

**2022– 2023**  
**BROOKVILLE HIGH SCHOOL**  
**STUDENT PLANNER AND HANDBOOK**



*This Planner Belongs to:*

*Name:* \_\_\_\_\_

*Email Address:* \_\_\_\_\_

*Phone:* \_\_\_\_\_ *Homeroom:* \_\_\_\_\_

**STUDENT PLANNER**

Your PLANNER contains information that you will need in order to be successful at Brookville High School. Your PLANNER will help you organize your school life. Your teachers will expect you to have your PLANNER with you in class each day. Your PLANNER also has your hall pass record, which you must present if you need to travel in the hallways during class time. If you lose your PLANNER, you will be issued a new one at the cost of \$5.00 without hall passes.

## **HISTORY**

In 1887, the Brookville Schools were established north of the community in Arlington, with the first senior class of seven graduating in 1889. Even after several additions, the building needed expansions and in 1923 the school district moved into their new building at 106 S. Hill Street. Another move took place in 2005 when grades 4 – 12 moved into a new complex located at One Blue Pride Drive. Today, approximately 500 students attend Brookville High School graduating approximately 110 students annually.

## **ATTENDANCE POLICY**

The Ohio school law relating to school attendance reads as follows: “Every parent, guardian, or another person having charge of any child between the ages of six and eighteen years, must send each child to a public, private, or parochial school for the full time that school is in session. Such attendance must begin with the first week of school term unless the child is excused upon satisfactory evidence showing either that bodily or mental condition of the child does not permit his/her attendance at school.”

It is the policy of Brookville High School to promote good attendance by accounting for every student every day. The goal is best accomplished by direct telephone communications between the school office and the home. Parents of absent students should call the high school office from 7:15 A.M. to 7:45 A.M. Assuming that parental contact is made and the excuse is acceptable no further communication is necessary. It is the responsibility of the student to present a written excuse by 7:45 A.M. on the day that he/she returns. Students not following this procedure will be considered absent without excuse.

The student has five (5) school days from the date of his/her return to produce a note explaining a justifiable reason for the absence and/or tardy.

### **Excusable Absence**

Each student is given a period of time equal to the number of hours of absence to make up work. Excusable reasons for absence would be: personal illness, illness in the family, death in the immediate family, religious reasons, pre-arranged absence, college visitation, doctor or dental visits accompanied by a doctor's note, and extenuating reasons approved by the administration.

## **Unexcused Absence**

A student is not given the privilege to make up the work. Examples of unexcused reasons would be: shopping, driver's education, oversleeping, missing the bus, hair appointments, moving, car would not start, and other reasons too numerous to list.

## **Prearranged Absence**

A "Pre-arranged Absence Form" shall be completed by both the student and his/her parents when an absence is inevitable. Students will be given the same number of hours as missed, not to exceed thirty-four (34) school hours to make up the missed work. Any request for a prearranged absence during the last ten (10) school days of semester will be disallowed.

Pre-arranged absences will be considered unexcused and make-up privileges with credit will be granted. NOTE: These hours do count toward total hours absent for the attendance policy which may or may not require an individual attendance plan.

## **Early Dismissal**

If a student has a valid and acceptable reason for leaving school early, he/she should bring a signed note from his/her parents or guardian stating the reason for his/her early dismissal. This note should be presented to the administration by 7:45 A.M. Notes presented after the start of the school day will be given to the student to present to his/her classroom teacher at his/her dismissal time. The student must sign out through the office before leaving the building and sign in upon re-entry into the building. The early dismissal slip should have been signed with the proper documentation to verify the reason for dismissal.

## **Athlete's Attendance**

As a general rule, any athlete who does not attend a full school day will not participate in a practice/game that day unless prior approval is granted by a school administrator. Exceptions will be granted for students who sign in late as long as they are in attendance by 9:30 A.M. Exceptions may not be granted to students who sign out ill, regardless of how many periods they attend. Students who sign out for an appointment must receive approval from a school administrator before participation

in a practice/game that day. Any exceptions to this policy regardless of the circumstances will be the decision of the school administration.

### **College Visitation Days**

Juniors and seniors will be given two college visitation days per year. These days cannot be taken the day before or after a school vacation, or during the last week of each semester. All paperwork must be satisfactorily completed for the day not to be charged as an absence. Exceptions must be approved by the administration. Paperwork may be obtained in the counseling office.

### **Career Exploration Day**

Freshmen and sophomores will be given one day per year for career exploration. This day cannot be taken the day before or after a school vacation, during the last week of each semester or after May 1. All paper work must be satisfactorily completed prior to the day being taken otherwise a day of absence will be levied. Exceptions must be approved by the administration.

### **Truancy**

Any student who is absent from school or misses any part of the school day without the knowledge and permission of his/her parents/guardians or school authorities is truant. Class truancy is defined as coming into class after five (5) minutes have elapsed or not in attendance at all. This violation should be referred to the office immediately. It is possible for a student to be truant even though the parent has given permission for such an absence. Absences, even with the approval of parents, which are excessive and/or which interfere with the student's educational program may be interpreted as truancy and result in the initiation of legal procedures.

### **Habitually Truant**

Habitually truant is defined as follows: A student who is absent 30 or more consecutive school hours, 42 or more school hours in a month, or 72 or more school hours in a school year is considered habitually truant.

Once habitual truancy has been documented, the Principal will then submit the student's attendance record to the school's attendance officer. The attendance officer will send a legal notice of truancy to the student's guardian and one or all of the following may occur: 1) student is assigned

to an absence intervention team to develop and comply with an absence intervention plan, 2) student and guardian are charged in Montgomery County Juvenile Court for Truancy, 3) Registrar for Motor Vehicles is notified and student’s driver’s license or learner’s permit will be suspended.

**Procedures per Year**

Students are permitted up to 62 hours of absence with parental contact and note. Absence beyond 62 hours will require a physician’s note to be excused. Students who exceed 62 hours of absences without a physician’s note or prior administrative approval may be assigned consequences.

**District Notification**

The school district is required to notify a student’s parent, guardian or custodian in the event the student is absent with or without legitimate cause or for specific hours that are unexcused.

|   |  |  |  |
|---|--|--|--|
| <b>With or Without Legitimate Cause</b> | <b>38 hours in one school month (approximately 6 days)</b> | <b>65 hours in a school year (approximately 11 days)</b>           |  |
| <b>Unexcused</b>                        | <b>30 or more consecutive hours (approximately 5 days)</b> | <b>42 or more hours in one school month (approximately 7 days)</b> | <b>72 hours in a school year (approximately 12 days)</b> |

A student that exceeds any of the three unexcused absence thresholds listed in the chart above will either be assigned to an Absence Intervention Team or may be charged in Montgomery County Juvenile Court for truancy. NOTE: Absences that do not accumulate against this policy include:

- 1. Field Trips
- 2. College Visits (per board policy)
- 3. Suspensions
- 4. With supportive documentation, the school may decide to implement an individual attendance plan.

## **TARDY POLICY**

### **Tardiness**

Tardy is defined as entering the school/class after the tardy bell has rung. The only exception to this will be when sending teacher/administrator verifies that detainment was necessary. Arrival at school after 7:50 A.M. and before 8:30 A.M. without a valid parent/physician note will be considered an unexcused tardy. After the 4<sup>th</sup> excused tardy and/or 4<sup>th</sup> early dismissal; a physician's written statement will be required for the tardy and early dismissal to be excused.

### **Tardy to School**

It is essential to the educational process that students arrive to school on time. When a student arrives to school after 7:50 A.M. they should report to the office for an admit slip to class. Tardies to school are accumulated per semester. The following are the consequences for each unexcused tardy to school.

A student who comes to class after the time class is to begin is considered to be unexcused tardy unless the student has an excused pass from a staff member. The 3<sup>rd</sup> and 4<sup>th</sup> tardy will be a teacher assigned detention. On the 3<sup>rd</sup> tardy a teacher will make parental contact regarding tardiness. On the 5<sup>th</sup> tardy and every one thereafter, a referral will be made to the office. Tardies to class are accumulated per semester.

Class truant is defined as coming into class after five (5) minutes have elapsed or not in attendance at all. This violation should be referred to the office immediately. Again, the only except to this will be when sending teacher/administrator verifies that detainment was necessary.

Consequences for tardies to school/class will be as follows:

|                        |                                  |
|------------------------|----------------------------------|
| 3 <sup>rd</sup> Tardy  | Detention–Notification to parent |
| 4 <sup>th</sup> Tardy  | Detention                        |
| 5 <sup>th</sup> Tardy  | Detention                        |
| 6 <sup>th</sup> Tardy  | Saturday Detention               |
| 7 <sup>th</sup> Tardy  | Saturday Detention               |
| 8 <sup>th</sup> Tardy  | 1-day IAPP                       |
| 9 <sup>th</sup> Tardy  | 1-day IAPP                       |
| 10 <sup>th</sup> Tardy | 2 days IAPP                      |
| 11 <sup>th</sup> Tardy | 2 days IAPP                      |
| 12 <sup>th</sup> Tardy | 3 days IAPP                      |

## **ACADEMICS**

### **Exam Waivers**

All students will take first semester exams. A student may waive up to two (2) second semester exams through the following criteria:

- 1) One second semester exam may be waived by attendance described as follows:
  - a) A student may not exceed 31 hours of absence in the school year. In addition, a student may not have more than two unexcused tardies per quarter. (Note: Assignment to IAPP or an out-of-school suspension disqualifies this waiver.)
- 2) One second semester exam may be waived by academic performance as follows:
  - a) A student earns an “A” all four quarters in a course in which an exam may be waived.

Note: A maximum of two (2) exams may be waived. Semester course exams and projects may not be waived.

### **Early Graduation**

Some students may obtain graduation requirements in less than four years (eight semesters). A PETITION FOR EARLY GRADUATION (completion of 22 credits and end-of-course exams) before eight semesters of school MUST BE FILED WITH THE STUDENT SERVICES OFFICE ONE SEMESTER IN ADVANCE OF THE EXPECTED DATE OF COMPLETION OF THE SCHOOL WORK. A 2.5 grade point average is required at the time of application for early graduation consideration. Students being granted the early graduation opportunity will not be recognized in the top ten ceremony at graduation, nor will they be eligible to participate in extracurricular programs or qualify for special honors (dance royalties, Senior Project, etc.). If the student fails a class required for early graduation, the student must continue enrollment on a full-time basis the ensuing semester.

### **Audit Policy**

Any class taken as an “Audit” will have the same requirements as a class taken for credit (i.e. students must complete all assignments, exams, attend class regularly and participate in class). The grades will appear on the grade card, but will not be calculated in the G.P.A.

## Grade Classification

The following accumulated credits are necessary for promotion to the following grades:

22 credits are necessary for graduation from high school.

17 credits are to be earned before you are classified as a senior.

11 credits are to be earned before you are classified as a junior.

5 credits are to be earned before you are classified as a sophomore.

All students must continually remain aware of their credit standing and fulfillment for graduation requirements. Check with your counselors when you have questions.

## Graduation Requirements

*English* - 4 credits

*Mathematics* – 4 credits must include one unit of Algebra II

*Science* - 3 credits include physical, biological, and one advanced study of science.

*Social Studies* - 3 credits must include Modern World History, Modern American History, and American Political Studies.

*Physical Education* - .5 credit or P.E. Waiver

*Health* - .5 credit

*Intro to Software Applications* - .5 credit

*Personal Economics* – 1 credit

*Fine Arts* – 1 credit (Art, Band, Choir, etc.)

Before a student receives their diploma from Brookville High School, he/she must meet certain minimum standards as established by the State of Ohio, the Board of Education of the Brookville School District, and the administration of Brookville High School. These minimum standards are as follows:

1. Satisfactory completion of 22 credits.
2. Community Service is a graduation requirement per grade level.

The required hours are:

|              |          |           |          |
|--------------|----------|-----------|----------|
| - Freshmen   | 5 hours  | - Juniors | 15 hours |
| - Sophomores | 10 hours | - Seniors | 20 hours |

3. Students may **NOT** participate in the commencement program unless all State Board of Education and Brookville Local Board of Education standards are met.
4. Students **MUST** attend and participate in the entire commencement rehearsal to take part in the formal



commencement program. Exceptions must be approved by the Principal or Superintendent of Schools.

5. When correspondence or virtual learning is being used to complete graduation requirements, work **MUST** be completed by May 1.
6. Additional graduation requirements are listed on page 26 of this handbook.

### **College Credit Plus – (CCP)**

It is the belief of the Brookville Board of Education and the administration of Brookville High School that any student who passes college entrance tests and wishes to do college level work while in high school should be permitted to do so and given assistance in doing so.

The student or the parent of a Brookville High School student may initiate a request to take part in Brookville High School's College Credit Plus program by contacting a high school counselor. The options include courses on the college campus, college courses online, or dual enrollment at Brookville High School. Rules and regulations on the College Credit Plus program may be picked up in the Guidance Office.

### **Schedule Revisions – Course Deletions and Additions**

When your scheduling forms were completed and finalized with the Guidance Office, this became a commitment to be honored. Only certain conditions will disallow the fulfillment of the commitment. Specific provisions must be met to allow alterations to take place:

1. All requests must be initiated by the building principal, parents, or professional staff.
2. All parental requests must bear a parent's signature and will be kept on file in the Guidance Office.
3. IN COURSE DELETIONS, the following guidelines will be adhered to: to receive a W in a course, this must be done prior to the fifth day in the class. After the fifth day, dropping a class will be recorded as a failure. Only exception to this rule will be when the principal and teacher agree that the student should drop the class.

MVCTC students may return to Brookville High School within the first five (5) days of classes at CTC. All student requests to return to Brookville High School must have parent and administrative approval.

## Repeat Course Policy

With administrative approval, a student may retake a non-required course if they have received a “D” or an “F”. If they choose to do so, they can replace the original grade with a higher grade. The higher grade will be used to calculate the grade point average and class rank. A student that has not taken the class will be given the priority to take the class before the student choosing to repeat the class. Only one credit will be given for successful completion of the class. Until the course is repeated and a new grade is earned, the original grade will automatically be transcribed.

## Grading System

Brookville High School will use the following grading system:

| %      | Grade | Point Value | Interpretation                             |
|--------|-------|-------------|--|
| 100-93 | A     | 4           | Quality and quantity of work superior      |
| 92-83  | B     | 3           | Quality and quantity of work above average |
| 82-70  | C     | 2           | Average academic achievement.              |
| 69-60  | D     | 1           | Below average but passing work.            |
| 59-0   | F     | 0           | Inferior work-not passing.                 |

**I = Incomplete work** - All work not completed must be made up by the second week of the next grading period or an "F" (up to 59%) is automatically recorded. \*Only exceptions granted by administration.

**W = Withdrawn without grade or credit** - This must be done prior to the fifth day in the class. After the fifth day, dropping a class will be recorded as a failure. Only exception to this rule will be when the principal and teacher agree that the student should drop the class.

**Z = No credit** - No grade given pending completion of requirements. Students will not be permitted to take classes for a pass/fail grade unless otherwise approved by the administration. Courses that carry a weighted grade will be taught with greater academic expectations. Grades will be weighted and computation will be as follows.

**A = 4.20   B = 3.15   C = 2.10   D = 1.05   F = 0.00**

The grade point average shown on the report card denotes the average for only the quarter. This average determines the student's eligibility for extra-curricular activities. Class rank shall be computed by the final grade in all subjects for which credit is awarded.

All grades will be by letters, A, B, C, D, F, I, or Z. Evaluation periods will be semesters. The four quarters will constitute 80% of the grade;

exams will count 20%. At approximately the 5<sup>th</sup> week of each quarter, interim reports will be posted in Progress Book. This report will indicate the student's current grades. A notification of failure will be sent home by the student's teachers prior to a student failing a course. This may be done up to the first day of the ninth week.

## **Honor Roll**

To achieve Honor Roll, a student must earn a 3.333-3.699 GPA. To achieve High Honors, a student must earn a 3.7 or higher GPA.

## **Withdrawal Procedures**

A student who is withdrawing from Brookville High School should follow this procedure:

1. Report to the Guidance Office when you plan to leave Brookville High School. This should be done no later than one day in advance of the last day you will attend school.
2. Obtain a withdrawal form from the Guidance Office, which you will take to each classroom teacher, study hall teacher, cafeteria supervisor, librarian, and the high school office.
3. At the time that you give the withdrawal form to your teachers for their signature, you will also give them the textbooks or other school property which they have issued to you. If the textbooks, library books, etc., are in satisfactory condition, the teachers will sign the withdrawal form indicating that your record is clear with them. If the student is responsible for the loss of school property, the teacher should indicate to the Principal's office the student's obligation. Student records will not be released until all fees and fines are paid. The teacher will place a grade which represents the average as of that date on this form.
4. The student and the parent should come to the office on the date of withdrawal and complete the Notice of Transfer Form in the Guidance Office.
5. After turning in the withdrawal form, Notice of Transfer Form and cleaning his/her locker of all his/her personal property, the student should report to the Guidance Office for final instructions.

## **HOW TO SURVIVE AT BROOKVILLE HIGH SCHOOL**

### **Personal Appearance Code**

The purpose of the Personal Appearance Code is to provide an atmosphere, which is both conducive to learning and safe for all students. The school setting is a training ground for the world of work, and learning to dress appropriately is a part of the training. The following expectations were developed by a committee of student government representatives, teachers, parents, and an administrator. It is the responsibility of all school employees to address violations and make the necessary referrals to the building principal(s) for appropriate consequences.

1. Hair will be neat, combed, and clean. Hair color should be a color that will not cause a disruption/distraction to the educational process. Students working in areas where the teacher deems long hair dangerous will be required to cover-up or wrap-up the hair.
2. Hats, visors, head gear, or other apparel (bandanas, sweat bands, etc.) worn around the head are not permitted except for a medical or religious reason.
3. Sunglasses will not be worn during the school day unless a physician's note verifies the need to do so.
4. Students cannot wear garments with less than two, three-inch straps, and they cannot wear garments with spaghetti straps, halter tops, or strapless tops. Garments that are see-through, that expose any part of the cleavage, or that expose one's midriff in either front or back while standing or sitting are not acceptable. Sleeveless garments must fit closely under the arm. Bareback clothing, undergarments worn as outer clothing, undergarments visible through clothing, and pajamas will not be permitted.
5. Shorts must be mid-thigh in length. Spandex shorts are not permitted. Clothes that are excessively tight or revealing are not permitted.
6. Skirts must be no shorter than three inches above the knee.
7. Shoes must be worn at all times.
8. Clothing that refers to or promotes any drugs, alcohol, tobacco, weapons, witchcraft, satanic groups, uses profanity, makes sexual references, or displays a sign of disrespect or hatred toward others is not allowed. Clothing that degrades racial, ethnic, sexual orientation, or religious viewpoints are not allowed.
9. Clothing should be worn as the manufacturer intended and inappropriate holes, tears, cutoff sleeves, etc., are not permitted.

- Pants should be worn around the natural waistline. “Sagging” is an example of clothing not being worn as the manufacturer intended.
10. Facial painting is not permitted unless the administration deems it appropriate.
  11. Articles of clothing considered outer wear shall be stored in the students’ locker for the entire school day.
  12. Any article of clothing or accessory deemed a safety hazard or danger will not be permitted (ex: chains, spiked bracelets and chokers, etc.).

## **Violations**

- 1<sup>st</sup> Referral Warning – if possible, a change of clothing will be made.
- 2<sup>nd</sup> Referral - After school detention - parental notification - a change of clothing will be made.
- 3<sup>rd</sup> Referral - Saturday morning detention – parental notification – a change of clothing will be made.
- 4<sup>th</sup> Referral - Assigned to IAPP for two days – parental notification - a change of clothing will be made.

The above regulations are in effect for all school functions sponsored during the regular school hours (7:50 A.M. – 2:35 P.M.). Various school activities and special occasions may warrant an administrative waiver of some part of the aforementioned expectations.

Any student representing the Brookville Local Schools in an extra-curricular program may be required to adhere to a more rigid and specific appearance standard; thus, it would remain the student's choice whether he/she wants to participate under these circumstances. The advisor in conjunction with the school administrators will establish these appearance standards

## **Book Bags**

Book bags will NOT be permitted in the hall during class exchange or taken to a classroom. All book bags are to be stored in the student’s locker during the school day.

## **Electronic Devices**

Personal electronic devices are not to be used during school hours. These items should be stored securely in a students’ locker or vehicle. Students who chose to bring these devices on school property do so at their own risk of loss or theft. Violations will be dealt with according to the student

Code of Conduct. At teacher discretion, these devices may be used for educational purposes within individual classrooms.

## **Dance Guidelines**

Dances, including Homecoming and Prom, are school-sponsored events and students should be reminded that school rules apply. It is the intent of the school and the dance sponsors for the event to be well attended and enjoyed by all. We must not lose sight of the fact that students while in attendance, are under the authority of the Brookville Board of Education and that any violations of the Brookville Student Code of Conduct will result in disciplinary action.

In general, students should expect that the Student Code of Conduct would be enforced. Several points of clarification should be added to ensure that all students have fun and have a clear understanding of school expectations.

Point of Clarification #1 – While the school dress code is designed to protect the academic environment of the school setting, there are still dress expectations at school-sponsored events. In general, clothing must be appropriate and must not be overly revealing. The school official in charge of the event will make the final judgment on the appropriateness of any mode of student dress.

Point of Clarification #2 – While music and dance styles have certainly changed over the years, students should be reminded that school sponsored dances are not clubs or private parties. While the school does not want to restrict the fun that students have while at school sponsored dances, students must be reminded that dancing which is lewd or overtly sexual in nature is inappropriate and will not be tolerated. Front to back contact (grinding) is an example of inappropriate dancing. Students dancing in a manner deemed lewd or inappropriate will be warned on the first offense, removed from the dance floor for the remainder of the song on the second offense and will be removed from the dance altogether on the third offense. The determination of the inappropriate dancing will be at the discretion of the administration and the school official(s) in charge of the dance. The administration reserves the right to impose further school discipline as deemed appropriate.

Point of Clarification #3 – While school rules prohibit public display of affection, dances will allow “couples” to share a bit more affection than

they could otherwise in school. Students should not take things to extremes and remember they are at a school function.

1. Students may be subject to breathalyzer testing per the discretion of the administration.
2. The dance is the responsibility of the clubs sponsoring the dance.
3. Chaperones will consist of a head chaperone and at least four (4) other adults. The head chaperone and a teacher will assist primarily to admit students.
4. Each organization is required to have a minimum of one (1) security officer.
5. Specific rules relating to students are:
  - a. Dances are open only to students enrolled in grades 9, 10, 11, and 12. No other are admitted unless permission has been granted at the office.
  - b. Smoking, drinking, or any other form of misbehavior will not be tolerated and will result in suspension from school.
  - c. Once inside, students are not permitted to go outside and return without prior approval.
  - d. School property is to be handled carefully at all times.
  - e. Cars entering and leaving the school grounds are to be driven carefully and quietly.
  - f. All outside guests must have completed the approved form and turned into the high school office one (1) week prior to the dance. All outside guests must be approved by the administration.

## **18 + Year Old Students and Emancipated**

You are faced with a number of differing decisions than students who are considered minors under the law. You are permitted, not required, to attend until you are 21 years of age, tuition free, if you are a Brookville resident. Your age and legal status are two important points for consideration when we evaluate your presence and behavior. The following are representative guidelines for adult students:

1. The rules and procedures for the normal school operation apply to you.
2. Since you are an adult, your attendance is no longer a legal necessity but instead it is a privilege granted to you by this community and the Board of Education. It is for this reason that you should clearly understand that tardiness, absences, and improper behavior will be handled severely.

3. Repeated violations of the Student Code may result in withdrawal or expulsion.

### **Hall Passes**

All students are to use only their agenda planner for hall passes when needed to make special trips to the office, locker or restroom. Students who deface their planner, lose their planner or fail to bring their planner to class will not be permitted to leave class.

### **Homework**

All students must expect to do school related tasks at numerous times at home and after school hours. Class assignments are made in such a manner that you should spend the necessary time to complete the related work beyond the normal school day.

### **Lost and Found**

When you find an item, please bring it to the office. Similarly, if you have lost an item, check in the office. All items must be claimed by the end of each semester. It is suggested that anything of high value, including large sums of money, should not be brought to school. Your property and possessions are your responsibility.

### **Lunchroom Information**

The Brookville High School Cafeteria breakfast and lunch is available to all students and staff each day. Free and reduced breakfast and lunch are available to all who qualify. Applications are available online through FinalForms. Prepayments on student accounts are recommended. Checks or cash will be placed on the student's account. These funds will act as a debit account. Cashiers will remind students when their funds get low. Fast food take-outs are not permitted to be brought in.

Charging meals is discouraged at the High School level. If charges exceed \$5.00, menu choices will be restricted.

### **Lunchtime Procedures**

Students shall go to lunch and return to classes at their scheduled times. The following rules apply to student usage of the cafeteria:

1. No throwing of food or wrappers.
2. No "horseplay."



3. No cutting in line.
4. No abusive language.
5. All food must be consumed in the cafeteria and remain in the cafeteria at all times.
6. Clean off the table and leave it presentable for the next person.
7. Restrooms will be available in the back hall.
8. Students are not permitted in any other part of the building.

## **Medication Procedure**

It is the policy of the district that all medication be administered at home, but there are times when a student must take medication at school. If a student needs any medication, including over the counter medication (Tylenol, Advil, cough drops, ointments, etc.) the following criteria must be followed:

1. Complete a Medication Administration Form. This form is available from the office. The completed form must be signed by the parent and the doctor.
2. Medication is to be delivered to the office by the parent / guardian.
3. The medication must be in the original container in which it was dispensed or purchased. The container must have the student's name labeled on the bottle.
4. All medication is to be secured in the clinic or main office except inhalers for asthma or EpiPen's for allergic reactions. Those inhalers and EpiPen's may be carried by the student, but a Self-Administration Medication Form must be on file. Students are not permitted to carry any other medications.
5. The student is responsible for going to the clinic or office to take the medication.
6. Medication forms are in effect for one school year or less depending on when the medication form was submitted. Medication forms must be resubmitted every school year.

## **School Nurse**

Any student who becomes ill or injured has the services of the clinic available to him/her. Students who are ill should check into the main office first before being referred to the clinic or being dismissed from school.

## **Vision and Hearing Screening**

Ninth grade students, new students in the district, and students who may have multifactor evaluations/re-evaluations will be screened for vision and hearing as required by the Ohio Department of Health as well as Body Mass index screening. If the students do not pass the screening, parents will be mailed a referral letter of recommendation. Parents and staff members may request additional screenings of students when observations warrant intervention. Eleventh grade students will be screened for hearing and vision.

## **Illness**

Should you become ill during the school day, the following procedures should be followed:

1. Ask your teacher if you may go to the office/clinic.
2. Report to the office/clinic.
3. If the illness persists. A nurse will be contacted to see you.
4. If you need to go home, your parents will be contacted and you will be given an official release from school.

## **Immunizations**

All students are required to have a current immunization record on file. A few students may be exempt if the school receives a written statement from the doctor or parent indicating a medical or philosophical reason for exemption. The school may contact parents of students who do not meet state minimum requirements. Students who do not meet immunization requirements will be excluded from school until the immunizations are in compliance. Twelfth grade students are required to have 2 meningococcal vaccines or 1 dose if it is dated on or after the students 16<sup>th</sup> birthday.

## **Student Aides**

Aide forms can be secured from the main office or study hall instructor. To serve as an aide, the student must have a 2.0 grade point average the preceding grading quarter.

## **Student Rights of Expression**

The school recognizes the right of student(s) to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, with the principal's permission, non-

sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing insignia, and banners; and audio visual and video materials. All items must meet school guidelines.

### **Student Concerns, Suggestions and Grievances**

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, he/she should feel free to offer them. Written suggestions may be presented directly to the Principal.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal.

A student has the right to a hearing if the student believes he/she has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard.

### **Study Hall Guidelines**

It is the responsibility of each student to abide by the following guidelines to ensure an environment that is productive and conducive for studying and homework completion.

1. The room will be quiet and students will not be out of their seats without supervisor's permission (casual / social conversations are not permitted).
2. Students must have work and books with them at each and every study hall or they are expected to be reading.
3. Only one restroom or locker pass will be given to a student per week.
4. Library usage will be two (2) students per study hall and those who have a pass from a teacher.
5. The playing of cards is not permitted.

### **Work Permits**

The law of the State of Ohio requires all minors between the ages of 14 and 18 secure an age and schooling certificate for both part and full-time work. You may pick up your work permit application from the High School Office.

## Vehicle/Passenger Registration

It is a great responsibility to drive a vehicle to school. There is much concern for drivers, passengers and pedestrians in the parking areas and driveways.

1. All vehicles driven to school by students must be registered in the high school office. This form must be signed by the parents or guardian. If you drive more than one vehicle, you are to make out a registration form for each.
2. Once a student has arrived at school the student may not enter the vehicle for the duration of the school day without prior administrative approval.
3. Extreme caution must be taken in the vicinity of the school, particularly where students and buses are present.
4. Students may not go to their car for any reason without administrative permission and escort.

## CODE OF CONDUCT / DISCIPLINE

### Discipline

Not all offenses are listed in this student planner. Each student attending the Brookville Local Schools is responsible for knowing and following all behavioral expectations listed in the Code of Conduct booklet.

Each student needs to cooperate with his fellow students and share the responsibilities and privileges of good citizenship in our school. You will determine the extent of your restrictions for the most part. The rules and standards set forth in this book apply to conduct in the school zone, on school premises, in school vehicles, or involving school property; to conduct away from school premises while in transit to and from school, which directly affects other students of the school; and to conduct at school functions.

### School Zone

Within the school zone there is to be no loitering, littering, alcohol consumption, smoking, or any other infraction of the *Code of Student Conduct*. Students must remain on the sidewalks and/or streets while in transit to and from school. The school zone is Westbrook Road to the north, Terrace Park Blvd. to the east, Bayview Avenue to the south, and Johnsville-Brookville Road to the west.

## **Detentions and Saturday School**

Violations of the Student Code of Conduct or school policy and procedure may result in after school detention (2:45-3:15 pm on Tuesday, or Thursday), or Saturday morning detention (8:00 am-11:30 am – Saturday School).

Accumulation of one un-served after-school detention will result in a Saturday School. An unexcused, un-served Saturday School will be doubled. If the student fails to serve either of the doubled Saturday Schools, the student will be suspended for a period of three (3) days. Only a physician's statement submitted to the office on the ensuing school day will excuse a Saturday Detention Assignment. If the student is excused for an assigned Saturday School, that Saturday School will automatically be reassigned for the next scheduled Saturday.

*Detention rules are:*

1. Students must report at the assigned time.
2. Students must be seated.
3. Students must have work to do and reading material with them.
4. Students may not sit next to each other.
5. Students may not talk to anyone.
6. For permission to do anything, the instructor will recognize a raised hand.

*Saturday School rules are:*

1. Students must be there on time (five-minute grace).
2. Students must be seated.
3. Students must have work to do and reading material with them.
4. Students may not sit next to each other.
5. Students may not talk to anyone.
6. Permission to do anything will be recognized by a raised hand.
7. Students will have a five-minute restroom break at 10:00 A.M.
8. No sleeping

Failure to adhere to any stated expectation will result in the student being dismissed, and referred to the principal's office for additional disciplinary actions. All Saturday morning detentions must be served prior to the start of the next school year. If this does not happen, more severe consequences will be levied.

## **Suspension (In School / Out of School)**

Suspension is the removal from school and school-related activities for a period of one (1) to ten (10) days. Any in or out-of-school suspension will forfeit exam waiver via attendance.

### **Interim Alternative Placement Program –IAPP (In-School)**

1. Students will be removed from the classroom and confined to a specific area. Students will be responsible to complete all assigned work. Sleeping, daydreaming, and constant talking will not be permitted.
2. Students will be limited to the number of referrals to the in-school area. Additional referrals for the same offense will result in an out-of-school suspension.
3. The student will be given full academic credit for the first 34 hours that he/she serves in IAPP. Every day thereafter will cause a twenty-five percent (25%) reduction in credit (34 hours up to 54) (6<sup>th</sup> day - 75% credit; 7<sup>th</sup> day - 50% credit; 8<sup>th</sup> day - 25% credit). After 54 hours, no credit will be given and the student is still expected to comply with all rules.
4. If a student is assigned to IAPP (Interim Alternative Placement Program), he/she is disqualified from any Exam Waiver via attendance.
5. No extra-curricular privileges will be given without administrative approval.

### **Out-of-School**

While serving an out-of-school suspension, students will not be permitted to attend school, school functions, or participate in school related activities. Make up privileges will be granted. Students are disqualified from the Exam Waiver via attendance.

## **BROOKVILLE HIGH SCHOOL CLUBS**

In addition to the variety of competitive team sports offered at Brookville High School, students can choose from several different clubs: ***Art, SADD, Key, Relay for Life, FFA, Modern Language, NHS, Science, and Ecology and several others. Additional clubs may be added based on student interests.*** We welcome and encourage you to participate in one or more student organizations. The successes that you derive from

school will directly relate to how involved you become. Students are responsible for contacting advisors if you are interested in becoming a club member. The advisor of each club or activity that you join will spell out the goals, expectations, and obligations of that respective group. All clubs are listed on the Brookville High School Website under “Student Resources”. **Students holding an office in any club/organization are expected to maintain Short Term Eligibility Standard of 2.0 grade point average.**

## **Extracurricular Clubs and Activities**

If any group travels using school transportation, each student may be charged a transportation fee to cover all transportation expenses as determined by the transportation supervisor.

## **Club Pictures**

Any non-club member that is photographed in a club picture will be charged a \$10.00 fee, and will be responsible for paying the photographer’s fees to retake the club photo. Any student displaying inappropriate behavior/gestures in a photo (i.e. rabbit ears, obscene gestures, etc.) will also be responsible for the above fees for photo retakes.

## **AWARDS**

### **Blue and White Passes**

Students who achieve high levels of academic achievement are recognized in substantial and meaningful ways. A pass system (blue and white) is awarded to students each grading quarter. Each pass is accompanied by a list of privileges that the holder can enjoy for the quarter.

#### **Blue Pass - All A's**

1. Free admission to all high school sponsored events.
2. A number of discounts from area restaurants and businesses are given (the number and percentage of discounts may change from one term to the next).

#### **White Pass - All A'S and B's**

1. One half price on admissions to high school sponsored events.

2. A number of discounts from area restaurants and businesses are given (the number and percentage of discounts may change from one term to the next).

### **Class Activity Award**

**GOAL**-Bring each class closer together and working toward a common objective.

**REWARD**-Each member of the winning class will receive an award at the end of the year.

**PROCEDURE** - Each class will earn points through the following activities.

1. Perfect attendance quarterly - 5 points for each individual with perfect attendance.
2. Attendance rate - quarterly average for the class - 10 points for 90%, 20 points for 93%, 30 points for 94%, 40 points for 95%, 80 points for 96% or better.
3. Number of people on honor roll - 10 points for each person on honor roll each quarter.
4. Number of people on high honors list - 20 points for each person on this list (3.6 or better).
5. Highest percentage of students not referred to the office for behavioral issues (quarterly - 50 points to winning class).
6. Class Activity Night Winner = 50 points.

### **S.O.A.R. Honor Scholars**

S.O.A.R. will provide various awards for students attaining a 3.6 GPA or higher for all four quarters in a school year. Seniors will be recognized at the Senior Awards Assembly while the underclassmen will be recognized in the underclassman awards.

### **Brookville Community Scholarship Foundation (BCSF)**

The organization is comprised of citizens from across our community who believe in higher education. They have dedicated themselves to raising money to be awarded to students pursuing post-secondary goals. Numerous scholarships will be awarded at the annual commencement ceremonies.

### **Various Awards Given to Students**

BTA Scholarships

Blue Blazer Editor Award

Buckeye Boys & Girls State

Greenblat-Warnke Award



|                             |                               |
|-----------------------------|-------------------------------|
| (Junior Athlete boy/girl)   | Optimist Youth Appreciation   |
| Honor Roll                  | Outstanding Junior (boy/girl) |
| PTA Scholarships            | Outstanding Senior (boy/girl) |
| OHSAA Scholar Athlete Award | Varsity B Award               |
| OHSAA Sportsmanship Award   | Vocational Agriculture Award  |

### **Advertising/Promoting Activities/Products**

No announcements or sales of outside activities/products will be permitted without the approval of the principal. The principal must have the opportunity to review the announcement or sales.

## **Graduation Requirements - Detailed Description**

General Graduation Requirements – Students in the classes of 2023 and beyond (those who entered grade 9 on or after July 1, 2019) must meet the new requirements. Ohio graduation requirements consist of three key components:

1. **Course Completion** - Students must satisfy Ohio's requirements and any local requirements. Students will complete the state minimum 20 units, with specific units required in each content area.  
NOTE: Brookville requires 22 units. Brookville requirements are also listed.

### **General Course Requirements – State Minimum**

English language arts – 4 units

Mathematics – 4 units

Science – 3 units

Social studies – 3 units

Health – ½ unit

Physical education – ½ unit

Electives – 5 units

### **Brookville High School Course Requirements in addition to state requirements:**

Fine arts – 1 unit

Personal economics – 1 unit

2. **Competency Demonstration:**

Earn a passing score on Algebra I and English II on Ohio's test

**OR**

**Option 1:** Demonstrate two (2) career focused activities:

**Foundational:** Proficient score on WebXams, a 12 point industry credential, or a pre-apprenticeship or acceptance into an approved apprenticeship program.

**Supporting:** Work based learning, earning the required score on WorkKeys, or earn the OhioMeansJobs Readiness Seal.

**Option 2:** Enlist in the military. Show evidence of a signed contract to enter a branch of the United States armed services after graduation.

**Option 3:** Complete college coursework. Earn credit for one college level math and/or college level English through CCP.

3. **Readiness Demonstration**

Earn at least two (2) of the possible twelve (12) diploma seals. Descriptions of all seals follow:

## **Diploma Seal Requirements**



Military Enlistment - Provide evidence that a student has enlisted in a branch of the U.S. Armed Forces; or Participate in an approved JROTC program.



Technology Seal - 1. Earn a score at least equivalent to proficient on an appropriate AP exam; 2. Earn a final grade equivalent to a "B" or higher in an appropriate class taken through the CCP program; or 3. Complete a course offered through the district or school that meets guidelines developed by the Department.



College-Ready Seal - Earn remediation-free score on the ACT/SAT.



Industry-Recognized Credential Seal - Earn a 12-point approved industry-recognized credential or group of credentials totaling 12 points in a single career field.



Citizenship Seal - 1. Earn a score of proficient or higher on both the American history and American government end-of-course exams; 2. Earn a score equivalent to proficient on an appropriate AP exam; or 3. Earn a final grade equivalent to a "B" or higher in appropriate classes taken through the CCP program.



Ohio Means Jobs-Readiness Seal - Meet the requirements and criteria established for the readiness seal, including demonstration of work-readiness and professional competencies.



State Seal of Biliteracy - Meet the requirements and criteria, including proficiency requirements on assessments in a world language and English.



Science Seal - 1. Earn a score of proficient or higher on the biology end-of-course exam; 2. Earn a score equivalent to proficient on an appropriate AP exam; or 3. Earn a final course grade equivalent to a "B" or higher in an appropriate class taken through the CCP program.



Honors Diploma Seal - Earn one of six Honors Diplomas: 1. Academic; 2. International Baccalaureate; 3. Career-Tech; 4. STEM; 5. Arts; 6. Social Science and Civic Engagement.

### **Diploma Seal Requirements - Locally Defined**



Community Service Seal - Complete a community service project. To earn the Community Service Graduation Seal, student must either:

- **Option 1**: Plan, organize, complete and reflect on a community service project that makes a significant impact on the community and has been **pre-approved** by the principal, or
- **Option 2**: Complete and document a minimum of 60 hours of community service during their time at Brookville. A student who wants the seal will need to complete an application with reflection and submit it to the principal's office.



Student Engagement Seal - Participate in extracurricular activities such as athletics, clubs or student government to a meaningful extent. A student must participate in a minimum of two Brookville High School extra-curricular activities per

year. A student will need to complete an application during senior year and submit to the guidance office.



Fine and Performing Arts Seal - Demonstrate skill in the fine or performing arts. To earn the Fine and Performing Arts Seal, students must earn 3 or more credits in any fine arts academic courses at Brookville High School with a final grade of C or above in each (B or above in band and choir courses). A student who wants the seal will need to complete an application and submit it to the guidance office for verification.

# BELL SCHEDULES

## DAILY SCHEDULE

|              |               |
|--------------|---------------|
| Period 1     | 7:50 – 8:38   |
| <b>HR</b>    | 8:41 – 8:54   |
| Period 2     | 8:57 – 9:45   |
| Period 3     | 9:48 – 10:36  |
| Period 4     | 10:39 – 11:27 |
| Period 5     | 11:32 – 12:20 |
| <b>Lunch</b> | 12:20 – 12:55 |
| Period 6     | 12:55 – 1:43  |
| Period 7     | 1:46 – 2:35   |

## STAR DAY SCHEDULE

|              |               |
|--------------|---------------|
| Period 1     | 7:50 – 8:27   |
| Period 2     | 8:30 – 9:07   |
| Period 3     | 9:10 – 9:47   |
| Period 4     | 9:50 – 10:27  |
| Period 5     | 10:32 – 11:09 |
| Period 6     | 11:12 – 11:49 |
| Period 7     | 11:52 – 12:29 |
| <b>Lunch</b> | 12:29 – 1:00  |

## 2 HOUR DELAY SCHEDULE

|                                 |               |
|---------------------------------|---------------|
| Period 1                        | 9:50 – 10:23  |
| Period 2                        | 10:26 – 10:59 |
| Period 3                        | 11:02 – 11:35 |
| Period 4                        | 11:38 – 12:11 |
| <b>Period 5<br/>&amp; Lunch</b> | 12:16 – 1:23  |
| Period 6                        | 1:26 – 1:59   |
| Period 7                        | 2:02 – 2:35   |

## 2022-2023 CALENDAR

|                       |   |
|-----------------------|---|
| August 17             | First Day of school for Students  |
| September 5           | Labor Day – <i>No School for Students / Staff</i>   |
| September 15          | STAR Day – <i>Early Dismissal 1:00 pm</i>   |
| October 7             | Staff In-Service – <i>No School for Students</i>  |
| October 10            | Columbus Day – <i>No School for Students / Staff</i>  |
| October 21            | End of First Nine Weeks   |
| November 10           | STAR Day – <i>Early Dismissal 1:00 pm</i>   |
| November 23-25        | Parent-Teacher Conference Make-Up / Thanksgiving Break<br><i>No School for Students / Staff</i> |
| December 21           | Staff Christmas Breakfast – <i>2 Hour Delay</i>   |
| December 22-January 2 | Christmas Break – <i>No School for Students / Staff</i>   |
| January 3             | School Resumes  |
| January 6             | End of Second Nine Weeks / First Semester   |
| January 16            | Martin Luther King Day – <i>No School for Students / Staff</i>                                  |
| February 17           | Staff In-Service – <i>No School for Students</i>  |
| February 20           | President’s Day – <i>No School for Students / Staff</i>   |
| March 9               | STAR Day – <i>Early Dismissal 1:00 pm</i>   |
| March 15              | End of Third Nine Weeks   |
| March 31-April 7      | Parent-Teacher Conference Make-Up / Spring Break<br><i>No School for Students / Staff</i>       |
| April 10              | School Resumes  |
| May 11                | STAR Day – <i>Early Dismissal 1:00 pm</i>   |
| May 25                | Last Day for Students   |
| May 27                | Graduation  |

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