **Meeting Procedures**

All organizations need to conduct business meetings. In order to insure efficiency of a meeting, the principles of parliamentary procedure should be used.

An effective meeting needs an agenda or order of business. The agenda, if possible, should be made in advance, distributed to all members and include the following:

1. Call to order
2. Reading of the minutes
3. Treasurer's report
4. Committee reports
5. Unfinished business
6. New business

## 7. Adjournment

### **Planning Procedures**

Most clubs fail because of lack of planning.

Planning is an important part of any successful club. A planning style exuding confidence and control is useful in taking on responsibilities.

Characteristics of individuals using this style are:

1. Defines tasks clearly
2. Defines responsibilities of the membership
3. Creates his own agenda
4. Provides for participative management
5. Fosters commitment
6. Behaves decisively

Be a leader and help young people grow to the best of their abilities

Comment Codes here

## COMMUNICABLE DISEASE

"If there is reason to suspect that a student has a communicable disease, the school nurse should be notified..." (or see the principal)

Board of Education Policy Manual  
Section 6043

## CONFERENCE PERIODS AND TEACHER'S ROOM

Very simple rules:

1. No smoking on school property.
2. Keep the room clean.
3. We reserve the right to schedule parental conference during the conference period, before and after school. However, except in a situation where there is a very pressing urgency you will be given at least one day notice.
4. Your responsibility time runs as follows:

Regular	7:15 a.m. - Start
Schedule	3:00 p.m. - Finish
A.M.	7:00 a.m. - Start
Meeting	2:45 p.m. - Finish

During that time, when you have an assignment, it comes first.

\*\*Teachers are expected to stay within the school during their **conference** period. If the teacher has an emergency and must leave the school, it is necessary to sign out in the office.

## COPYRIGHT LAWS

For years, many teachers considered themselves to be immune from prosecution because of educator misinterpretations of "fair use" principles which apply to copyright restriction and also because publishers seemed unwilling to attempt prosecution of members of the education community. This attitude is changing, however, because of abuses by educators who are poorly informed about "fair use" and because advances in technology have made unauthorized duplication easier. Several recent court cases indicate an increasing willingness on the part of copyright holders to protect their interest. **THE COPYRIGHT LAWS ALLOW RESTITUTION OF UP TO \$10,000 FOR EACH VIOLATION FOR WHICH TEACHERS CAN BE HELD PERSONALLY LIABLE.\***

Under fair use standards teachers ARE permitted to:

Make a single copy of a short literary work for academic research, in teaching, or in preparation to teach a class.

Make an overhead transparency from a workbook if not more than 10% of the workbook is used.

Use recording of student performances of a copy-righted work for evaluation and instruction.

Make the maximum of number of copies that are permitted by special arrangements with copyright holders. Licensing agreements in literary works, videotaping, and microcomputer software may supersede the copyright law.

On the other hand, a teacher may VIOLATE the copyright laws when he/she:

\*Photocopies or duplicates pages from a consumable workbook.

\*Photocopies or duplicate pages from a book or magazine for use in learning activity without securing permission from the copyright holder and reuses the pages in later activities or recopies the same material for each new use.

\*Makes non-emergency photocopies of music to use by students in performances or when emergency copies are not later replaced with purchased ones.

\*Makes duplicates of copyrighted microcomputer software to avoid purchasing one copy for each microcomputer.

\*Makes audio tapes from photo records.

\*Reproduces or photocopies any copyrighted material without permission from the copyright holder where the primary purpose of duplication is to circumvent the need for purchase of the material.

\*Makes a reproduction or photocopy of any kind which does not include the copyright notice.

\*Taken from "Media Matters," Special Edition (Raleigh, North Carolina: North Carolina Department of Public Instruction, May 1985).

### **CORPORAL PUNISHMENT**

"The Bellefontaine Board of Education has considered the alternatives available to it when allowing the staff to discipline students for improper behavior. It is the belief of the Board that corporal punishment should not be one of those alternatives, because other means are available which are effective for student discipline." Board of Education Policy Manual Student Agenda page 14

### **CUMULATIVE FOLDERS**

Student records are available for inspection to all certified staff employees, parents or guardians, certain other agencies, and the student. No other person or group will be given information from the records unless designated through a signed release by the parents or guardians or by the student if he/she is 18 years old.

## **EDUCATIONAL INNOVATION**

Individual educators or small groups of teachers will be encouraged to recommend innovative programs to the Assistant Superintendent of Curriculum and Instructional Services. Proposals will be given serious consideration if the program objectives are consistent with district objectives and district priorities.

## **CUSTODIAL SERVICES**

When you need emergency custodial service, send a reliable student to the office with the message or directly to the custodian on duty. Whenever you need something done in your room, place a work order on the school website under the "District" tab and then click "EZ Maintenance."

The custodians of our building desire to keep it in excellent condition. To do this they need the help of students and teachers. The following suggestions will help the custodians do a good job.

1. When your room is not being used during the day, turn off all lights.
2. **Lock doors at the end of the school day.**
3. Keep your room neat, in good order, and the floor free of scrap paper at all times. Teach your students neatness by enlisting their help in keeping the room in proper order.
4. Return maps, charts, globes, teaching aides and instructional materials to proper storage places at the end of the day. Your room may be used in the evening and such material has been known to disappear.
5. Do not leave any money in your room.
6. Do not leave purses unattended.

If custodial or maintenance work is needed, please place work order on the school website. Click on the district tab; click on the "Public School/Works" drop down menu and follow the directions.

## **TEACHER ASSIGNED DETENTION OF STUDENTS**

If a student violates classroom rules or regulations, he/she may be punished by the teacher by being kept after school in a detention period. Students will be given 24 hours (detention form available in the office) written notice and it is the students' responsibility to notify their parents or guardians.

When a student receives a detention he/she forfeits his/her right to bus transportation.

"A student is not to be excused from detention to participate in athletic events or extra-curricular activities."

**Board of Education Policy Manual**  
Sections

**Detention Rules**

A teacher may issue his/her own detention for a student's unwanted behavior in the classroom or building. The teacher issuing this detention must communicate this discipline, at least 24 hours prior to the assigned date and time, to the student, parent/guardian, and administration. This detention cannot exceed more than one hour.

Teachers are asked to retain their copy of detention notices until one of two events takes place:

1. A student refuses to accept a notice.
2. A student does not appear for the assigned detention.

**Detention Rules for Students** (Go over these with your students)

1. Students are to be in the assigned detention room no later than 3:00 p.m. They shall remain in the room until 4:00 p.m. or until the teacher releases them. Students may also be assigned from 6:55-7:25 a.m. on concurrent Monday's and Tuesday's.
2. Students are to bring paper, pencil, and books to do work.
3. No refreshments will be permitted in the room.
4. Failure to serve detention on the day assigned will result in the student being issued additional discipline. A teacher may also reassign detention.
5. A student may not elect a substitute punishment in place of detention.
6. No credit for detention is given unless the teacher is satisfied with student behavior.
7. Once one (1) teacher detention date has been assigned and the student has failed to serve, a referral to Mr. Abbott may be made. Additional discipline will be assigned.

Note: Do not use detention as a substitute for good classroom discipline.

**"DISCIPLINE"**

The regulations of Bellefontaine High School are established to create a good, wholesome atmosphere in which teaching and learning can take place, and to provide a safe environment for the student body. Education cannot take place without good discipline. Good discipline is the presence of a friendly, yet businesslike atmosphere in which students, teachers, and administrators work toward accepted goals.



In general, students who exercise good common sense and are considerate of others will have no problem complying with any of the rules and regulations. Students who do not comply with the rules and regulations will have disciplinary action taken against them in order to modify their behavior. Disciplinary action will be based on the type of misbehavior the student engages in. A violation of any of the following rules shall result in disciplinary action including emergency removal, after school detention, suspension, or other appropriate action. Any violations of major misconduct could result in a recommendation for expulsion. BHS and OHP Career Center honor the suspensions/expulsions assigned by one another. The following is a list of misconduct violations: The following is the Student Code of Conduct:

**Student Conduct:**

1. **Attendance**-Any actions by students such as skipping class (including A&I) and truancy is prohibited.
2. **Detention**-Failure to attend/complete an assigned Detention.
3. **Disruption of school** – A student shall not cause disruption of school or school activity and/or obstruction of the education process by:
  - a. engaging in fighting or other violent behavior
  - b. threatening harm to another student or to a faculty member
  - c. using grossly abusive or offensive language
  - d. challenging or taunting another likely to evoke a violent response
  - e. creating a physically offensive condition
  - f. creating a risk of physical harm to person or property
  - g. throwing objects which could result in harm to others
  - h. hazing other students
  - i. inciting panic
  - j. extortion
  - k. harassment/bullying
  - l. dress code/indecent exposure
4. **Hazing**-No student may plan, encourage, engage in or watch without attempting to stop any act coercing another to perform an act of initiation into a class, team or organization that causes or created substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions in this policy.
5. **Indecent Exposure**-This action is included at all school events, whether on school property, property rented by the school, or extended school property.
6. **Insubordination/Disobedience or Lack of Cooperation**-No student shall refuse to obey a reasonable request by a teacher, administrator, or a staff member. Failure to attend scheduled classes or discipline as directed by school officials.
7. **Leaving School/Class Without Permission**-No student is permitted to leave a classroom or the school building without prior permission from BHS Staff.
8. **Loitering, Littering, Causing a Disturbance**-Loitering, littering, or causing a disturbance on public or private property adjacent to, across from, or in close proximity to a school site, while either going to and from school or school activities or during the school day or during school activities.
9. **Non Dress for Physical Education Class**-Students need to wear proper attire for Physical Education Class.
10. **Pornography**-Possession/Use of, in any form, inappropriate photographs/videos. This includes pictures/videos on electronic devices.
11. **Profanity**-No student shall use profane, inappropriate, or improper language. This includes all forms of verbal, gestured, or written language.

12. **Public Display of Affection (PDA)**- This can be inappropriate and cause a negative reaction among students, staff, and visitors in the school. Students who engage in this activity on school property are subject to intervention by staff and, if necessary, disciplinary action.
13. **Sales, Signs, and Notices** –The sale of any item or posting of signs or notices in the building or on school property is strictly forbidden unless permission is granted by school administrators.
14. **Theft**-A student shall not cause or attempt to cause the unauthorized taking of property of another person or receipt or possession of such property. Students caught stealing will be disciplined and may be reported to law enforcement. The school is not responsible for personal property.
15. **Vandalism**- A student shall not cause or attempt to cause damage or destruction to school property including buildings, grounds, equipment, vehicles, or materials or any private property on the school premises or at any school activity on or off school grounds. Students who disfigure property or do damage to school or personal property or equipment may be required to pay for the damage that is done or replace the item, in addition to disciplinary action. This includes writing, making marks, or drawing on walls, furniture, fixtures, etc.

**Student Deception:**

16. **False Alarm/Bomb Threats/Arson**-Students are not to make a false fire alarm nor are any students to convey threats or file information concerning the placement of a bomb or other device. Students are not to set fire to or attempt to set fire to any building, fixture, or other device on school property. It is mandatory by law that the school administration report any false fire alarms, bomb threats, etc. to law enforcement.
17. **Falsification of school work, identification, forgery**- Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member is prohibited. This prohibition includes, but is not limited to forgery of notes from home and school passes. Plagiarism and cheating is also a form a falsification by using the idea(s) of another person as your own. Along with possible discipline action, the assignment may result in a zero or redone.
18. **Withholding Information**-A student does not completely tell the information being asked and holds back some details.

**Violent Conduct:**

19. **Dangerous weapons and/or instruments**- A student shall not carry, possess, transport or conceal on his person or onto school property any deadly weapons or dangerous ordinance (this includes firecrackers and caps). Students are not to have any type of knives, guns, chemical substances (this includes mace and pepper spray), stun guns/tasers, other dangerous instruments or objects that resemble dangerous instruments or instruments that may be used in a physically offensive manner.
20. **Inciting Panic**- No student shall cause the evacuation of any public place, or otherwise cause serious public inconvenience or alarm, by doing any of the following:
  1. Initiating or circulating a report or warning of an alleged or impending fire, explosion, crime, or other catastrophe, knowing that such report or warning is false;
  2. Threatening to commit any offense of violence;
  3. Committing any offense, with reckless disregard of the likelihood that its commission will cause serious public inconvenience or alarm.
21. **Physical Altercations toward BCS District Personnel or visitors**- Attempting to apply or applying force to a school staff member or visitor is prohibited.
22. **Physical Altercation toward Students**- A student shall not knowingly or willingly cause or attempt to cause physical harm to another, or knowingly cause another to believe that the offender will cause physical harm to that person while under school control.

23. **Possession/use of guns**-Students are not to have guns on BCS property, or extension of property, or during any school event.
24. **Sexual Battery**-This refers to cases that go beyond harassment to sexual assault or rape, which are crimes and law enforcement will be notified.
25. **Teen Dating Violence**-This is the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating relationship. Teen dating violence is a pattern of coercive behavior that one partner exerts over the other for the purpose of establishing and maintaining power and control. Dating violence abuse occurring on school grounds, during a school related activity, or outside of school but affects the social, emotional well-being of a student or the health of the school environment, is prohibited.
26. **Threats to Students, BCS District Personnel or Visitors**-Intimidation, using extortion or threatening to harm a school staff member or visitor, and sexual harassment is prohibited.
27. **Chemical Abuse Policy**-Possessing, using, transmitting or concealing, the sale of, or being under the influence of any alcoholic beverage, controlled substance, mind or mood altering drug, or drug including but not limited to antidepressants, barbiturates, cannabis, depressants, hallucinogens, inhalants, ketamine, look-alikes, over the counter medication, narcotics, rohypnol, steroids, stimulants, synthetic drug (any form) or any drug related paraphernalia is prohibited.

If a student is believed by Bellefontaine City School's Administration to have violated the Chemical Abuse Policy, the student has the right to complete a Drug Screen, with the cost incurred by the student/student's family, under the control and supervision of a professional agency within 2 hours of the discipline being issued. A copy of the negative, "clean", results must be provided to the Bellefontaine City School's Administration prior to the discipline being revoked.

Along with the following discipline possibly being invoked if the above infraction is violated in accordance with Board of Education Policy Section 5530, the school district may file a report to the Bureau of Motor Vehicle for the students Driver License to be suspended for an extended period of time and law enforcement/Logan County Juvenile Court may be contacted.

a. **First Offense**

- (1). 10-day Out of School Suspension or Alternative School.
  1. Upon return to school, the student **MUST** attend ongoing counseling as recommended by a mental health agency.
- (3). These penalties may be reduced if student/family agrees to have a professional evaluation and follow the recommendations given.

b. **Second Offense**

- (1). 10-day Out of School Suspension or Alternative School with possible recommendation to Superintendent for expulsion from public education for up to 90 school days.
- (2). If the student returns to school, he/she **MUST** attend scheduled support meetings at BHS during A&I and/or ongoing counseling s recommended by a mental health agency.

c. **Third Offense**

1. 10-day Out of School Suspension or Alternative School with recommendation to Superintendent for expulsion from public education for up to 90 school days.
2. The Superintendent will initiate expulsion procedures.

28. **Tobacco Abuse Policy (Including Items Associated)**-A student shall not possess, use, transmit or conceal, or be under the influence of any tobacco product or paraphernalia, including but not limited to cigarettes, vaporizers, dip, snuff, and lighters. The following discipline may be invoked if the above policy is violated in accordance to Senate Bill 218, Board Policy Section 5512:
- First Offense**-3-5 Days in ISI
  - Second Offense**-3-5 Days at the Alternative School
  - Third Offense**-6-10 Days at the Alternative School
  - Fourth + Offense**-1-10 Days Out of School Suspension with possible recommendation for expulsion.

Tobacco product/paraphernalia will be confiscated and charges may be filed with Logan County Juvenile Court.

30. **Harassment, Intimidation, Bullying, and Cyber-Bullying-**  
Harassment, intimidation, or bullying behavior by any student in the Bellefontaine High School is strictly prohibited, and such conduct may result in the disciplinary action listed below. Ohio Revised Code 3313.666 defines harassment, intimidation, and bullying to be any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior causes mental or physical harm and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

These acts may be directed toward, but not limited to, race, ethnicity, religious beliefs, sexual or cultural slurs and derogatory or disrespectful statements, images, or acts are prohibited whether committed in person, on paper, over the internet, phone (call or text), e-mail, or other electronic device/mode.

Cyber-Bullying is the above prohibited behavior perpetrated with computers, cellular phones, internet websites, and/or any other electronic devices.

Sexual Harassment is also a form of discrimination included in this category. This is when a person is treated different due to his or her gender. It is behavior or words that:

1. are directed at a person because of his/her gender.
2. are uninvited, unwarranted, or unwelcomed.
3. cause a person to feel uncomfortable or offended.
4. create an environment that makes learning difficult.
5. may be repeated or may be offensive on a one-time basis.

In accordance with Ohio House Bill 116, Bellefontaine High School has established an anonymous method of reporting bullying behavior for students at BHS. To report the REPEATED behavior, please call Bellefontaine High School, (937) 593-0545, between the hours of 6 pm and 6 am and leave a message on the answering machine. There is also a link on the school website, [www.bellefontaine.k12.oh.us](http://www.bellefontaine.k12.oh.us), to report this behavior anonymously.

The following discipline may be invoked if the above policy is violated by a student in accordance to Board Policy 5723:

**First Offense**-2 Days in ISI or placement the Alternative School

**Second Offense**-2-5 Days of Out of School Suspension or Alternative School

**Third Offense**-6-10 Days of Out of School Suspension or Alternative School with possible recommendation for expulsion

**Fourth Offense**-10 Days of Out of School Suspension or Alternative School with recommendation for expulsion

**Law enforcement and Logan County Juvenile Court may be notified at any time concerning actions that fall under the above policy.**

31. **Electronic Equipment**-The school assumes no responsibility for a student's electronic devices, including but not limited to: cellular phones, iPods, headsets, radios, video games, beepers/pagers. Electronic Equipment may be permitted IN CLASSROOMS only at the teacher's discretion. **Cellphones, iPods and other electronic devices may be confiscated if visible/used in classrooms in which permission is not granted by the teacher.** Students may use the electronic equipment in the cafeteria before school.

If the above policy is violated the following discipline may be issued:

1. **1st Offense**-Device confiscated, parent has to pick it up, and After School Detention
2. **2nd Offense**-Device confiscated, parent has to pick it up, 2 After School Detentions
3. **3rd Offense**-1-3 Days of ISI, Device confiscated until parent/student signs agreement.
4. **4th Offense**-3-5 Days of ISI, device is returned to student on final day of school.

**BCS Administration has the right to search confiscated devices if we believe a student's safety or academic integrity is at risk.** Additional discipline may be added if other policies are violated.

### **ADVISORY (A/I) GUIDELINES**

**Advisory Period: 10:41 am to 11:06 am**

**GOALS FOR ADVISORY:** There are 3 primary goals of the Advisory (A/I) period. All goals are of equal value and include:

1. To increase academic performance for students, as well as college and career readiness advisory. We seek to use Advisory period to save class time for events such as announcements, class meetings, college and career advising, scheduling, special speakers, etc.
2. To increase the opportunities for intervention for students.
3. To increase the participation in clubs/extracurricular activities.

**STRUCTURE FOR ADVISORY PERIOD:**

1. **ADVISORY TIME SCHEDULE:** Advisory is 10:41 am to 11:06 am. Bells will ring at:
  - a. 10:41 am – A bell will ring. Please start advisory by turning on announcements, taking attendance, signing agendas for students that need to go to another room. All special education students will leave for their assigned ACE classes. All athletes who have study tables that semester will leave for study tables. **PLEASE DO NOT RELEASE STUDENTS FOR BATHROOM BREAKS AT 10:41 AM. THIS IS NOT A PERIOD BREAK.**
  - b. 10:43 am – A bell will ring. Announcements will begin. No students should be in the halls after 10:43 am. All students should be in assigned or intervention spaces.
  - c. 11:06 am – A bell will ring. Please dismiss students for their 5<sup>th</sup> period classes.
2. **ANNOUNCEMENTS:** Announcements will be at 10:43 am every day. Please turn on announcements. Special features and Questions of the Week will occur on Fridays. Fridays may be extended announcements for that reason.

3. **MONDAYS:** All students remained in assigned Advisory Periods (4<sup>th</sup> period classes), ACE classes, or assigned Study Tables. No movement on Mondays. If we don't have school Mondays, this "no movement period" will shift to Tuesdays.
4. **CLUB MEETINGS:** Club meetings will occur during Advisory time. Students will sign up for clubs so teachers will have a list of all club members. Clubs will still sign up with Roxanne Sprouse for meeting times so that we have a monthly club meeting calendar, as well. Clubs should not meet on Mondays.
5. **INTERVENTION:** Teachers who assign students to intervention time during Advisory should sign their student handbooks with the date to which they are assigned. Students will then show 4<sup>th</sup> period teachers their student handbooks and advisory teachers can sign their agendas. Students should leave their assigned advisory at 10:41 am and go to their Advisory. A bell will ring at 10:43 am. All students should be in assigned advisories at this time. No students should be in the hall after 10:43 am.
6. **STUDY TABLES (ATHLETES):** We will still have study tables for student-athletes who assigned to do so. They will have their assigned Advisory in Mr. Brown's room for that particular 6 weeks. Mr. Comstock will release the assigned study table list to the staff for the affected 6-week grading period. Students who are assigned to study tables will be in Mr. Brown's study table for the entire 6 weeks. They may attend club meetings and intervention in other rooms, but must check in with Mr. Brown.
7. **ACE (SPECIAL EDUCATION):** All special education students (or the majority of special education students) are assigned to ACE during Advisory. They will be with their caseload managers. These students will leave their assigned 4<sup>th</sup> period classes when the bell rings at 10:41 am. They will go straight to their ACE classes. They must be in their ACE classes by 10:43 am. **THIS IS NOT A BATHROOM BREAK FOR STUDENTS.**
8. **ASSEMBLIES/SPECIAL MEETINGS:** We will have Advisory period assemblies, class meetings, special meetings, etc. from time to time. We will notify teachers of the students attending these meetings, and we will call students over the P.A. when they are scheduled to attend these meetings.

### RESTROOMS

The restrooms are designed for a specific purpose. They are not lounges and are not to be used for social gatherings during the noon hour. The upstairs restrooms are off-limits during the noon hour except for those in classes upstairs that have secured passes from their teachers to use the restroom.

### RESTRICTED AREAS

The following is a list of areas where students are not to be:

1. The custodian's area (boiler room). Students are not to enter or exit the school via the doors in the boiler room.
2. The area under the stadium where the buses are parked during school hours.
3. The outside of the building, including the parking lot, except the usual times before and after school.
4. During the noon hour:
  - a. all of the upstairs area (except for students having classes there)
  - b. the academic wings
5. The backstage area except for those involved with music, drama, etc.

6. Entrance and exit through the doors by the shop area except for emergencies, drills, and maintenance of the shop vacuum by those in shop under the direct supervision of a teacher.
7. The kitchen except for those students who are employed there.
8. Any room or area not under the direct supervision of a teacher.
  - a. Students must adhere to all school rules if in Blue Jacket Park with a teacher for a school activity during school hours.
9. Blue Jacket Park is off limits during the school day.
10. No female student may use the passage from the boys locker room to the health or weight room.
11. Elevator unless authorized by clinic or administration.
12. Restroom of opposite sex.
13. Restrooms in atrium after school.
14. Middle School building & grounds

### **SIGN-IN/SIGN-OUT PROCEDURE**

Anytime a student leaves the building for other than previously established early dismissal, that student must sign out in the main office. Those who are excused each day for work must secure a work dismissal card from their work coordinator or from the assistant principal. Work Study students must also sign in/out on delay or early dismissal days as if they have a temporary change in their work schedule. Students who are late to school must sign in upon arriving at school. Failure to do so will result in being counted absent for the day and will also result in the assignment of after school detention for failure to follow sign-in procedure. Early dismissals will not be granted unless parent/guardian calls the school and requests or verifies the early dismissal. Students will not be granted early dismissal for hair appointments, tanning appointments, shopping trips, and wearing apparel fittings.

### **DRESS CODE**

Because school is still regarded as formal in nature, all students are expected to use good judgment in their personal appearance and dress. School dress should be such that it ensures the health, welfare, and safety of the members of the students and our school. At no time should dress and grooming be such that it detracts from the teaching and learning process. The following are examples of items which are NOT acceptable for school:

#### **Clothing**

- (1). Sleeveless shirts, tops, and dresses with shoulder straps less than two inches (the height of a driver's license or credit card)
- (2). Bare midriffs, cleavage, halter tops, tank tops, shirts that are off the shoulder and clothing that is see through. No undergarments or straps should be visible.
- (3). All pants MUST be worn at the waistline and must fit properly to stay at the waist with or without a belt.
- (4). Writing on clothing, which promotes drugs/alcohol, contains suggestive dual meanings or contains vulgar slogans/language.
- (5). Ragged clothes-holes in jeans may not be above figure tips when arms are hanging at sides. NO undergarment may show.
- (6). Skirts, dresses, or shorts shorter than the students' fingertips with arms hanging naturally at the side.
- (7). Leggings or tights that are see through without a dress, shirt, or top that is fingertip length.
- (8). Pajamas

- (9). Shirts that are not long enough to be tucked in at the waist line.
  - (10). Extremely wide leg or long pants that hang on floor are a safety problem.
  - (11). Pants with straps that hang or dangle from the pants that could get caught on items are a safety problem.
1. Foot ware-bare foot, socks only, or slippers throughout the building.
  2. Hats, Caps, Head Scarves/Bandanas, “hoodies” worn over head.
  3. Dark Glasses/Sunglasses unless prescribed by a doctor.
  4. Accessories-Students are unable to wear safety pin necklaces or ear rings, spike bracelets or sharp/pointed accessories, and any type of chain (including ones attached to clothes or wallets).

The Principal/Associate Principal will decide if parents should be called to bring clothes. Any time out of the classroom for dress code violations will be counted as unexcused. Students not following the dress code may be subject to disciplinary action and placement in ISI for the remainder of the school day.

### **BHS Behavior Expectations and Dress Code for School Dances**

The following guidelines have been developed within the spirit of the Bellefontaine Board of Education approved dress code with adaptation for prom and other formal dances. The guidelines have been established to include behavior and dress.

1. **Age Requirement**-Students need to be enrolled in at least the 9<sup>th</sup> Grade and are no more than one (1) year past your graduation.
2. **Visitor Requirements**-Current BHS students may bring one (1) guest a dance. This guest must be currently enrolled in a public or private high school or have graduated less than one year prior to the date of the dance.
3. **Behavior**-The BHS approved Student Code of Conduct will be in effect at all times. Students who choose to bring an outside guest will be responsible for making sure that a completed and approved application is on file for that guest and for making sure the guest can provide identification upon arriving at the event. Students who bring guests are also responsible to properly inform and clarify the Student Code of Conduct to their dates.
4. **Formal Dance Dress Expectations-Homecoming and Prom**
  - a. **Male Attire**-Male attire may be clarified as tuxedo, sports coat, blazer, including a tie, bow tie, turtleneck, or dress shirt and tie, which may include vest or cummerbund. Shirts are to be worn at all times. Jeans are not permitted. Only dress hats are permitted.
  - b. **Female Attire**-Traditionally formal dresses or gowns may be strapless or feature spaghetti straps. Bare or open backs are acceptable; however, bare stomachs or midriffs are not permitted. Garments that are extremely tight or extremely low cut or have large cutouts are also unacceptable. Should you be unsure about the acceptability of your planned attire, you may present your attire to administration for review.

The administration, faculty and Board reserve the right of final judgment on what is appropriate and acceptable. Students whose dress and behavior do not meet the guidelines may be denied admission to the event or asked to leave. We hope that your formal evening will be an event providing many enjoyable memories that last a lifetime.



**Student Transportation**-It is a privilege for students to ride school transportation or drive a vehicle to and from school. For this reason, all the above stated policies are in effect while a student is on school transportation or when a student drives a vehicle onto school property. If a student violates any of these policies, he/she may have this privilege revoked for a certain number of days. Additional discipline may be administered beyond the denial of transportation privileges.

1. **Bus Riders**-Students who ride a bus, school transportation, to and from school need to follow all bus rules and school rules while on the bus.
2. **Student Drivers**-Upon entering school property, vehicles must park immediately. Students may not loiter in parked cars. Students are not permitted in the parking lot or leave school property via cars during a school day without permission from the administration. This policy is for the protection of students' and their automobiles.

Since driving to school is a privilege, this privilege will be revoked by the administration for violation of school policies. Included, but not limited to, in the reasons for having the privileges revoked are: double parking, parking where there are no parking spaces, speeding, peeling out, unsafe operation, hauling passengers in truck beds, parking in teachers' parking areas, etc. Cars that belong to students who have been denied parking privileges may be towed at the driver's expense. For violations of driving and parking lot rules and regulations that do not result in denial of parking privileges, alternative discipline may be assigned. Cases of unsafe operation of automobiles may also be reported to the police. All cars parked on school property are subject to random searches. The following list of items are prohibited in a student vehicle that is on school property, but not limited to: alcohol, tobacco, weapons, lighters, knives, guns, etc.

## BOARD POLICY

### Motor Vehicles 5515

#### **DISCIPLINE & TEACHER - PUPIL RELATIONSHIPS**

1. The area of discipline and school conduct is of prime importance. High standards of expectations and performance in these areas enable the teaching-learning process to properly function.
2. All personnel share in the responsibility for overall school discipline.
  - a. Each teacher is primarily responsible for discipline in his/her classroom.
  - b. Teachers are expected to handle routine classroom discipline matters themselves.
  - c. Office administrators should be consulted when students fail to react or are persistently defiant.
  - d. Students who are unable to function will be removed from the school environment.
3. Establish a business-like atmosphere in the classroom. Be firm, fair, factual, friendly, and unfamiliar.
4. Good planning and effective, interesting teaching procedures will help to prevent many discipline problems
5. Establish routines. Be consistent. Mean what you say, but be reasonable. Make your statements clear from the first moment...stick to them. Specify the procedures and behaviors that you want in your classroom.
6. Teach to the level of the students in each particular class.

7. Establishing the classroom rapport involves both the students and the teacher. The greater responsibility falls to the teacher, however, since it is the teacher who is the trained professional.
8. Be optimistic and energetic - students follow the mood established by the classroom teacher.
9. Encourage students - a word of praise is sometimes more effective than many critical remarks.
10. Make yourself available to students. Students appreciate the teacher who is interested in them and is willing to give extra help.
11. Avoid direct conflict - especially when a student is with his/her peer group. Isolate violators.
12. Procedure for Classroom Discipline Problems
  - a. When a teacher becomes aware that a student is becoming a problem, the following should be done:
    1. Keep a record as to dates, times, situations, corrective measures, and counseling of student.
    2. Contact the guidance and/or administrative offices for information on that student for probable causes and personal information on the student.
    3. Ask the guidance personnel to confer with the student before the situation becomes a major problem.
  - b. After the second or third (not later than the third) situation the teacher should contact the parent(s).
    1. Ask for the help of the parent(s) and for suggestions in solving the problem.
    2. Data collected as to the behavior of the student should be given to the parent(s).
    3. The teacher should inform the Associate Principal of the conference - in writing - for information purposes.

If a behavior change has not taken place after contacting the parents, then the student should be taken to the Associate Principal with a written record of what has happened concerning the student up to and including the latest incident. The Associate Principal will decide on the basis of the information what action should be taken.

A written record form (Behavior Management Form) is available in the handbook and office.

### **DISTRIBUTION OF LITERATURE ON SCHOOL PROPERTY**

Any person, other than a certified employee of the Bellefontaine City Schools, who desires to distribute any type of literature to students or employees on school property, is required to obtain the approval of the

building principal prior to the distribution. The time and place of any approved distribution of literature shall be determined by the Principal.

### **EARLY DISMISSAL FROM SCHOOL**

"No teacher or other employee shall permit or cause any student to leave school premises prior to the regular hour of dismissal except with the knowledge and the permission of the parent or guardian".

Board of Education Policy Manual  
Section 5230

#### 1. Early Dismissal

- a. Students who have to leave early for appointments, etc., will be issued such by the office.
- b. Students in a work-study program will have a permanent early dismissal which will tell what time they are permitted to leave. These students should have this on them at all times. Teachers may request to see it to validate their dismissal. On early dismissal days, delay days or when students have a temporary change in schedule, they will need to follow sign in/out procedures in the office.
- c. Seniors who are employed may be granted an early dismissal for one period.
- d. Exceptions to these pre-requisites would result only from administrator/counselor conference. Since we are dealing with State Minimum Standards exceptions would be rarely made.

### **EDUCATIONAL OPTIONS**

The Bellefontaine Board of Education recognizes the need for an effective program of educational options which will serve the needs of each student, allow expanded instruction in the subject areas and enable students to develop competencies, interests and attitudes necessary to further their goals. Programs must conform to well-defined standards, supplement the regular school curriculum and be consistent with and reflective of the district philosophy and goals. Such options may be developed in response to needs expressed by staff, parents, students and community representatives in order to meet the unique needs of individual students. The Board charges the Superintendent to develop district regulations for the establishment of educational options to include: correspondence courses from accredited institutions, independent study, mentor programs, tutorial programs, instruction by parents at home and post-secondary enrollment options.

Educational options shall meet the following criteria:

- a. Parent has approved participation for any pupil under the age of eighteen;
- b. An instructional plan has been submitted prior to pupil participation;
- c. The instructional plan shall include instructional objectives;

- d. The instructional plan shall include an outline, including major instructional activities, materials, and environment;
- e. The instructional plan shall include a description of criteria and methods for assessing pupil performance;
- f. A certified teacher shall provide instruction and evaluate pupil performance in tutorial programs and independent studies;
- g. A certified teacher shall evaluate pupil performance in correspondence courses and mentor programs;
- h. Promotion and retention decisions regarding pupils in kindergarten through eighth grade shall consider pupil performance relative to the objectives of an option;
- i. Except for post-secondary enrollment options, a maximum of four units of credit may be applied toward the nineteen units required for graduation; however, no more than two of those may be used to apply to the subject areas that are required for graduation.

### OPTIONS

- A. Correspondence Courses. Students may elect to take correspondence courses from an accredited institution. The student is responsible for the cost, for scheduling all the work to be done, and in having the course completed so that the grade is received no later than 2 weeks prior to the end of school.
- B. Independent Study. Students may choose to earn credit in an area outside of the curriculum. The program of study needs to have the approval of the Principal and meet the required hours needed for Carnegie credits. A student may receive up to one credit towards graduation.
- C. Mentor Programs. Students may enroll in a Guided Learning Experience which allows a student to work in the community (hospital, law firm, industry, etc.) In return, a student may receive up to two credits towards graduation. The amount of time spent will determine the amount of credit earned.
- D. Virtual Learning Academy. Under certain circumstances. Students and their parents may apply to the principal for participation in the Virtual Learning Academy. The principal's decision for/against VLA enrollment shall be final. Where participation is approved, the student's guidance counselor shall develop a plan for coursework leading to graduation or return to BHS.
- E. Home Schooling.
- F. Post Secondary Educational Options.
- G. Early Graduation. In order to be graduated early, students should be 18 by the time they will be graduated or have extenuating circumstances that would warrant a need to be graduated before their normal 4 years of high school. Students need to meet with their counselor to arrange for a meeting between the family and the Principal to gain special permission for early graduation. This must take place in June before the last year.

## EMERGENCY DRILL PROCEDURES

### Fire Drills

When the building must be evacuated (fire drill or for any other reason) you will have your class follow the exit instructions posted in each room. All lights should be out, windows and doors closed. You should make sure that all students are well away from the building. The students should be as quiet as is reasonably possible and teachers should carry with them their grade books or seating chart so that attendance could be checked and evacuation cards sent to secretary. Teachers should remain with their classes and stay out until the signal is given to return. The usual sign to return will be two short bells. An alternate warning system would be provided for by instruction in person or by the P.A. from one of the building administrators. If you should find your regular exit route to be blocked you should instruct your students to leave the building by the nearest alternate exit. Select staff will receive training on the use of the stair climber, fire sling, and /or emergency removal of wheel chair-bound students at the beginning of each semester.

### FIRE DRILL PROCEDURES:

Recommendations for an orderly exit are as follow:

1. The teacher needs to appoint a reliable student to lead the class from the room and out the appropriate exit.
2. An additional student should be assigned to shut windows and turn off lights.
3. If in a Science lab, students in the class should be assigned to check that all gas/air lines are turned off.
4. The teacher should follow the class in exiting, closing the door behind him/her.
5. Students should be directed to exit quickly and in silence, **REMAINING WITH THEIR CLASS AT ALL TIMES**.
1. Teachers should carry their grade book and evacuation cards with them.
2. Attendance is to be taken as soon as all students have cleared the building. **EVACUATION CARD SHOULD BE SENT TO THE SECRETARY.**

**SPECIAL NOTE:** Teachers on conference should exit the building and check-in with secretary.

**TO INSURE THE SAFETY OF ALL STAFF AND STUDENTS, ALL DRILLS SHOULD BE TREATED AS IF THEY ARE “THE REAL THING”.**

### Bomb Threats

We must, of course, be prepared if we receive a bomb threat. If a crisis occurs, we will announce that the building needs to be evacuated immediately. This will be the signal to proceed quickly and without panic to the areas assigned. (You received instructions for evacuation under separate cover at the beginning of the school year.) It must also be stated that it is just possible that it may not be an idle threat. You may be assured that any such calls will be given careful and serious consideration before a decision is made.

While outside - students are not to enter the cars in the lot. If we are to be out for any period of time the students will be placed in the bleachers.

## **Tornado Drills**

### **I. WARNING**

- A. The Principal shall immediately upon notification of weather watch, post lookouts who can immediately notify him of a tornado or threatening clouds.
- B. When the Senior High School Principal has been notified that a tornado has been sighted, he/she shall notify all in the building over the public address system, or by special notification. Classes should go immediately to their pre-assigned locations.

### **II. INSTRUCTIONS AND PROCEDURES**

- A. NOTIFICATION OF NEIGHBORING ROOMS - Teachers in rooms adjacent to a restroom, or other rooms not under supervision of a teacher at that time, or assigned teacher, shall be sure that anyone in the room receives the warning, and evacuates the room preferably to the shelter area designated for that teacher's room.
- B. WINDOWS AND DOORS are to be closed. This is a change in procedure per Logan County Emergency management.
- C. ATTENDANCE CHECK - The teacher shall take the attendance record and grade book with them and at that time upon arrival at the pre-arranged shelter shall check the group to see that no one is missing. A report should be made to the administration as soon as possible if anyone is absent, or any person with their group who should be with another group.
- D. BOOKS, COATS and other belongings - Students shall be instructed to leave all materials at their seats and not get clothing or other belongings which may be in a locker. Students who have text books with them may take one to protect their heads from injury.
- E. GROUP LEADERS - It might be helpful to have several group leaders to lead groups (not exceeding 10 per group) in a single column over the route previously assigned for that room. The teacher will bring up the rear of the column.
- F. SHELTER LINES - While going to the shelter, there shall be no talking. Lines will move quietly, in order, and quickly to the shelter area or "SAFE" area, previously designated. NO RUNNING!
- G. HANDICAPPED STUDENTS –Selected staff will receive training on the use of the stair climber, fire sling, and /or emergency removal of wheel chair-bound students at the beginning of each semester. One or more students in the class can also be selected to assist any handicapped student who is in the room.
- H. SAFEST AREA - If time does not permit going to the previously arranged shelter of "SAFE" area, students and teacher shall assemble in the "SAFEST" area either in the room or hallway. The area will normally be the inside wall of the room - away from any openings, windows or doors, or the east wall on the second floor would be better than the west. Upon reaching the SAFEST place in the room or hall, students should be instructed to draw up their knees and rest their heads on their knees and clasp their hands over their neck and head. If students have their text books with them, they should use the books to protect their heads. In a classroom situation,

students may be directed to crawl under desks or other large pieces of furniture which will afford some protection.

### **SHELTER AREAS FOR ALL PERIODS OF THE DAY**

#### **Classes going to cafeteria** – entire second floor

Room 200 (R. Miller) – Go down the north stairs through the middle hallway and then north into the cafeteria. Occupy west wall.

Room 201 (?) – Go down the north stairs through the middle hallway and then north into the cafeteria. Occupy west wall.

Room 202 (?) - Go down the north stairs through the middle hallway and then north into the cafeteria. Occupy west wall.

Room 203 (Hiatt) – Go down north stairs through the middle hallway and then north into the cafeteria. Occupy west wall.

Room 204 (office) – Go down north stairs through the middle hallway and then north into the cafeteria. Occupy west wall.

Room 205 (High) – Go down north stairs through the middle hallway and then north into the cafeteria. Occupy west wall.

Room 206 (Henry) – Go down north stairs through the middle hallway and then north into the cafeteria. Occupy west wall.

Room 207 (Wasinger/Ward) – Go down north stairs through the middle hallway and then north into the cafeteria. Occupy west wall.

Room 208 (Smith) – Go down north stairs through the middle hallway and then north into the cafeteria. Occupy west wall.

Room 209 (Cooper) – Go down north stairs through the middle hallway and then north into the cafeteria. Occupy west wall.

Room 210 (C. Miller) – Go down the north stairs turn left into the cafeteria. Occupy west wall.

Room 211 (Luffy)– Go down the north stairs turn left into the cafeteria. Occupy west wall.

Room 212 (Baker) – Go down the north stairs turn left into the cafeteria. Occupy west wall.

Room 213 (Caudill) – Go down the north stairs turn left into the cafeteria. Occupy west wall.

Room 214 (Standley) – Go down the north stairs turn left into the cafeteria. Occupy west wall.

Room 215 (Roode) – Go down the north stairs turn left into the cafeteria. Occupy west wall.

Room 216 (K. Smith) – Go down the north stairs turn left into the cafeteria. Occupy west wall.

Room 217 (Lewellen) – Go down the north stairs turn left into the cafeteria. Occupy west wall.

Room 218 (Office) – Go down the north stairs turn left into the cafeteria. Occupy west wall.

Room 219 (Hodge) – Go down the north stairs turn left into the cafeteria. Occupy west wall.

Room 220 (Denkewalter) – Go down the north stairs turn left into the cafeteria. Occupy west wall.

Kitchen – exit the kitchen into the cafeteria. Occupy west wall.

### **Classes going to the girls locker room**

Room 118 (Brunswick) – Go left down the hall turn right down the back hallway. Stay along the walls.

Room 120/122 (Armstrong Barr) – Go left, down the hall turn right down the back hallway. Stay along the walls.

Room 113 (Wright) – Go right, down the hall turn right down the back hallway. Stay along the walls.

### **Classes going to the freshman locker room**

Room 115 (Easton) – Go right, turn right down the back hallway. Turn left to the freshman locker room.

Room 124 (Sigrist/Gossard) – Go left, turn right down the back hallway. Turn left to the freshman locker room.

### **Classes going to the weight room**

Auxiliary Gym (T. Smith) – Enter the weight room. Occupy the south wall.

TV Studio (Gregor) – Enter the weight room. Occupy the south wall.

DLC – Enter the weight room. Occupy the south wall.

Room 152 Lab – Turn right into the atrium, go left at the end of the hall, go through the locker room hallway and into the weight room. Occupy the south wall.

Room 153 Lab – Turn right into the atrium, go left at the end of the hall, go through the locker room hallway and into the weight room. Occupy the south wall.

Room 154 (Rychener) – Turn right into the atrium, go left at the end of the hall, go through the locker room hallway and into the weight room. Occupy the south wall.

Room 155 (Clinehens) – Turn right into the atrium, go left at the end of the hall, go through the locker room hallway and into the weight room. Occupy the south wall.

Boiler Room – Turn left, go into weight room. Occupy the south wall.

### **Rooms going to the library**

Guidance – Turn left, go down the office hallway, enter the library.

Office - Turn right, go down the office hallway, enter the library.

Teachers' Lounge – Turn right, go down the office hallway, enter the library.

Room 103 (Gastineau) – Turn left, go down the office hallway, enter the library.



Room 101 (Conference room) – Turn left, go down the office hallway, enter the library.

### **Everyone Else**

Room 140 (Shop) will go to room 138 (Hunsicker). Enter room 138.

Room 138 (Hunsicker) will stay in the room.

Room 137 (Hoyng) will go to room 136 (Winter-art). Go across the hall to room 136, go under the desks.

Room 136 (Winter-art) will stay in the room.

Room 135 (Robinson) will go to the room 134 (Winter-ceramics). Go right, go left down the hallway. Enter room 134.

Room 134 (Winter-ceramics) will stay in the room.

Room 133 (Lauck) will go to room 130 (Photo lab). Go across the hall, enter room 133.

Room 132 (S. Miller) will stay in the room.

Room 104 (Clifton) will go to room 108 (Stolly). Turn right, go down the hallway, enter room 108.

Room 108 (Stolly) will stay in the room.

Room 106 (Millice) will go to room 110 (Holycross). Turn left, go down the hallway, enter room 110.

Room 110 (Holycross) will stay in the room.

Room 105 (?) will go to room 110 (Holycross). Turn right, turn down the hallway, enter room 110.

Room 112 (Reed) will stay in the room. Go into the back room.

Room 111 (Carey) will go to room 112 (Reed). Turn left, go down the hallway, enter room 112, go to the back room or along the wall.

Room 114 (Mount) will stay in the room.

Students in the band room (Karg) will go to the choir room (Calton). Turn right, go through the cafeteria, enter the choir room, go in the back room or along the wall.

Students in the auditorium will stay in the auditorium and will move to south wall or west wall.

Students in the gym will go to the varsity locker room.

Students in the library will stay in the library.

Students in the courtyard will move to room 112 (Reed) Go across the hall, enter room 112, go in the back room or along the wall.

## **TORNADO GENERAL INFORMATION**

Tornadoes generally move in a line from the Southwest to the Northeast. Most tornadoes occur late in the afternoon on a hot day, during the spring. Tornado wind force is greater at its right side than at its left. The safest place is the lowest level of the building under a short span of floor, with some protection from flying debris.

## **EMERGENCY REMOVAL**

By Teacher:

If a student's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, a teacher may remove a pupil from curricular or extra curricular activities under his/her supervision.

During school hours, the pupil must be sent to the office. An emergency removal slip must be sent with the student. This may need to be sent with another student. This form is in the handbook. If a student refuses to leave, please use the phone in your room and request an administrator. Failure to cooperate on the students part will result in a suspension.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

Section 2260 The Bellefontaine Board of Education will provide each eligible school-age child in the Bellefontaine City School District the opportunity to obtain a quality education. This opportunity will be provided without regard to the child's ethnic or racial background, religious beliefs, sex, or economic, social or handicapping conditions.

2260 Students will not be denied equal access to all courses or services because of sex, race, or handicapping conditions, or marital or parental status.

2260 Students will not be denied participation in interscholastic, intramural and club athletics because of sex, provided such participation is not in violation of Ohio High School Athletic Association (OHSAA) Rules, Regulations and Bylaws.

2260 The Board will support services which accommodate programs and facilities to handicapped students and employees.

Adoption: August 17, 1981  
Readoption: 3/23/87; 3/26/90; 3/30/92, 2003

## **ERRANDS**

No pupil shall be sent from the school property during school hours to perform an errand or act as messenger without administrative approval. This practice is discouraged for liability reasons.

## **EQUIPMENT - REMOVAL FROM BUILDING**

The Board of Education discourages the borrowing of school equipment. There are occasions, however, when a teacher should have access to equipment. Please check with Dr. Noeth prior to removing equipment.

See "Forms" section of the handbook for copy of lender form which must be completed. This is especially important with computers. We had machines unaccounted for this summer and for a time thought they'd been stolen.

### **EVENTS PERMIT**

Any school organization wishing to hold an activity must complete and turn in an events permit form to Associate Principal for Student Activities. This form is due two weeks prior to the activity. **NO PERMIT, NO EVENT.**

\*NOTE: School dances require police coverage, custodial availability, and adequate chaperones.

\*See "Forms" section for sample permit.

### **FACULTY MEETINGS**

Faculty meetings will be called when we have a common problem to deal with, or when we have administrative details that need to be covered. We will not have an abundance of meetings and they will be short.

A.M. Meetings - your work schedule would be - 7:00 a.m. Start - 2:51 p.m. Finish

P.M. Meetings - your work schedule would be - 7:15 a.m. Start - 3:21 p.m. Finish

Any faculty members not attending the meeting need to be excused by the principal prior to the meeting. Teachers are still responsible for information given or decisions made in the meeting.

### **FEES - STUDENT**

Students are to pay their various class fees in the main office. Students will receive a receipt upon payment which should be shown to the pertinent classroom teacher. Each student will pay \$30.00 for fees during the 2019-2020 school year.

1. Teachers are to keep a record of the student's payment of fees.
2. Beginning the first day of class, teachers must regularly (collectively and individually) insist that all students pay their class fees.

### **Course Fees**

1. Only the fee money collected can be spent by the teacher for supplies, etc.
2. If a student says he/she cannot possibly pay for the workbook or fee, send the student to the Principal.
3. A student must pay the course fee/materials cost etc. to receive credit for the class. Failure to do so will result in an "N" grade for the course and no credit will be given regardless of the point average. The proper grade will be entered when the fee is paid. All fees must be paid or a student

can't participate in graduation ceremonies. It is imperative that the teacher communicate this information to students at the beginning of the course.

4. Letter grades are not to be given to students owing fees/debts. Rather, an "N" grade will be shown by the teacher for reporting purposes. Debts owed for extra-curricular activities cannot cause a grade change in academic classes.
5. Those students who have not paid their fees, (regular fees or specific additional fees for your (course) should receive an "N" for the grade and a comment given that fees have not been paid.

**THERE IS AN EXCEPTION TO THIS! IF A STUDENT IS FAILING, USE A REGULAR "F" GRADE AND USE THE COMMENT THAT FEES ARE OWED. THIS IS NECESSARY FOR US TO BE ABLE TO TRACK STUDENTS WHO ARE FAILING.**

6. During the period of time that you have the student in class, if fees have not been paid, give N's for period grades. If, at the end of the course, the student has not paid the fees, list the final grade as N and change the period grades to what the student actually earned. The exceptions if the student failed your course.

	1	2	3	FN
Fees not paid, during the course	N	N	N	
Fees not paid, end of course (passing grade)	C	B	C	N
Fees not paid, end of course (failing grade)	F	D	F	E
(2nd scenario)	N	N	N	F

### **FIELD TRIPS**

Any teacher taking a group on an educational field trip or other excursion off the school grounds, including trips for purposes of interscholastic competition shall secure the approval of the building principal in advance (two weeks minimum). Written permission from parents must be obtained prior to any child's going on a school sponsored field trip.

The following is Board Policy on field trips:

Field Trip Procedure: Field trips must support the curriculum and State standards. Teachers need to see the Principal to gain approval for any/all field trips.

1. Procedure for having field trip approved:

- A. Approval for extended trips must be given by the Superintendent of Schools.
- B. Teachers shall make no commitments to the pupils or anyone else until the request has been approved.

2. Transportation

- A. Walk? What is best route available?
- B. School Bus (Does driver know the route? Parking facilities?)
- C. Private Car - Liability insurance

3. Criteria for Section of Field Trip:

- A. The field trip must be educational rather than enjoyment alone.
- B. The results of the trip should be suitable for correlation with classroom work.
- C. Field trips should be early in the year. (There will be no field trips the last three weeks of school. No exceptions, please.)
- D. The trip should be a reasonable distance for the grade level involved.
- E. Field trips should not be taken to places that are likely to be dangerous.
- F. The trip (what will be observed) should be related to the age level and experience of children.
- G. Is the time involved likely to prove worth the undertaking?
- H. Chaperones will include one (1) teacher for each thirty (30) pupils.

4. Preparation

A. Teacher Preparation

- 1. Obtain parental consent to make the trip. (2 weeks notice required)
- 2. Estimate length of time involved; also, round-trip schedule.
- 3. Make arrangements with authorities at place of destination.
- 4. Work out time schedule of return if after 2:45 for students with after school activities. (sports, work , etc.)

Cell Phone

There is a cell phone available in the office. This is to be taken on the trip and used for emergency communication. IE-will not arrive back on time- bus breaks down.

C. Pupil Preparation

- 1. Arouse pupil interest in the field trip (by class discussion, photographs, bulletin board, etc.)
- 2. Discuss in class the problems that the trip can help solve.
- 3. Make clear to students the purpose of the trip.
- 4. Develop a background by consulting reference materials.

5. Work out with students the points to observe during the trip.
6. Set up with students, standards for safety and behavior.
7. Give to students any materials that they can use during trip.
8. Assign special features to students to be reported on at a later time.

5. Actual Observation

- A. The guide should be given a clear idea of the purpose of the trip.
  1. Set of questions prepared jointly by teacher and pupils presented to him/her beforehand.
- B. A question period should be provided in which individual questions from pupils are presented and answered by the guide or the teacher.
- C. A period for note-taking and sketching should be provided.

6. Emergency Care Cards/Forms are to be taken for all students attending the field trip.
7. For samples turn to "Forms" section at the back of this handbook.

**FLOWER FUND**

In regard to occasions of sorrow, flowers will be sent only when the loss involves one of the immediate family - spouse, parent, or child. Teaching and non-teaching personnel are asked to contact Ms. Minnick on occasions when flowers are to be ordered. A collection will be taken as needed.

**REGULATION - FOREIGN TRAVEL/STUDY TRIPS**

The following procedures govern the approval and functioning of foreign travel/study trips for the Bellefontaine Schools. **THE ADVISOR REQUESTING THE TRIP MUST RECEIVE BOARD APPROVAL.**

- Chaperones:**
- A. One teacher/chaperone will be required for every six to eight students.
  - B. The chaperone may be the teacher who has organized the trip, his or her spouse, teachers from the home school district, or parents of the participating students.

Since students are prohibited from using alcohol or drugs, the same will be required of chaperones.

It is expected that chaperones will stay with the student group on all tours and will not participate in independent side-trips during the foreign travel study trip.

- E. Interested guests who are not chaperones or district residents may not accompany the trip.

- Students:**
- A. All students must be from the home school.
  - B. All students must be currently enrolled or from the previous year's graduating class.

- C. The maximum number of students attending will be twenty.
- D. The usual school rules that apply on school premises will also apply during the trip.

- Travel Agency:**
- A. The agency conducting the trip must provide a history of providing successful service.
  - B. The agency must provide adequate references which can be checked during normal working hours.
  - C. The agency must be registered with and bonded through the State of Ohio and carry adequate liability insurance.
  - D. The travel agency must have an official base in the United States which can be contacted during normal working hours.
  - E. The travel agency must be recommended by the National Association of Secondary School Principals and the Ohio Department of Education.

- Trip Limitation**
- A. No more than two foreign travel trips per year will be approved.
  - B. Countries which are visited must be considered safe for student visitations.

- Finances**
- A. The quoted costs for the trip must include everything but the students' nonessential expenses.
  - B. To help eliminate last minute cancellations, a nonrefundable deposit will be required by the school and the travel agency.

- Academic**
- A. Academic credit can be earned through the school's independent **study program**.  
Specifics Credit: Would be decided through the teacher-leader and the high school principal.

- Parental Involvement & Communication:**
- A. There must be a series of parent-student-chaperone-**teacher/organizer** teacher/organizer
  - B. All deadlines must be met for trip eligibility to continue.
  - C. A complete trip program must be provided parents and the school, including the following:
    1. Travel schedule - dates, places, and times;
    2. Lodging - addresses and numbers;
    3. Procedure to contact tour group - with telephone numbers;
    4. Bellefontaine contact person;
    5. Medical requirements with release forms;
    6. Behavior requirements with penalties;
    7. Financial requirements;

8. Passport requirements;
9. Clothing and baggage needs.

Approved: RWC 11/23/92

### **FORM LETTERS**

A copy of all form letters sent to parents, members of the public, etc. must be given to the Principal. This includes extra-curricular activities such as music, drama, athletics, etc. This information is needed for program awareness.

### **FORMS**

To be found in the back of the Handbook:

- Abuse/Neglect
- Accident Form (pupil)
- Accident Form (employee)
- Announcements
- Equipment Borrowed
- Events Permit
- Extended Service
- Field Trip (permission form)
- Guest Speaker
- Mileage Voucher
- Observable Behavior
- Permission Form-Field Trip
- Personal Leave
- Professional Leave
- Requisition Form
- School Map

## SECTION 5053

### **FUND-RAISING ACTIVITIES IN THE SCHOOLS**

Activities requiring pupils and teachers to assist in promoting financial, educational, charitable, or other campaigns which demand the time of pupils, teachers, and administration, shall not be permitted, except upon specific approval of the Superintendent in accord with the general established policies of the Board of Education.

5053.01 No person or persons shall be permitted to solicit any pupil or teacher for any purpose, or distribute circulars, handbills, cards, or advertisements of any kind, make announcements of any nature, or take up contributions in any school, or on the school premises, for any purpose whatsoever, except by approval of the Superintendent in accord with the general established policies of the Board of Education.



5053.02 All requests made for the privilege of calling at the schools for the purpose of selling books and magazines, and for the promotion of various programs, educational and otherwise, for profit, propaganda, or advertising shall be subject to the approval of the Superintendent in accord with the general established policies of the Board of Education.

5053.03 The Board of Education recognizes the need for students to raise funds to conduct necessary school activities. It is the intent of the Board of Education to control fund-raising in the community. Public fund-raisers are defined as activities which occur in the community, on the public streets and door-to-door on private property, during which sales are made by students or school personnel in the name of the school or school support groups. Sales occurring on school premises which involve limited contact with non-school personnel are considered in-house fund-raising activities. All such activities must adhere to the following guidelines:

a. The Superintendent, with the advice of the administrative cabinet and building administrators, shall approve all general public fund-raising activities in the schools.

b. P.T.O. and Booster organizations exist as supporting agencies for the schools. Therefore, they shall not be engaged in activities that have a detrimental effect upon the school, e.g.; too many fund-raisers are objectionable to the public. Therefore, all school-related organizations must clear public fund-raisers through the building principal and Superintendent.

c. The high school and middle school may each have one general public fund-raiser per year. Each elementary school may have one general public fund-raiser on alternate years with a regular rotating system established by the Superintendent and administrative cabinet. No student shall be allowed to participate in such sales unless he/she has parental approval. It is most desirable that students not be misused in any function. Adults should be used for soliciting whenever possible.

d. All fund-raisers should be conducted in such a manner and at such times as not to encroach upon instructional time or interfere with regularly scheduled school classes and activities.

e. In the conduct of any school-sponsored campaign for funds, no quotas may be set for pupils and donations must be entirely voluntary, without any pressure which compares the efforts of one pupil with that of another.

f. The building principal has the authority to approve or disapprove any in-house fund-raising activity in his/her respective school.

g. Each principal will submit to the Superintendent a list of approved in-house and proposed general public fund-raisers for the school for that year. The listing will provide information about the agency, intended activity, project goal and the purpose for which the fund will be used. The Superintendent will approve or disapprove the list after seeking advice from the administrative cabinet.

h. Strict accounting of monies from all school fund-raisers must be instituted. Said monies shall be turned in and deposited on a daily basis in each school's activity account. (Turn in by 12 noon to Roxanne Sprouse).

Adoption: August 17, 1981

Readoption: December 22, 1986

## GAME ASSIGNMENT PROCEDURE

The Associate Principal for activities will be responsible for all worker assignments. Working ball games is voluntary even though each teacher is encouraged to work games due to the beneficial gains to be had with students.

### GRADING SCALE

#### Seventh-Twelfth Grades

Students will be graded using the ABCDF scale in all subjects. Teachers may use the “+” or “-“ signs at their discretion, but the signs will reflect achievement.

There are three six-week grading periods per semester for all classes. Final grades for semester courses are calculated by averaging the percentages of the three grading periods, while final grades for year-long courses are calculated by averaging the percentages of all six grading periods. In order to pass a course, a student must earn at least a “D”.

A	4.0	93-100
A-	3.7	90-92
B+	3.3	87-89
B	3.0	83-86
B-	2.7	80-82
C+	2.3	77-79
C	2.0	73-76
C-	1.7	70-72
D+	1.3	67-69
D	1.0	63-66
D-	0.7	60-62
F	0.0	0-59

Beginning with the class of 2009, grades are weighted for students taking AP classes. The value for each grade will be multiplied by 1.25. An “A” in another class would be worth 4.0 while in an AP class it will be worth 5. A “B” in another class will be 3.0 while in an AP class it will be worth 3.75.

## BOARD POLICY

### **Grading Explanation (Grades 1 – 12)**

Teachers will be expected to explain in writing to the students how grades are computed at the beginning of the year or at the beginning of a course, or whenever the development course of study requires a change in grading.

#### **5064.10 Grade Elevator**

A .5 elevator will be used. That is, a 3.5 = A, a 2.5 = B, a 1.5 = C, and a .5 = D. A .5 elevator will be used along with an ascending or descending order. That is, when the quarter grades go up, the final average will be higher; when they go down, the final average will be lower. Where the order is mixed, the teacher will use his/her judgement to assign grades.

### **Use of Comments on Grade Cards and Interim Reports**

Because of the Board of Education supports efforts by the teaching staff to communicate with parents regarding student achievement in addition to assignment of letters grades, specific comments are required in the following areas:

Grades 2 – 6: At least one comment is required on each interim report and report card.

Grades 7 – 12: At least one comment is required on each interim report and report card for any subject in which the student earns an A (+ or -), D (+ or -), F, I, or U.

### **EXAMS/ASSESSMENTS/GRADING**

#### Exams

Each semester is broken into 3 six week grading periods. You may choose to use an alternative assessment such as a report, project or etc., an example 00 nothing at all. The exam/assessment should count as no more than 20% of the six week grade. This will then be part of the six week term grade. A teacher has the option of giving an exam or project covering the entire 6 week period. Freshman & sophomore core teachers are required to give a test designed by the department in preparation for the OGT.)

To determine a final grade in each class, the percentage earned each term will be averaged.

Example #1            6 week term #1 = 95% (A)  
                             6 week term #2 = 90% (B)                    = 93% (A)  
                             6 week term #3 = 94% (A)

Example #2            6 week term #1 = 94% (A)  
                             6 week term #2 = 85% (B)                    = 91.3% (B)

Additionally, students will receive a grade in all classes each 6 weeks, including skinnies. This is necessary for eligibility determination and consistency.

#### Exam Guidelines:

#### **Here are a few exam guidelines:**

- All teachers may give exams. Alternative Assessments may also be used such as reports, projects, etc.
- Keep students in control and in the classroom.
- For the integrity of all, make sure the exam is fair and covers what you have taught.
- Incomplete (I) grades should be used as little as possible. Incomplete grades will be changed to F's after two weeks.

- Comments should be given for students receiving an A, F, N, I.
- Be sure to fill-in attendance.
- Do not dismiss students “early” from the exam period.

Grades will be submitted on the computer. Additional guidelines for their submission will come from Ken and Maria.

## ESL GRADING

### SECTION 5089                      ENGLISH AS A SECOND LANGUAGE PROGRAM

The Board of Education believes that foreign nationals or refugee children who live within the Bellefontaine School District are entitled to an appropriate education by which they can learn essential skills and English as a second language. It charges the school administration to utilize resources, develop program strategies, employ staff and allocate monies necessary to provide resources for students who need to learn English as a second language.

#### 5089.01              Grading Policy for Limited English Proficient Students

Grades for our English as a Second Language students (E.S.L.) may be adjusted to fit their language needs. The following grade indicators should be used:

**"S"** for **Satisfactory** if the student demonstrates satisfactory efforts in learning the English language, but is not yet proficient in the English language necessary for the class.

**"NI"** for Needs Improvement if the student is showing an effort in learning the English language, but is having difficulty with the language necessary for the class.

**"U"** for **Unsatisfactory** if very little is demonstrated by the ESL student in class.

Lessons for the ESL students may be adjusted to fit their language needs. The comment **"Adjusted Curriculum"** may be included on the grade report.

When a student is proficient enough in the English language to be graded on the same basis as the American students, the letter grades of A, B, and C may be used. **If the E.S.L. student, however, is not proficient enough in the English language and would receive a letter grade of D or F, the teacher should use a "WP" (needs improvement) or a "U" (unsatisfactory) in place of the letter grades of D or F.**

Legal Ref.      414.u.S. 563 (1974) Lau vs. Nichols (35 Fed. Reg. 11595)

Adoption:      March 24, 1986

Re-adoption:    December 22, 1986; March 30, 1992; October 28, 1996

If "ESL" students are working hard at their lessons yet earn less than a "C", give an "S" grade.

**GRADES FOR STUDENTS WHO ARE ABSENT WITHOUT EXCUSES,  
TRUANT, OR SUSPENDED**

Such students should receive a zero on any assignments graded in class for the day. The zero for the day is then averaged with other grades. If the student misses a test or quiz, he/she also receives a zero for that test or quiz if given on the day of absence.

**NOTE:** Use special care in marking your grade sheets, and make sure that every student in your class receives a grade of an "N" or an "I". Do not use an "S" for regular students. The "S" is to be used only for ESL students. SECTION 5065

**PROMOTION AND RETENTION OF STUDENTS**

5065.06 Ninth to Twelfth Grades

Students must have earned a total of six credits to be placed in grade ten; thirteen credits to be placed in grade eleven; nineteen credits to be placed in grade twelve; and twenty-five credits to graduate.

Adoption: August 26, 1985  
Readoption: December 2, 1986  
Readoption: March 26, 1990

SECTION 5066 **GRADING PERIODS AND STUDENT PROGRESS  
REPORTS TO PARENTS**

The Board feels that it is essential for parents to be kept fully informed of their children's progress in school. The type of progress reports sent to parents will be devised by the professional staff in cooperation with parents.

All interim reports (in grades 2 - 12) must identify an approximate grade for the students in each subject. In grades 2 - 6, the interim report grade must constitute approximately 50% of the quarter grade, established through frequent evaluation, and reflect that average when the final quarter grade is awarded. In grades 7 - 12, it is understood that the interim report grade may reflect a current estimated grade, since in those grades more evaluations may be made near the end of the grading period, or over important class projects and course requirements.

5066.03 High School

Formal grade cards will be issued every 6 weeks. Students will be strongly encouraged to keep track of their own academic standing in each class. Progress Book will be updated every Monday morning by 9:00 a.m. Communication among students, parents, and teachers is highly recommended.

Adoption: August 17, 1981

Readoption: August 26, 1985; December 22, 1986; March 26, 1990; March 30, 1992

### **CHIEFTAIN PRIDE PBIS PROGRAM**

PBIS is a shift from a punishment-based system of discipline to one that actively teaches and promotes student engagement in desired behavior.

All Bellefontaine High School teachers and staff play a vital role in the implementation of PBIS in our school. The staff responsibilities are:

- Teaching expectations using the Chieftain Pride Classroom Matrix
- Explaining consequences to off task behaviors
- Participate enthusiastically in the development and implementation of a positive behavior system
- Providing a risk free, consistent classroom environment
- Asking for help or clarification from the Bellefontaine High School PBIS team

Bellefontaine High School Expectations

As a Bellefontaine High School PBIS team, we developed five expectations that apply to all students: PREPAREDNESS, RESPECT, INTEGRITY, DETERMINATION, and ENGAGEMENT. All staff should use this language when interacting with students. Students will more readily understand our expectations and engage in these behaviors by having consensus among staff.

Each of these expectations is being behaviorally defined for various areas of the school. The Classroom Behavior Matrix will be posted in every classroom and additional matrixes will be displayed upon completion by the Bellefontaine High School PBIS team.

### **YEARLY ACADEMIC AWARDS**

In order to earn these award, a 3.25 grade point average is needed for each school year. These are not based on a student's cumulative grade point average. . .you start out fresh each school year.

1<sup>st</sup> year award: Academic Letter

2<sup>nd</sup> year award: Academic Pin

3<sup>rd</sup> year award: Chieftain Pin

### **ACADEMIC HELP**

Please see the "Advisory (A/I) Guidelines" on page 29.

### **HOMEWORK**

5067.01 The Board of Education supports the practice of assigning reasonable homework as a necessary part of the learning process, and as a legitimate demand on the non-class time of the student. The Board of Education believes that homework, properly motivated and assigned, is an effective educational tool. Although

the time schedule for assignments must be flexible in terms of the needs of the pupil and the course of study, the following table indicates some guidelines and expectations for assignments.

Grades 1 - 3	10 - 20 minutes per day (occasional assignments)
Grades 4 - 6	20 - 60 minutes per day (two to four days per week)
Grades 7 - 8	10 - 20 minutes per subject per day
Grades 9 - 12	30 - 45 minutes per subject per day

5067.02 The Board of Education directs the administration to prepare administrative regulations for the assignment of homework at all organizational levels.

Adoption: October 28, 1985  
 Reoption: December 22, 1986

SECTION 5068

**GRADUATION REQUIREMENTS**

In order to receive a diploma from Bellefontaine High School, students must meet the following curriculum requirements and assessment performance standards:

**CURRICULUM**

<b>Subject</b>	<b>Credits Required</b>	<b>Specific Courses/Notes</b>
English	4	English 1, 2, 3, 4
Social Studies	3	World History, US History, Government
Math	4	Must include Algebra 2
Science	3	Physical Science, Biology
Health	.5	
Physical Education	.5	Students who participate in athletics, Marching Band, or cheerleading for two full seasons may request exemption from the physical education requirement.
Financial Literacy	.5	Content may be incorporated into other courses; see course descriptions
Fine Art	1	This can include any Art or Music and certain Tech courses
Electives	8.5	Chosen by Student
<b>Total Credits</b>	<b>25</b>	

**ASSESSMENT**

In addition to earning a minimum of 25 credits, students must **pass the required achievement tests as required by the Ohio Department of Education.**

- Students will take SEVEN END OF COURSE EXAMS and obtain a total of 18 or more points on all seven exams. *(Students can earn from 1-5 points on each exam, based on their performance: 5-Advanced, 4-Accelerated, 3-Proficient, 2-Basic, 1-Limited.)*

- English I and II (must obtain a total score of 4 or better on both exams),
- Algebra I and Geometry (must obtain a total score of 4 or better on both exams),
- Biology, American History and Government (must obtain a total score of 6 or better on all three exams).

Two alternate pathways for graduation are also available.

1. Students can qualify for graduation by earning a state approved industry-recognized credential and achieving workforce-readiness score on a related job skills assessment.
2. Students who earn remediation free score on a national college admission test (such as the SAT or ACT) do not need the required number of graduation points.
3. In lieu of meeting 18 points, students can meet state identified Alternate Pathway requirements.

--NO student can go through Commencement exercises unless he/she has met all of the requirements for graduation.

--In addition to the above, all fees owed by students must be paid before he/she can receive their diploma.

Grade levels are achieved using the following:

- To be a freshman-promotion from the 8th grade
- To be a sophomore-earned 6 credits
- To be a junior-earned 13 credits
- To be a senior-earned 19 credits

- 5068.03 Summer school credits will not be accepted toward graduation unless approval by the Principal has been given prior to registration for the course.
- 5068.04 The district will accept credits earned toward graduation in another school district if those schools are accredited or approved by the State Department of Education. Credits must have been transferred prior to the last semester before graduation.
- 5068.05 The Board assumes that at the time of graduation each student will have fulfilled all academic and financial obligations. A good school record, scholastically and otherwise, is the best recommendation an applicant can offer, either to a college or for a job. A record of good personal behavior and cooperation will be expected.

### Diploma with Honors

The state Department of Education adopted the following guidelines for receiving an Honors Diploma beginning with the graduating class of 1994. Students must fulfill all but one of the following criteria in order to receive a diploma with honors:

**A. Academic Diploma with honors:** The student who completes the college preparatory curriculum in the high school shall meet all but one of the following criteria:

<u>Subject</u>	<u>Credits</u>	<u>Criteria</u>
1. English	4	
2. Mathematics	4	Algebra 1, Geometry, Algebra 2, and another higher level course



3. Science	4	Must include two (2) advanced Science units as defined by the state
4. Social Studies	4	
5. Foreign Language	3	3 of the same language or 2 of one and 2 of another language
6. Fine Arts	1	
7. GPA		Minimum 3.5 on a 4.0 scale
8. Testing		Minimum ACT Composite 27 or 1280 SAT Composite Score

**B. Career-Technical Diploma with Honors:** The student who completes at least two years of an intensive Vocational or technical education curriculum in the high school shall meet all but one of the following criteria:

<u>Subject</u>	<u>Credits</u>	<u>Criteria</u>
1. English	4	
2. Math	4	Algebra 1, Geometry, Algebra 2, and another higher level course
3. Science	4	Must include Chemistry and Physics
4. Social Studies	4	
5. World Languages	2	Two (2) units of one (1) World Language
6. Career-Technical	4	Program must lead to an industry recognized credential or apprenticeship, or be part of an articulated career pathway which can lead to post-secondary credit
7. GPA		Minimum 3.5 on a 4.0 scale
8. Testing		Minimum ACT Composite 27 or 1210 SAT Composite Score
9. Field Experience		Complete field experience and document in a portfolio
10. Portfolio		Develop comprehensive portfolio from field experience or in an area of focus that is reviewed by experts
11. Additional Assessment		Earn an industry-recognized credential or achieve proficiency benchmark for Ohio career technical competency assessment

**C. STEM Honors Diploma** - Students must meet all or all but one of the criteria to qualify for an Honors Diploma, and any one of the criteria may be the one that is not met. Diploma with Honors requirements pre-suppose the completion of all high school diploma requirements

<u>Subject</u>	<u>Credits</u>	<u>Criteria</u>
English	4	
Mathematics	5	Algebra I, Geometry, Algebra II (or equivalent), and one other higher level Course
Science	5	Must include two advanced Laboratory sciences meeting state standards
Social Studies	3	
Foreign Language	3	3 of the same language or 2 of one and 2 of another language
Fine Arts	1	
Electives	2	with a focus in STEM courses
GPA		Minimum 3.5 On a 4.0 scale
ACT/SAT Requirement		Minimum ACT Composite of 27 or 1280 SAT combined critical reading and math
Field Experience		Complete and document an internship/apprenticeship specific to the student's area of focus.
Portfolio		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 .

**D. Arts Honors Diploma** - Students must meet all or all but one of the criteria to qualify for an Honors Diploma, and any one of the criteria may be the one that is not met. Diploma with Honors requirements pre-suppose the completion of all high school diploma requirements

<b>Subject</b>	<b>Credits</b>	<b>Criteria</b>
English	4	
Mathematics	4	Algebra I, Geometry, Algebra II (or equivalent), and one other higher level Course
Science	3	Must include one advanced Laboratory sciences meeting state standards
Social Studies	3	
Foreign Language	3	3 of the same language or 2 of one and 2 of another language
Fine Arts	4	
Electives	2	with a focus in Art courses
GPA		Minimum 3.5 On a 40 scale
ACT/SAT Requirement		Minimum ACT Composite of 27 or 1280 SAT combined critical reading and math
Field Experience		Complete and document an internship/apprenticeship specific to the student's area of focus.
Portfolio		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 .

**E. Social Science & Civic Engagement Honors Diploma** - Students must meet all or all but one of the criteria to qualify for an Honors Diploma, and any one of the criteria may be the one that is not met. Diploma with Honors requirements pre-suppose the completion of all high school diploma requirements

<b>Subject</b>	<b>Credits</b>	<b>Criteria</b>
English	4	
Mathematics	4	Algebra I, Geometry, Algebra II (or equivalent), and one other higher level Course
Science	3	Must include one advanced Laboratory sciences meeting state standards
Social Studies	5	
Foreign Language	3	3 of the same language or 2 of one and 2 of another language
Fine Arts	1	
Electives	3	with a focus in social sciences and/or civics
GPA		Minimum 3.5 On a 40 scale
ACT/SAT Requirement		Minimum ACT Composite of 27 or 1280 SAT combined critical reading and math
Field Experience		Complete and document an internship/apprenticeship specific to the student's area of focus.
Portfolio		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 .

#### 5068.07 Correspondence School Credits

- a. Credits earned in correspondence schools that are directly affiliated with state universities will be evaluated by the school administration for students who wish to qualify for graduation from high school. No more than two credits will be accepted for graduation.

- b. Credits earned from correspondence schools not directly affiliated with an accredited college or university may not be applied toward graduation.  
Credits earned from schools that have been established primarily for correspondence study, rather than an institution primarily for residence study, will not be accepted toward graduation.

### 5068.08 Credits for Armed Forces Courses

High School courses offered through the United States Armed Forces Institute by cooperating colleges and universities will be accepted for credits toward graduation as follows:

- a. An official transcript must be received from the school offering the course. Credits granted must be in line with State Department Regulations and also North Central Association of Colleges and Secondary Schools requirements.
- b. No more than eight Carnegie units of credit or equivalent quarter hours may be granted for courses in the Armed Forces.

Legal Refs.: ORC 3313.60; 3313.61

HB 231

Adoption: August 17, 1981

Re-adoption: August 26, 1985; December 22, 1986; May 18, 1987; March 30, 1992; August 24, 1992; March 22, 1993

### CREDIT FLEX

Credit Flex is a way for students to earn high school credit without traditional seat time. Students can earn credit in one or a combination of the following ways in addition to traditional course work: testing out, independent study, demonstrating mastery and other options such as internship & educational travel. Credit Flex guidelines and applications are available in the guidance office or on the school website.

### COLLEGE CREDIT PLUS (CCP)

The State of Ohio has developed a new state program for students in grades 7-12 that **combines the previously known programs called Dual Enrollment and Postsecondary Enrollment Options**. It requires two fundamental conditions 1) Students must be enrolled in both college and high school, and 2) Students earn transcribed college and high school credit upon successful completion of the course. High school students have the option to choose a 15 and 30 semester hour transcribed credit pathway, which are detailed in the BHS Course Handbook.

#### 1. Granting Credit

- a. Students can earn high school and college credit concurrently in several ways. The first is through a BHS Teacher who serves as adjunct college faculty teaching the class at BHS. The other is with a college faculty teaching the course(s) online or at the Institution of Higher Education.
- b. For each 3 (or more) semester hour college course, the student will receive one high school Carnegie credit. Each CCP course will receive a grade weight add on of .03125 to the participating student's cumulative high school grade point average.
- c. Students may not take more than 30 semester hours of college credit during one academic year and not more than the equivalent of four academic years, or 120 credits through the College Credit Plus program.
- d. Transcribed credits will generally transfer to any public college in the state of Ohio and most private colleges as well.

#### 2. Program Eligibility

All high school students are eligible to participate in the CCP program considering the following:

- a. The student and a parent must attend a counseling session with the student's guidance counselor to go over appropriate paperwork prior to April 1st the preceding academic year.
  - b. The student must notify his/her guidance counselor in writing that he/she intends to participate in the College Credit Plus program no later than April 1st of the prior school year. The information provided should include the courses that the student plans to take and at what college or university.
  - c. The student must complete an application AND registration by the designated deadlines and be accepted into the program according to the postsecondary institutions requirements.
  - d. The student must meet enrollment requirements of the post-secondary institution awarding college credit. This may require a certain score on an ACT, SAT or College Placement Test.
  - e. Students who fail or withdraw a course may be responsible to reimburse the district for their incurred costs.
3. **Cost:** Transcribed credits earned through Ohio Public Colleges and Universities (such as Clark State Community College) are at NO COST to students. Options with Private Postsecondary Institutions (such as Urbana University) may require partial payment by the student, unless the student qualifies for free or reduced lunch. Students who qualify for free or reduced lunch may not be charged whether credit is earned through a Public or Private Postsecondary Institution.
4. **Partner Institutions:** BHS has formed partnerships with Urbana University and Clark State Community College to offer transcribed credit through the College Credit Plus program at BHS with BHS staff teaching these courses. The same curriculum and textbooks are provided regardless of where the student takes the College Credit Plus course.
- a. **COLLEGE CREDIT PLUS COURSES AT BHS:**
    - English I-ccp (English College Writing)
    - Into to Lit-ccp (English College Writing)
    - English II-ccp(English College Writing)
    - American Lit-ccp
    - College Algebra-ccp (new)
    - Pre-Calculus
    - Calculus for Management
    - Calculus I-ccp (Calculus and AP Calculus AB)
    - Calculus II-ccp (AP Calculus BC)
    - Fundamentals of Biology-ccp (Honors Biology)
    - Gen Chemistry I-ccp (Honors Chemistry)
    - Gen Chemistry II-ccp (AP Chemistry)
    - Gen Physics I-ccp (Physics 1)
    - Gen Physics II-ccp (AP Physics)
    - Spanish I-ccp (Spanish 3)
    - Spanish II-ccp (Spanish 4)
    - Engineering Design/Solid Modeling-ccp (Introduction to Engineering Design)
    - Architecture I
    - Contemporary American Business/Marketing Management-ccp (Marketing 1)
    - Promotion & IMC Strategies/Principles of Management-ccp (Marketing 2)
    - General Psychology-ccp (Psychology)
    - French I-ccp (French 3)
    - French II-ccp (French 4)
    - French III-ccp (French 5)
  - b. Students are not limited to College Credit Plus courses at BHS and can elect to participate in the College Credit Plus program at any participating institution of higher education, or any combination of institutions, including the

use of on-line courses. A full listing of any postsecondary institution's course offerings can be viewed online in their course catalog.

5. Additional information about the College Credit Plus Program will be mailed to all families of potential 7<sup>th</sup> through 12<sup>th</sup> graders in February. An evening program will also be held to explain the options and individual conferences will be held with interested families.

### **ADVANCED PLACEMENT PROGRAM**

AP courses are equivalent to first-year college courses and are recognized as the gold standard for measuring academic excellence. Teachers have been trained and the course curriculum approved by the College Board. For many universities, college credit is earned by passing the exam in May with a score of '3' or higher. The exam cost is approximately \$93 per subject. Most universities in the U.S. accept AP credit.

1. **Advanced Placement Policy:** Students who enroll in AP courses are subject to the following:
  - a. Each student must take the appropriate AP Examination on the date in May designated by College Board.
  - b. The student must pay the exam fee prior to March 30. Students who qualify for free or reduced lunch should see their guidance counselor about a possible fee waiver.
  - c. Students are expected to devote outside study time and participate in tutoring sessions offered by the teacher.
2. **Advanced Placement Courses offered at BHS:**
  - English Language & Composition
  - English Literature & Composition
  - Government & Politics
  - U.S. History
  - AP Capstone

\*AP French, AP Chemistry and AP Calculus AB & BC are no longer AP courses, but solely CCP courses. However, students can still take the AP Exam at the end of the course by requesting to do so with their teacher.

### **Purposes of the Ohio Core**

*Establish rigorous high school graduation expectations for all students*  
*Prepare high school graduates to be successful for college and work*  
*Strengthen link between high school graduation and college entry*  
*Reduce remediation at the college level*

### **HALL PASS PROCEDURE**

1. Pupils are not to be in the halls without a hall pass during class time. **Hall passes will be written by the office or written in the Student Planner by a teacher. Only students with Student Planners may be given a hall pass.**
2. All teachers are to check passes. Students without passes are to be sent back to the teacher for a pass.
3. If a teacher keeps a student after class so that the student will be late to his/her next class, the teacher must write out a late admit slip for the student. This applies if it is one student or a whole class. Professional courtesy requires that the practice of delaying students be kept to an absolute minimum.
4. Students who arrive late to class should be issued tardy demerits. Passes from the office will only be issued period 1, or to students returning to school from an early dismissal.
5. Passes from other teachers excuse the student. They are not to be marked tardy under this

circumstance.

6. Passes are to show student name, date, time, and destination.

### **Types of Bellefontaine High School Passes:**

1. Corridor - Issued by staff members for any student who must be in halls for any reason - no more than one student should be out of a room at one time and abusers should be restricted. Any student that wishes to be out of class must have his/her Student Planner with them and the hall pass should be written in the planner. These are for your protection more than anything else. Teachers should use discretion in permitting students to come to the office to see the Principal or Assistant Principal.
2. Office - Office passes may come from the Principals, office, or the guidance office. **NO STUDENT SHOULD BE PERMITTED TO GO TO THE GUIDANCE DEPARTMENT (EXCEPT IN EMERGENCIES) WITHOUT A PASS FROM THE GUIDANCE OFFICE.**

### **HOMEWORK**

Homework should always have a definite purpose understood by both the pupil and their teacher. When assigning homework, several things should be kept in mind.

1. Is the assignment understood by all?
2. Does the assignment teach something?
3. Can the student complete the assignment within the time allotted?
4. Is the assignment going to be used for something after it is completed?
5. Assignments should never be "busy work".
6. Homework should never be given as punishment.
7. No teacher should use up more than a fair share of each students' after-school time.
8. Homework should be evaluated.
9. Homework which exceeds the ability level of students would seem unfair.
10. Our Board of Education homework guidelines recommends 15 - 30 minutes of homework per subject per day.

### **HONOR ROLL**

To qualify for the Honor Roll, the following grading standards must be met:

1. There will be a separate listing of those students having a 4.0 average.
2. A student must have a 3.5 and above average to qualify for the honor roll.

### **INTERCOM SYSTEM**

#### **TO CALL THE OFFICE:**

1. Pick up handset
2. Press # key
3. Hang up
4. Office will answer over the speaker
5. Speak to office over the intercom or pickup the handset for private conversation.

#### **TO CALL ANOTHER CLASSROOM:**

1. Pick up handset
2. Press the room # and \*key
3. The system will produce a phone ringing sound over the classroom speaker every 5 seconds (the caller will not hear a sound on the phone.)
4. Teacher being called will pick up phone to answer call.
5. Wait 20-30 seconds (5-6 rings), if no answer, hang up and try again.

### SECTION 6009

### **INTERDISTRICT OPEN ENROLLMENT PROGRAM**

The Board shall permit any student from an adjacent school district to apply and enroll in the Bellefontaine City School District free of any tuition obligation, provided that all procedures as outlined in the administrative guidelines are met. Requirements include the following.

- 6009.01 Application procedures including deadlines for application and notification of students and the superintendents of adjacent districts whenever an adjacent district student's application is approved.
- 6009.02 Procedures for admission.
- 6009.03 District capacity limits by grade level, school building and educational program are determined.
- 6009.04 Resident students and previously enrolled adjacent students having preference over first-time applicants.
- 6009.05 No requirements of academic, athletic, artistic or extra-curricular skills required.
- 6009.06 No limitations on admitting handicapped students, unless services required in an IEP are not available in the district.





## **INTERVIEWING STUDENTS**

"No person shall be allowed to interview a student at school except with the approval of the principal or an assistant or other authorized personnel. The Principal shall grant such approval only in case he/she is convinced that the interview is in the best interest of the pupil, or in the interest of justice. Such an interview shall be held in the presence of the Principal or his/her assistant."

Board of Education Policy Manual  
Section 6026

## **BELLEFONTAINE CITY SCHOOLS** **INVENTORY UPDATE PROCEDURES**

### **New Purchases**

When capital items are ordered, the Treasurer's Office will send an inventory update sheet back with the Receiving copy of the Purchase Order. (Capital item: \$250 value and/or lifetime use of 5 years or more.) When the merchandise is received, the Inventory Sheet is to be completed by the recipient where indicated and returned to the Treasurer's Office. The Treasurer's Office will assign a control number to the merchandise and return the Inventory Sheet to the Building Principal. The Building Administrator/Supervisor is responsible for applying the physical tag to the equipment.

When capital items are donated, the Building Administrator will process an inventory update sheet to initiate the tagging procedure.

Annually, a worksheet will be given to each building consisting of a list of equipment, by location, for verification/revision.

Use Form INV-1

### **Transferring Procedure**

When items are transferred from one location to another, the Building Administrator (at the receiving location) is to complete an Inventory Sheet indicating tag #, quantity transferred, building transferred to, room transferred to, date of transfer, and reason for the transfer. The Inventory Sheet is then returned to the Treasurer's Office.

Use Form INV-1

### **Disposal Procedure**

When items are removed from inventory, an Inventory Sheet is to be completed by the Building Administrator/Supervisor indicating the inventory tag #, quantity, date, and the associated reason and method of disposal.

Use Form INV-2

## KEYS

Under no circumstances trust your keys with a student. Keys are too easy to duplicate or "lose". Never let students into areas where they will be unsupervised.

If at any time you lose or misplace your keys, notify the school administration immediately.

All keys will be collected at the end of the school year unless there is a justifiable reason for keeping them.

## LESSON PLANS

The following criteria should be a guide in lesson plan construction:

1. All lesson plans should have an objective procedure for the objective is going to be met, and a brief description of how to learning will be assessed.
2. Page numbers only will not be accepted. Objectives may be simplified. Reference must be made to the course of study for specific objectives.
3. Lesson plans are to be a guide for the teacher and a workable tool for the substitute.
4. A teacher in more than one building should have plans for the time spent in each building.
5. The extent of the description of the daily classroom routine will be left up to each building principal.
6. **Plan to change activities at least every 20 minutes and indicate same on lesson plans submitted. Remember-the best discipline plan is a good lesson plan. Allow for different abilities, learning styles and strategies.**

## LOCKERS – STUDENT

Students are furnished lockers for keeping their personal items necessary for their school programs. These lockers, however, are the property of the Bellefontaine City Board of Education. If there is adequate reason to believe that inappropriate objects or substances are stored in these lockers, the administration reserves the right to inspect them if necessary.

## LOCKERS AND LOCKS

Lockers will be assigned by the main office.

Physical Education and Metal Shop lockers will be assigned by their respective teachers. The lockers in the corridors will be serviced by our head custodian. Locker searches should not be carried out by individual teachers. It should only be done by the Principal or Associate Principals.

### **LUNCH PERIOD PROCEDURES**

There are 3 lunch periods daily -

**(5) Lunch**  
**11:10 -11:51 a.m.**

**(6) Lunch**  
**11:55 a.m.-12:36 p.m.**

**(7) Lunch**  
**12:40-1:21 p.m.**

**A faculty member will be assigned lunchroom supervision.**

No food or drinks may be taken from the cafeteria by students.

### **LUNCH POLICIES**

Lunches for all students are closed except for seniors who have earned the privilege to leave on Fridays only. A senior is any student who has earned at least 19 credits regardless of the number of years in the school. All students who have not earned the Friday privilege will not be allowed out of the building during lunch without permission of an administrator or teacher. This will not begin until the middle of September.

### **MAILBOXES**

The mailboxes should be checked every morning and every afternoon. Please remove all mail when checking. Do not ask or allow pupils to get mail or place it for you - including notes and grade cards. Mailboxes in the office are.

### **EMAIL**

Please try to check your email 2-3 times during the day.

### **MEDIA CENTER**

- A. The goal of the media center program is to be accessible as possible to all students and faculty. Since the media center is to be used for assignments involving media materials or leisure reading the following rules apply:
- B. **Student Admission Policy:**

From Scheduled Classes –

1. Teachers should make arrangements with the media personnel before sending students for independent study. No more than three students should be sent at a time. Passes must accompany them.

**C. Rules for the Media Center:**

1. The media center is for quiet individual study, using media center facilities, or leisure reading, but not for socializing.
2. For group study projects, request use of a conference room.
3. Chairs and tables are not to be moved. There is one chair to a carrel and four chairs to a table at a time.
4. Students are not to sit on the tables or on the floor.
5. There is no food or drink or chewing gum in the center.
6. Students are to charge all our materials at the charging desk before leaving the center.
7. Materials on reserve are to be used in the media center during the day; they may be checked out after lunch for overnight use only and must be returned before the first class the next school day or fines will be imposed.
8. The media center will be open fifteen minutes before classes in the morning and fifteen minutes after school for checking out materials or returning them.
9. Current magazines and newspapers are to be used in the media center only.
10. Request for back issues of magazines must be in writing on the request slip; they may be kept overnight, but the same rule applies as for reserve materials.
11. Students may enter the media center to check out materials during their study halls. This requires a pass from the assigned teacher.
12. Students should clean up after themselves before leaving the center; return encyclopedias and magazines to the proper shelves, return books to the charging desk, put trash in the wastebaskets, etc.

**D. Teachers - Special Services:**

1. Reserve books: Make arrangements with the media personnel for books, periodicals, etc. to be placed on closed reserve for special use by students.
2. Teachers may schedule classes into the media center for special research projects. The teacher must first make arrangements with personnel and must be present with the class at all times.
3. Freshmen English classes will be taught a library skills course by Mrs. Lehman. This usually covers about three weeks of work. This will be arranged in advance with Mrs. Lehman and the teacher, and should be completed before 2nd semester.

**E. Media Equipment Procedure:**

1. Equipment must be signed out and returned within designated time periods to allow fullest usage.
2. Teachers should return equipment to media center to facilitate availability.
3. Students will not use any television equipment without a teacher supervising.
4. Students will not pick up equipment after hours from the media center. Teachers may do so when the equipment has been signed out properly.
5. Teachers will need to schedule video programs well in advance on a scheduling calendar in the media center.
6. Computers in the media center are to be used for computer assisted instruction first and other needs thereafter.

**F. Vacation Borrowing of Equipment:**

1. Teachers wishing to use any of the media center equipment during a vacation period must sign a release form with Dr. Noeth. These are to be found in the office.

## **MEDICATION**

1. Only medication that is prescribed by a physician for a student shall be administered during the school day.

Guidelines are as follows:

- a. The designated person receives a written request signed by the parent or guardian of the student and the physician.
- b. The physicians signed statement that is presented to the designated person shall include the following information:
  1. the name and address of the student
  2. the school and class in which the student is enrolled
  3. the name of the drug and the dosage to be administered
  4. the times at which the drug is to be administered
  5. the date the administration of the drug is to begin
  6. the date the administration of the drug is to cease
  7. any severe, adverse reactions that should be reported to the physician and one or more phone numbers at which the physician can be reached in case of an emergency
  8. any special instructions for the administration of the drug, including sterile conditions and storage
  9. the medication should not be given during school hours unless absolutely necessary.
2. The parent or guardian agrees to submit a revised statement signed by the physician if the previously provided information changes.
3. All drugs must be received by the person authorized to administer the medication in the container in which it was dispensed by the prescribing physician or a licensed pharmacist.
4. The board may adopt any other required procedures which must be followed in the administration of this medication.

All medication shall be stored in a location that is locked except drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

No medication should be stored in lockers. Students taking prescribed medication should bring the medication to the office for safekeeping until the end of the school day.

Medication Legal Reference: SB262

### **Asthma Inhalers**

Inhalers for preventing and treatment of asthma may be carried by students. A written approval form must include all of the following:

1. Physician and parent/guardian written authorization;
2. Student's name and address;
3. Name and dose of the medication contained in the inhaler;
4. Date administration is to begin and cease;
5. Written instructions that outline procedures school personnel should follow in the event the medication does not produce the expected relief from the student's asthma attack;
6. Side effects or severe reactions that may occur to the child for whom the medication was prescribed or to any other child using the inhaler:
7. Emergency phone numbers for physician, parent and/or guardian; and
8. Other special instructions.

The school principal and school nurse (if one is assigned to the student's building) should receive a copy of the written approval.

### **Diabetic Supplies**

All diabetic supplies are to be stored according to the individualized health care plan. All blood testing must be completed in the clinic.

### **Heimlich Maneuver**

A trained employee is to be present in the student eating area when students are eating in that location.

\*A training session will be held at the beginning of each semester year.

Ref. H.B. 384

### **++Universal Precautions**

Universal precautions shall be observed by all employees to prevent contact with blood and other potentially infectious materials. All employees must view the Universal Precaution video, "Bloodborne Pathogens" at the start of employment. Nurses shall document the record of attendees and forward to the nursing supervisor.

In the event of exposure to blood, all school personnel should adhere to the following:

#### **++Barrier protection**

should be used at all times to prevent skin and mucous membrane contamination with blood, body fluids containing visible blood, or other body fluids. They type of barrier protections should be appropriate for the type of procedures being performed and the type of exposure anticipated.

**++Gloves are available** in the clinic and are to be worn when there is potential for hand or skin contact with blood, other potentially infectious material, or items and surfaces contaminated with these materials.

**++Wear face protection** (face shield) during procedures that are likely to generate droplets of blood or body fluids to prevent exposure to mucous membranes of the mouth, nose and eyes.

**++Wear protective clothing** (plastic gowns are available in the clinic) when there is a potential for splashing of blood or body fluids.

**++Change clothing** if another person's blood or body fluid gets onto your clothes.

**++Wash hands or other skin surfaces** thoroughly and immediately if contaminated with blood, body fluids

containing visible blood, other body fluids.

**++Wash hands immediately** after gloves are removed.

**++Avoid accidental injuries by sharp items.** Puncture resistant containers marked with the biohazard symbol are located in the school clinic and are to be used for disposal of used needles, syringes, and other sharp items. Call ext. 211 (HS clinic) if you need a container for your lab, classroom, etc.

Custodians are trained in proper procedures for clean up and should be called if any blood or body fluid spill occurs. As a school employee you must react to an emergency not only with caring, but also with your head. Take time to protect yourself while helping a child or a co-worker in need.

Policy #8453.01

### **EXPOSURE CONTROL PLAN FOR BLOOD BORNE PATHOGENS**

Every Bellefontaine City Schools employee is expected to practice universal precautions in every blood/body fluid exposure incident. The exposure control plan follows OSHA guidelines.

An “exposure” to blood borne pathogens takes place when there is an incident of direct contact of the eye, mouth, mucous membranes, or broken skin with blood or products containing blood, while performing a task.

An example of an exposure incident would be a puncture from a contaminated sharp, bite, or a blood splash to the face. A contaminated sharp is something that is able to puncture the skin and has visible blood or is known to have been in contact with blood, such as a safety pin, used needle, bite, etc.

When an exposure occurs the employee should:

Carefully retain the source of the exposure,

Immediately wash the exposed area with soap and water.

Report to their supervisor or school nurse immediately. ext. 3344 (HS Clinic).

Complete an employee accident report form.

Report to Mary Rutan Hospital Occupational Health Clinic and have a sub take over their assignment; if after hours, go the Emergency room and report it as a workplace exposure.

You must identify yourself as a Bellefontaine City School employee and complete all required hospital paperwork.

Your supervisor will investigate all incidents of exposure to see if improvements can be made to prevent future exposure. Your supervisor will also determine that all re-useable emergency equipment is decontaminated before it is put back into service.

Mary Rutan Hospital will maintain all medical records related to the incident as required by HIPPA law.

Policy # 8453.01

### **EMERGENCY MEDICAL FORMS**

State law requires that every student have an emergency medical form completed and on file in the office. This form lists emergency contacts and current health information about the student. It is recommended that these be

turned into the office within the first week of attendance. Students not in compliance may receive detentions and/or After School Detention assignments at the discretion of the principal (s).  
Reference: Sec 3313.712 of the ORC.

### **TYLENOL**

Guidelines for medication **Tylenol** Administration in the MS/HS during the school day.  
August, 2003-04.

Tylenol refers to acetaminophen, regular strength, 325 mg each.

1. Tylenol (acetaminophen) will be supplied in the usual storage place of medications and in the school office. The school nurse will order the supply.
2. Each student must have the approved "permission to administer Tylenol" form signed by the parent/guardian on file.
3. This form must be checked prior to every administration.
4. Each administration of Tylenol must be documented in the assigned place for placement in the student health file.
5. Tylenol will not be available until after 11:00 a.m. on a regular school day which allows the minimum 4 hours between doses. Two Tylenol may be given at the same time unless the parent/guardian has noted that only 1 may be given.
6. Only staff members who have been in-serviced on medication administration by the school nurse will be permitted to administer the medication. The staff member will ask the student to give a reason; most common reasons will be cramps, braces, headaches, or orthopedic injuries.
7. If a student is administered Tylenol 4 consecutive days, then the student permission is to be flagged, put on hold, and the school nurse notified.
8. The Tylenol hold will be in place until the school nurse can investigate the student's health concern.
9. Any other concerns regarding this procedure should be directed to Katie Buffkin, RN, School Nurse.

### **MEETINGS – ORGANIZATIONS**

1. Advisors will work out a regular meeting schedule with the Associate Principal for Student Activities. Students for the most part, will have to furnish their own transportation.
2. No student will be permitted in the building for any activity unless a teacher is present.
3. Activities should be planned without using class time.
4. Meetings may be scheduled during the Activity/Intervention period. The Advisor should check with one of the teachers on the master schedule who are listed as sub to cover his/her class:

### **NEWS RELEASES**

There is a board policy which states that all news releases should pass over the Superintendent's desk and be approved by him. Mr. Hall will not pursue this to the letter; however, he would like a copy of the release sent to him the same time it is sent to the press. If the release involves a major change in policy which might reflect on the schools, he would like to approve it.

### **NONRESIDENT STUDENT ADMISSION**



## SECTION 6013 ADMISSION OF RESIDENT STUDENTS/TUITION STUDENTS

6013.01 In order to be eligible for a free public education in the district's schools, a student must be at least 5 years of age, but under the age of 22. Adults who have attained their 22nd birthday may attend with the permission of the Superintendent.

6013.02 In addition, the student must be a natural or adoptive child, or spouse, of a resident of the school district. The child may also be in the legal custody of the resident or governmental agency as granted by a probate or juvenile court. The place of residence must be within the boundaries of the school district, and must be the primary place where the resident sleeps.

6013.03 The Board will also accept students who are under the age of 18 or who are at least 18 and under 22 years of age, who live apart from their parents and who support themselves by their own labor, as residents, entitled to a free public education.

6013.04 The Board will also accept students under 18 and married.

6013.05 The Board will accept a student placed in the district for adoption, but whose parents reside outside of Ohio.

6013.06 The Board will accept a student who has a medical condition which may require emergency treatment, provided the parent works in the district, and provides a physician's statement. The Board may also require other evidence of a medical condition.

6013.07.1 The Board will accept a student for no more than 12 months whose parent is a member of the armed forces, stationed outside of Ohio.

6013.08 The Board will allow a student to begin the school year or second semester in the district's schools provided evidence can be submitted that the parent/legal custodian will, in fact, become a resident within a period of 90 days, or has begun legal custody proceedings within 60 days. Such evidence would include a contract completion date for a house under construction; some documentary evidence that the parent would be moving into purchased property within the 90-day period; or a court document granting temporary custody within 60 days.

6013.09 The Board must charge and collect tuition for the schooling of children whose parents or legal custodians are not residents of the Bellefontaine City School District. The Board shall approve the amount of tuition to be paid by pupils on the various grade levels as calculated by the State Department of Education. The Board shall not pay tuition for those resident pupils who request to attend another public school district. The Board shall assume responsibility for tuition and transportation of those resident pupils who are assigned by the Superintendent to another public school district because of a curriculum not offered by the Bellefontaine City School District.

6013.10 A grandparent who resides in the Bellefontaine City School District may enroll his/her grandchild, tuition-free, provided that the following provisions are met:

- a. The child must reside with the grandparent;
- b. The child does not require special education;
- c. An agreement is signed prior to the attendance which is approved by both school districts, specifying that good cause exists for such attendance, and the nature of the good cause;

d. A consent form or letter is signed by the custodial parent and/or grandparent.

6013.11 Students who are approved by the Superintendent as tuition students and who have a parent or legal custodian on the certified staff of the Bellefontaine City Schools may attend school in the Bellefontaine City School District as tuition students.

6013.12 A student in grades 9-11 whose family moves out of the Bellefontaine City School District during a school year may attend Bellefontaine Schools for the remainder of the present semester without paying tuition. A student who has completed the eleventh grade may attend school until graduation, tuition-free, even if the student or his/her parents have moved out of the school district.

6013.13 New entrants will be required to present at the time of enrollment a birth certificate and proof of having received or being in the process of receiving required immunizations.

6013.14 Bellefontaine students who are enrolled at the Ohio Hi-Point Joint Vocational School will be bound by the same policies as other secondary students, including full-tuition payment.

6013.15 The Board will accept foreign exchange students who are Bellefontaine residents, tuition-free, provided they have been placed by a recognized foreign placement agency.

6013.16 The Board will allow a child to enroll tuition-free, if he/she is living with a parent under the care of a shelter for victims of domestic violence.

Legal Refs.: ORC 3313.48; 3313.64; 3313.65; 3313.67; 3313.671; 3317.08; 3321.01

Adoption: August 17, 1981

Readoption: July 8, 1982; October 22, 1984; March 23, 1987; April 24, 1989; December 20, 1990; January 27, 1992; March 30, 1992

### **OUTSIDE SPEAKERS**

Teachers are obtain permission from the principal in writing about any outside speakers coming into their classroom. See the Forms section of this handbook.

### **PAYDAYS**

Teachers are paid every other Friday throughout the year. A copy of your check will be emailed to you.

### **PERSONAL LEAVE**

Personal leave is an excused absence, with pay, taken by the employee. See BEA Master Agreement for details on the use of personal leave.

## POST-SECONDARY ENROLLMENT OPTIONS

### 5088.02 Post-Secondary Enrollment Options

- a. Students who have achieved eleventh grade status (13 credits) or twelfth grade status (19 credits) may enroll in approved college or university courses for high school and/or college credit. Graduates are ineligible for this option.
- b. Information about this option will be made available to tenth and eleventh grade students and their parents each year before March 1.
- c. Students/parents must notify the school prior to March 30 of their intention to participate in this program.
- d. Counseling services must be provided regarding these options, and a form must be signed indicating that they were understood.
- e. Students may choose college credit only. In this case, the student will pay all costs.
- f. Students may choose college credit and high school credit and if so, he/she will have credit paid for by the school district (including fees, books, materials and tuition). Students who receive incompletes or failing grades will be assessed for their own tuition and other costs, unless exempted by the Superintendent.
- g. High school and college credit will be converted as follows:

#### College

1 or 2 quarter hours =  
3 quarter hours =  
4 or 5 quarter hours =  
6 quarter hours =  
1 semester hour =  
2 semester hours =  
3 semester hours =  
4 semester hours =  
5 semester hours =

#### High School

1/4 Carnegie unit  
1/2 Carnegie unit  
3/4 Carnegie unit  
1 Carnegie unit  
1/4 Carnegie unit  
1/2 Carnegie unit  
3/4 Carnegie unit  
1 Carnegie unit  
1-1/4 Carnegie units

- h. High school grades which are earned as a part of this option will be included in the student's overall grade point average, and will carry the usual quality points as other high school grades.
- i. **On a four period block - 2 semester program, the student can earn a maximum of eight high school /college credits.**

Adoption: December 23, 1985

Re-adoption: December 22, 1986; November 26, 1990;

March 30, 1992; March 20, 1995

## PROFESSIONAL LEAVE

Professional leave may be granted for attendance at conferences, training seminars, visitations, etc. Usual reimbursement includes mileage and registration costs. If the conference lasts more than one day,

reasonable lodging costs can be paid. Payment for meals can only be paid if there is overnight lodging and/or if the meal(s) (is, are) included in the registration fee.

See "Forms" section.

### **Procedures and Guidelines for Reimbursement of Meeting Expenses**

1) **Prior Approval** – The staff member is to receive the proper authorization, prior to attending any meeting. This includes attendance at professional meetings as well as coaching clinics. Once approval is received, the staff member will receive a purchase order documenting anticipated expenses along with a Claim for Reimbursement Form to be completed upon return from the meeting.

2) **Registration Fee** – Receipt showing the registration fee has been paid.

3) **Hotel/Motel Bill** – Original receipt from the hotel/motel showing all charges applied to your room.

4) **Meals** – There is a \$30.00 per day maximum reimbursement for meals. We need the original receipt showing the **DETAIL** of all meal items purchased. We can not reimburse staff members from a credit card or a restaurant receipt that only shows the total amount spent. Under no circumstances will staff members be reimbursed for the purchase of alcoholic beverages.

5) **Parking** – Receipt showing the amount paid for parking.

6) **Transportation** – Receipt showing the amount spent on airline tickets, taxi or public transit if applicable.

7) **Claim for Reimbursement Form** – This form must be completed within 30 days of your meeting attendance. The only item(s) to be listed on this claim form are expenses the staff member is requesting reimbursement for. The form must be filled out and signed by the staff member attending the meeting. The Principal/Supervisor's signature is also required. Original receipts for all expenses you are requesting reimbursement must be attached. Send the Blue copy of the PO along with the Claim for Reimbursement Form to Emily Baldeh unless it is an Athletic related expense. Athletic related meeting reimbursements should be sent to Roxanne Sprouse at the high school.

8) **Cancellation of Meeting Attendance** – If you received approval to attend a meeting that had anticipated expenses and the meeting was canceled or you could not attend, please send the Blue copy of the PO to Emily Baldeh with a note that you did not attend. We can then close out the PO.

### **PURCHASING**

ALL purchases (Activity and Board Monies) must be initiated by a purchase order. We will follow the established procedure of submitting requisitions to the central office for the issuance of purchase orders. Materials cannot be purchased on "time". Staff members are not to charge items at local stores, nor are they to buy items "out of pocket" and then apply for reimbursement.

**PURCHASE ORDERS**  
Supplies and Materials

Board of Education Policy on Purchasing Procedures

The business manager has set purchasing procedures. The procedures that are pertinent to the regular teacher are as follows:

1. All purchasing of items and services will be done through proper purchase order procedure. Any items or services ordered outside the procedure will be the responsibility of the person doing the ordering.
2. All purchases of items and services must be approved on the building level (if applicable) by the principal: then approved in the Central Office by the Business Manager and then by the Treasurer.
3. There is to be no "ordering on approval" except through using a purchase order.  
***Any person wanting to order supplies and/or equipment of any kind, will follow the procedure outlined below or he/she may be held personally responsible for the invoice. Do not purchase materials until you have a purchase order number!!!!***
1. Complete a purchase requisition, cost of supplies plus shipping and budget categories and proper code numbers. If you do not have budget codes, get them from Mrs. Showalter. **If prices are discounted, please write the discounted price on the requisition.**
2. Send the purchase requisition to the department chairperson, or the designated head person in your area. The department chairperson or designated head person will approve and send to Mrs. Showalter.
3. The Principal will sign the requisition if above procedure has been followed **and there are sufficient funds in the account to pay for the order.** The purchase order will be entered into the computer system and sent to the administrative office.
4. The Business Manager will sign the purchase order and submit it to the Treasurer. The original will be mailed to the supplier, the Treasurer will keep the duplicate and return the triplicate to the principal.
5. The Principal will make any notes on the triplicate of the purchase order she desires, such as the person requisitioning the merchandise or anything not approved.
6. The teacher should indicate on the receiving copy, the date items arrived and note any discrepancies. If there are none, the receiving copy should be signed as being okay. Forward the P.O. receiving copy to Central Office immediately, in order that supplies may be paid for.
7. It is important that the teachers and department person keep an accurate accounting of the budget allotment.

**REQUESTS BY TEACHERS FOR STUDENTS TO BE OUT OF CLASS:**  
**(PERMISSION FOR THIS TO OCCUR NEEDS APPROVAL BY A BUILDING ADMINISTRATOR.)**

1. A list of students to be dismissed must be given to the teachers and the Associate Principal at least 1 day in advance of the release time.
2. The teacher requesting the release of students shall take attendance of those students and submit the list of those absent to the office.
3. Students released to a teacher should not be granted any special privileges that would cause them to miss regularly scheduled classes, for example, an additional lunch period.
4. Students will not be released unless this procedure is followed.

**SCHEDULE CHANGES**

Student schedule changes will be effected by the Guidance Department only. Staff members are encouraged to make suggestions and offer assistance when student schedule changes are necessary in order to alleviate unbalanced work loads, etc. No teacher should carry out a schedule change unless the guidance staff is involved. This way student records and schedules can be kept accurate.

**There will be no schedule changes unless an error has been made. If at all possible, the schedules should be corrected prior to the start of school. Schedules will not be changed after August 27 or with Principal permission.**

**SCHOOL NURSE**

The school nurse will be available in the high school clinic at various times depending on district needs. Teachers should notify the nurse of any student who demonstrates any health related concerns. High school students are generally not sent home unless they are vomiting or have a fever over 99.6. **THE CLINIC IS NOT A LOUNGE AND ONLY PEOPLE WHO HAVE OFFICIAL BUSINESS SHOULD SPEND THEIR TIME THERE.** The clinic bed, shower and bathroom are reserved for students on IEP's. The clinic will be closed at various times on a daily basis due to medical procedures.

**SEATING CHART**

Seating charts are to be kept for each class. The charts are to be up-to-date and available to the administration and substitute teachers. Include a copy in your lesson plan folder.

## SECRETARIES

The school secretaries are directly responsible to the school administration. They are not responsible to any teacher and as such are not expected to receive any orders from the teachers. The school secretary is not expected to discipline students so do not send your discipline problems to the school secretary, but bring them to the administration. **They should not be asked to run teacher photocopies.**

## SECURITY "RED" ALERT

Our school is wired for sound and any person not authorized or not following the correct procedures will bring droves of policemen to the school.

In an agreement worked out with the Chief of Police, Brandon Standley, it has been decided that all security alarms will be set in each building at 11:00 p.m. or later as the night custodian leaves the building. This time will apply in all school buildings Monday through Saturday. The alarms will be turned off when the building is opened the next work day. On Sunday, the alarm will be set the entire day. Building use is discouraged on Sundays with entry only by the direct approval of the Principal.

Anyone either connecting or disconnecting the alarm system, please remember to sign in or out on the form located in the fire alarm box in the hallway outside the main office. (You only have 60 seconds to connect or disconnect the system.)

If you are the last person to leave the building, please check ALL outside exits to make certain all doors are secure. Also, be sure the alarm is "on" (the "on" light illuminates) before leaving. Be sure to check/dis-arm the alarm whenever entering the building during off-hours.

## SICK LEAVE

A. All Contractual Employees shall be entitled to sick leave benefits computed at the rate of one and one-fourth (1-1/4) days of credit for each month of completed service or fifteen (15) days each year, cumulative to two hundred twenty-five (225) days. For part-time teachers, the computation shall be proportioned to their contracted services. Sick leave may not be taken in increments of less than one-half (1/2) day.

B. Sick leave shall be granted for personal illness or illness in the family. Illness in the family shall be construed to apply only to the immediate family (spouse, child, mother, father, sister, brother, mother-in-law, and father-in-law) and shall be an illness of severe nature such as one that would require hospitalization of the family member or one that would involve special attention for that member.

C. Beginning teachers will be allowed a credit of five (5) days at the opening of the school year. The five days must be earned and at the end of four months, if none of the days have been used, the amount accumulated remains at five (5) days.

D. Teachers shall be allowed the use of sick leave of up to five (5) days for the death of members of the immediate family. One day will be allowed for other blood relatives.

E. Should the school be closed during the period of an employee's sick leave by an "emergency" day or holiday, as called by the Superintendent, such employee will not be charged a sick leave day.

## **SNOW DAYS - CLOSING SCHOOL**

If a calamity of any type should force us to close school, this information will be given over the radio station WPKO and school messenger. It will be the responsibility of all personnel of the school to listen for such announcements. If school is closed for a day, it will be assumed that we will again be in session the following day unless a radio announcement or school cast announcement to the contrary is given.

## **INTERVENTION ASSISTANCE TEAM**

Bellefontaine High School has an Intervention Assistance Team to stop students with learning problems from “falling through the cracks.” Too often the regular classroom teacher realizes that a pupil’s achievement is lower than expected or desired but does not have the resources to assist the student in improving his ability to learn. The Intervention Assistance Team can supply the teacher with the help he or she needs. This will reduce the frustration level of staff as well as reduce the referrals for multi-factored evaluation of students who, though they may have problems with learning and the classroom structure, are the responsibility of regular education. Students may be referred to the IAT by seeing Mrs. Haver in guidance. He has a form for you to complete.

## **SCHOOLS ATTUNED TEAM**

This committee was formed as a companion instrument to the IAT, in order to help additional at-risk students who may not qualify for IEP’s. Schools Attuned identifies a student’s strengths and affinities first, and then looks at areas of weakness in order to devise strategies for helping them achieve in school.

## **SUBSTITUTE INFORMATION**

The following information is to be made available for substitutes in the lesson plan folder:

1. A seating chart for each class
2. Class rosters
3. Lesson plans
4. Specific class policies
5. The names of two students who can be trusted to provide assistance to the substitute
6. Other miscellaneous information that you believe would be of assistance to a substitute
7. A substitute teacher handbook has been developed which contains information necessary for the substitute to perform his/her responsibilities.
8. A list of students with possible health problems and what to do.
9. An emergency lesson plan, or two, are required and need to be on file with Mrs.Showalter in the office.
1. Your supervision duties (where, when) bus, gym, café.
2. Emergency Drill-Directions/Procedures



## **SUPERVISION GUIDELINES**

### **Procedure:**

1. At the beginning of your supervision period, check the restrooms and hallways.
2. If the weather is tolerable, swing through the parking lot.
3. Check the halls and restrooms again during the middle of period.

At the end of the period, check the halls, and make anyone who is out without a pass go to where they are supposed to be until the bell rings.

### **What to do:**

1. Any student who is in the restroom without a pass should be escorted to class. Any student who claims to be ill should be escorted to the office.
2. If a student refuses to leave the restroom, report that student's name to the Associate Principal.
3. Parking lot - any student outside the building should be asked to go to the office. If a student refuses to do so, report the incident to the Associate Principal.

### **During the noon hour: - Cafeteria**

1. See that students do not throw food and that they return trays to the dishwashing area or trash cans.
2. See that students keep food in the cafeteria.
3. Do not permit students to "cut" into the line. If caught, student is to go to the end of the line.
4. Circulate throughout the cafeteria as much as possible.

## **TEACHER ABSENCE**

**Any teacher who cannot be present for teaching must contact AESOP at <http://www.frontlinek12.com/aesop>, <http://m.aesoponline.com> (from phone or 31 tablet), or 1-800-942-3767.**

## **TEACHER DRESS**

In the absence of dress code for professional staff each instructor is encouraged to dress in a professional manner. The majority of staff is commended for their fine conduct in this area. The wearing of the necktie is encouraged and good dress attire is of high priority. As a teaching staff you are sharp and you are urged to dress the same.

## **TELEPHONES**

Teachers will not be called from their classes on incoming calls unless there is an emergency. On other calls, the teacher will be notified of such and can return the call at an uncommitted time. Long distance school related calls should only be made when there is a necessity for quick information or during an emergency. All phones which allow long distance calls at the high school are now on the Saverline

Network. **Cell phones should be used during planning periods only and should only be used in emergency situations during class time.**

### **TEXTBOOKS**

Each teacher is responsible for distributing and collecting his/her textbooks. Upon distribution, each teacher should record the textbook by the student's name and book number in the class record book, providing ready information during the school year. The master textbook lists should be placed in a safe place and used as a check off list at the end of school. **A list of students who receive an "N" grade because of failure to return a textbook should be given to the office at checkout along with the assigned book number at the end of the year or at the end of the first semester for semester courses.** Textbook purchases are a sizeable investment and every effort should be made to protect that investment.

After collection is made, each teacher should make an inventory and submit books to be rebound to the librarian. Make certain that each student who lost or damaged a book pays, or, if he does not pay, that his school record contains this information.

### **DISTRICT VAN**

The eight passenger (including driver) district van is for the purpose of transporting our students and personnel in various activities and related events. Requests for use of this van are to be made through Mr.Comstock's office. (See guidelines and forms at the back of this handbook.)

### **VANDALISM**

Each teacher can help prevent destruction of school property by practicing a number of precautions:

1. Periodically check the textbooks that you have issued in order to discourage markings and damage.
2. Check desks and tables of your room frequently to prevent markings and damage.
3. Check on students who are out on passes for too long a period of time.

If damage is observed, call it to the attention of one of the associate principals.

### **VISITORS**

All visitors must register at the main office and receive a visitor's pass before visiting a student, teacher, the cafeteria, or a classroom. Those who do not register will be asked to leave. Those who refuse to leave or continually reappear will be charged with trespassing. There will be no student visitors allowed in the building at any time. Visitors are any one who is not a student or employee of Bellefontaine City Schools.

District Policy directs that only under unusual circumstances are there to be student "visitors". The norm is to have none

### **WITHDRAWING FROM COURSES**

Unless an error has been made on a student's schedule, no student may withdraw from a course once the semester has started. Students were instructed to make informed decisions at the time of scheduling and are aware that they must follow the schedule they chose.

If a student is removed from a course because of some disciplinary action, then there shall be no credit given for the course and a grade of "F" shall be recorded.

## INDEX

Introduction.....	1	Homework.....	62
Mission Statement.....	1	Honor Roll .....	62
Accident Reports.....	1	Interdistrict Enrollment.....	63
Activity Advisors.....	2	Interim Reports .....	64
Announcements.....	4	Interviewing Students .....	65
Assemblies .....	4	Inventory Procedures .....	64
Athletic Eligibility .....	5	Keys .....	66
Attendance .....	6	Lesson Plans.....	66
(Requirements, Tardies, Makeup Work		Lockers.....	66
Guidelines for Teachers, Makeup Policy for		Lunch Period Procedures .....	67
Students, Procedures, Classroom Procedures,		Media Center.....	67
Daily Attendance Listing, Weekly/Daily		Medication .....	69
Teacher Bulletin, Attendance Codes)		Meetings/Organizations .....	72
Bulletin Boards & Display Cases .....	11	News Releases .....	72
Bell Schedule .....	12	Nonresident Student Admissions.....	72
Calendar .....	12	Outside Speakers.....	74
Care and Use of Facility .....	13	Paydays .....	74
Child Abuse and/or Neglect.....	13	Personal Leave .....	74
Class Advisors .....	13	Post-Secondary Enrollment .....	75
Student Senate.....	16	Professional Leave .....	75
Classroom Management.....	16	Purchasing.....	76
Club Advisors .....	18	Purchase Orders .....	77
Comment Codes.....	20	Schedule Changes .....	78
Communicable Disease.....	21	School Nurse.....	78
Conference Period.....	21	Seating Charts .....	78
Copyright Laws.....	21	Secretaries .....	79
Corporal Punishment .....	22	Security “Red” Alert .....	79
Cumulative Folders.....	22	Sick Leave.....	79
Custodial Services.....	23	Snow Days/Closing School.....	80
Detention of Students.....	24	School Intervention Assistance Team.....	80
Discipline .....	24	School Attuned Team.....	80
Discipline Policy.....	24	Substitute Information.....	80
Advisory Guidelines. . . . .	29	Supervision Guidelines.....	81
Dress Code.....	31	Teacher Absence.....	81
Educational Options.....	35	Telephones.....	81
Emergency Drill Procedures .....	37	Textbooks.....	82
Emergency Removal.....	42	Vandalism.....	82
Equal Education Opportunities .....	42	Visitors.....	82
Faculty Meetings.....	43	Withdrawing from Courses.....	82
Fees – Student .....	43		
Field Trips.....	44		
Flower Fund.....	46		
Foreign Trips Regulations.....	46		
Fund Raising Activities.....	48		
Grading .....	50		
Hall Pass Procedure .....	61		

## **ORIGINALS AVAILABLE IN OFFICE**

Accident (pupil)  
Announcement form  
Report of Suspected Sexual Abuse  
Extended Service Reimbursement  
Field Trip (permission form)  
Guest Speaker  
Mileage Voucher  
Professional Leave  
Purchase Requisition  
Travel Expense Claim