

# BELLEFONTAINE HIGH SCHOOL

## STUDENT AGENDA RECEIPT

I, \_\_\_\_\_ have received my hand-book on \_\_\_\_\_.

*student's name* *date*

I understand it is my responsibility to read through the handbook and become familiar with the expectations for my behavior and attendance as well as the academic requirements at Bellefontaine High School. I understand it is my responsibility to make my parents/guardians aware of the contents of this handbook and their responsibilities in sending in absence notes, permission slips, and other necessary paperwork.

\_\_\_\_\_

*student signature* *date*

\_\_\_\_\_

*parent signature* *date*

\*\*Please return this signed receipt to your A/I teacher.



*Have a great school year!*

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# Bellefontaine High School

## Student/Parent Handbook

2024-2025

555 E. Lake Ave.  
Bellefontaine, OH 43311

**Main Office:** (937) 593-0545  
**Central Office:** (937) 593-9060  
**Main Office Fax:** (937) 593-0575  
**Guidance Office Fax:** (937) 593-0548

### **BHS Administration:**

Principal: Mr. Clifton Core  
Associate Principal: Mrs. Lauren Houseman  
Athletic Director: Mr. Matt Comstock

### **Guidance Counselors:**

Ms. Rebecca O'Rielley (A-G)  
Mrs. Shalie Logan (H-M)  
Ms. Paula Shaw (N-Z)

**BELLEFONTAINE HIGH SCHOOL**  
**BELL SCHEDULE**

<b>PERIOD 1</b>	<b>7:20-8:04</b>
<b>A/I - REMAIN IN PERIOD 1</b>	<b>8:04-8:26</b>
<b>PERIOD 2</b>	<b>8:30-9:14</b>
<b>PERIOD 3</b>	<b>9:18-10:02</b>
<b>PERIOD 4</b>	<b>10:06-10:50</b>
<b>PERIOD 5</b>	<b>10:54-11:38</b>
<b>PERIOD 6</b>	<b>11:42-12:26</b>
<b>PERIOD 7</b>	<b>12:30-1:14</b>
<b>PERIOD 8</b>	<b>1:18-2:02</b>
<b>PERIOD 9</b>	<b>2:06-2:50</b>

**CHANGES MAY BE MADE IN THE DAILY TIME SCHEDULE FOR SUCH THINGS  
AS ASSEMBLIES, CALAMITIES, OR OTHER SPECIAL ACTIVITIES.**

**BELLEFONTAINE HIGH SCHOOL**  
**BELL SCHEDULE - TWO HOUR DELAY**

<b>PERIOD 1</b>	<b>9:20-9:53</b>
<b>PERIOD 2</b>	<b>9:57-10:30</b>
<b>PERIOD 3</b>	<b>10:34-11:07</b>
<b>PERIOD 4</b>	<b>11:11-11:44</b>
<b>PERIOD 5</b>	<b>11:48-12:21</b>
<b>PERIOD 6</b>	<b>12:25-12:58</b>
<b>PERIOD 7</b>	<b>1:02-1:35</b>
<b>PERIOD 8</b>	<b>1:39-2:12</b>
<b>PERIOD 9</b>	<b>2:16-2:50</b>

**CHANGES MAY BE MADE IN THE DAILY TIME SCHEDULE FOR SUCH THINGS  
AS ASSEMBLIES, CALAMITIES, OR OTHER SPECIAL ACTIVITIES.**

**BELLEFONTAINE HIGH SCHOOL  
2024-2025 SCHOOL CALENDAR**

<b>AUGUST</b>	<b>29</b>	<b>BHS OPEN HOUSE 4:30-6:00 PM</b>
<b>SEPTEMBER</b>	<b>4</b>	<b>FIRST DAY OF SCHOOL FRESHMAN ONLY</b>
	<b>5</b>	<b>FIRST DAY OF SCHOOL SOPHOMORES-SENIORS</b>
	<b>17</b>	<b>PICTURE DAY</b>
<b>OCTOBER</b>	<b>4</b>	<b>HOMECOMING GAME</b>
	<b>5</b>	<b>HOMECOMING DANCE</b>
	<b>17</b>	<b>PARENT-TEACHER CONFERENCES 4:00-7:30 PM</b>
	<b>18</b>	<b>COEA/NEA DAY - No SCHOOL FOR STUDENTS</b>
	<b>24</b>	<b>PICTURE RETAKES</b>
	<b>31</b>	<b>END OF 1ST GRADING PERIOD</b>
<b>NOVEMBER</b>	<b>5</b>	<b>WAIVER DAY - No SCHOOL FOR STUDENTS</b>
	<b>27-29</b>	<b>No SCHOOL - THANKSGIVING BREAK</b>
<b>DECEMBER</b>	<b>2</b>	<b>WAIVER DAY - No SCHOOL FOR STUDENTS</b>

	<b>23-31</b>	<b>No SCHOOL - WINTER BREAK</b>
<b>JANUARY</b>	<b>1-3</b>	<b>No SCHOOL - WINTER BREAK</b>
	<b>16</b>	<b>END OF THE 2ND GRADING PERIOD</b>
	<b>17</b>	<b>No SCHOOL - TEACHER WORKDAY</b>
	<b>20</b>	<b>No SCHOOL - MLK DAY</b>
<b>FEBRUARY</b>	<b>10</b>	<b>WAIVER DAY - No SCHOOL FOR STUDENTS</b>
	<b>17</b>	<b>No SCHOOL - PRESIDENT'S DAY</b>
<b>MARCH</b>	<b>10</b>	<b>WAIVER DAY - No SCHOOL FOR STUDENTS</b>
	<b>20</b>	<b>PARENT-TEACHER CONFERENCES 4:00-7:30 PM</b>
	<b>28</b>	<b>END OF THE 3RD GRADING PERIOD</b>
	<b>31</b>	<b>No SCHOOL - SPRING BREAK</b>
<b>APRIL</b>	<b>1-4</b>	<b>No SCHOOL - SPRING BREAK</b>

	<b>18</b>	<b>No SCHOOL - GOOD FRIDAY</b>
	<b>21</b>	<b>WAIVER DAY - No SCHOOL FOR STUDENTS</b>
	<b>26</b>	<b>PROM</b>
<b>MAY</b>	<b>12</b>	<b>WAIVER DAY - No SCHOOL FOR STUDENTS</b>
	<b>26</b>	<b>No SCHOOL - MEMORIAL DAY</b>
	<b>28</b>	<b>END OF 4TH GRADING PERIOD</b>
	<b>29</b>	<b>LAST DAY FOR STUDENTS</b>
	<b>30</b>	<b>HS COMMENCEMENT</b>



## CHIEFTAIN PRIDE



On behalf of the Bellefontaine High School Staff, we warmly welcome all students and our families to Bellefontaine High School for 2024-2025. BHS is committed to providing a school experience that encourages all students to become strong citizens through pursuit of academic learning, community engagement, and personal growth. BHS provides an exceptional academic program balanced with quality systems of student support and extracurricular opportunities. We encourage students to use this planner to help organize the school year and plan for success.

Our personal message for all students for 2024-2025 includes the following reminders:

- \* Have grit. Don't be afraid to put yourself out there—try out for a sport, an academic team, or another extracurricular program. All students should consider joining at least one school club. And make sure to maintain your current friendships and develop new, healthy friendships.
- \* Stay focused on learning, stay focused on learning, stay focused on learning.
- \* Be resilient. If you experience a setback, acknowledge it, but move forward knowing that every day is a new day and a new opportunity.
- \* If you need help, reach out to your family members, teachers, counselors, friends, or the principals. High school does not mean you have to do everything on your own. The goal of high school is not to teach you to be dependent or to force you to be independent; it is to help you become interdependent within a community.
- \* Take care of yourself every day by making healthy choices. Remember: You always have the choice to do what is right, and the time to do what is right is always now.
- \* Remember to be kind to yourself, to provide service to others, and to be kind to others.

BHS appreciates student and family involvement. To learn more about our programs, explore the BHS website at <https://hs.bellefontaine.k12.oh.us/> and the Student Website: [http://hs.bellefontaine.k12.oh.us/for\\_students](http://hs.bellefontaine.k12.oh.us/for_students).

We wish everyone a great 2024-2025 school year! It's a great day to be a Chief!

With Chieftain Pride,

*Clifton G. Core*

Mr. Core

*Lauren Houseman*

Mrs. Houseman

Mr. Comstock

**CHIEFTAIN PRIDE  
DO YOUR BEST  
BE YOUR BEST.  
EACH AND EVERY DAY!**



# “Ten Wise Choices That Will Make Your Daily Life Less Stressful and More Successful”:

- Number One:** Choose integrity. Choose to be honest with yourself and with the people around you.
- Number Two:** Choose to do and be your personal best. By giving each new task your best, you will win self-respect and self-esteem.
- Number Three:** Choose a positive attitude. Life is not about what happens to us, but rather about how we REACT to what happens to us. Learn to see the glass as “half full.”
- Number Four:** Choose self-responsibility. Take responsibility for your own thoughts, words, deeds, choices and actions. Take responsibility for achieving your goals. Take responsibility for your own happiness and for noticing your mistakes and learning from them.
- Number Five:** Choose to be committed. Choose to give 100% in everything you do. Never settle for half-hearted effort.
- Number Six:** Choose to live by the “Golden Rule.” Treat others as you wish to be treated. Never compromise your dignity, honor, or respect.
- Number Seven:** Choose to see the beauty in diversity. Be tolerant and understanding of those who are different from you by race, religion, gender, age, economic status or culture.
- Number Eight:** Choose a gratitude attitude. Be grateful for your blessings: food, shelter, clothing, health, education, Country, family, and friends.
- Number Nine:** Choose to serve. Contribute to the world around you by looking for ways to serve family, friends, school, and community.
- Number Ten:** Choose goals wisely. Pursue each goal every day with measurable outcomes that show your progress.
- To Finish:** Get involved and surround yourself with positive people. Your high school experience depends on your CHOICES, so make the most of your opportunities!



## SECTION I: SCHOOL INFORMATION

- A. Accidents and Insurance**—The school is responsible only for immediate first aid. The Board of Education does not pay any medical or hospital bill incurred as a result of an accident to the pupil at school. The parent or guardian is responsible for the payment of such bills. We urge you to avail yourself of the protection afforded through school insurance. You will be given information regarding various insurance plans during the first week of school. In case of an accident, no matter how minor, the student should report that accident to the teacher immediately. In the case of severe accidents or acute illness, emergency care will be given and the parents or guardians will be notified.
- B. Book Bags/Backpacks/Purses**—Book bags, backpacks, and purses may be brought to school, but must be small enough to fit in lockers. Book bags, backpacks, and purses are to remain in the student's locker from 7:20 AM to 2:50 PM to reduce congestion in the halls and classrooms, all bags must be kept in your locker unless needed for a particular class, i.e. gym class.  
Must not contain items which are not allowed in school.  
The Principal/Assistant Principal will decide if parents should be called to bring clothes or clothes may be issued to the student. Any time out of the classroom for dress code violations will be counted as unexcused and the student will be unable to receive credit for missed assignments.
- C. Chromebook**—It is the student's responsibility to bring their Chromebook to school everyday fully charged. Any damage that occurs to the device will be added to the student's fees. Students are to use this device for educational purposes and it should be treated as school property until it is purchased at graduation. All email, web activity and computer usage will be monitored by the district and can be examined at any time. Students who violate the Student Acceptable Use Policy will be subject to the building discipline plan. Students are to return their computer to the technology department if they withdraw/leave the district for any reason. If a student leaves before graduation any and all technology fees that have been paid will be forfeit.
- D. Cafeteria**—The cafeteria uses point of sales computer systems for breakfast and lunch. Students will need to key in their student numbers to purchase the food. Students may use cash to purchase food, but having money on their student account is preferred. Money in a student's account may not be used for vending machines. If a student is unable to pay for a lunch on a certain day, the district allows the student to have a lunch charge limit of two days.
- E. Clinic**—The school clinic is provided as a first aid room for students who are injured or become ill at school. Students are not to stay in the restrooms when sick. They are to report to the office. If a student becomes ill and wishes to go home, the student must report to the office so that the office may contact the student's parent/guardian and secure permission for that student to leave school. No student may leave the building without permission from someone with authority in the office.  
The school shall directly notify the parents of a student, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.
- F. Elevator**—The elevator is limited to handicapped usage. Students temporarily disabled due to injury must obtain office permission to use the elevator. Unauthorized use will result in disciplinary action per the handbook and as deemed appropriate by administration.
- G. Emergency Drills**—Emergency drills are required by state law. Instructions are posted in each room. Drills will be conducted for fire, tornado, & other emergency procedures. Your cooperation is expected and appreciated. Students are to remain quiet and proceed as instructed by faculty.
- H. Free and Reduced Plan**—Free and reduced breakfasts and lunches are available under the National School Lunch Program. Applications are given to students on the first day of school and are to be returned to the BHS Office or the Central Office as soon as possible. If there is a change in the family's financial status during the school year, a student can obtain another application in the main office.

- I. **Guidance Department**-All BHS students are assigned to one of three guidance counselors. The counselor will be listed on your class schedule and grade cards. It is very important that you know who your counselor is. BHS strives to serve all students social, emotional, and academic needs in a timely fashion.
- J. **Hall Passes**-All students are required to complete an E-Hallpass when using the restroom, drinking fountain, and meeting with teachers during classroom periods and A/I.
- K. **Home Instruction**-The Board of Education will provide instruction, as appropriate, for students confined to home in accordance with medical documentation. Students must have been absent or must be expected to be absent for at least 15 consecutive school days to be eligible. Parents must pick up the form from the student's counselor.
- L. **Instructional Materials**- Parents have the right to inspect upon request any instructional material used as a part of the educational curriculum for their student. This would include the opportunity for parents to review textbooks, reading lists, instructional materials, and academic curriculum used in the district.
- M. **Homework**-Homework is considered an important part of the educational process. It can help students to explore new areas, reinforce established concepts, or practice necessary skills. Homework assignments are designed to be relevant and appropriate for the level of the course. All students are expected to complete their homework and be prepared for class each day. Additional help outside of class will be available. The following are suggestions for students on completing homework:
- Ask questions and take responsibility for your learning
  - Record all assignments and due dates
  - Take necessary materials home to complete assignments
  - Manage time for homework that is free from distractions and compatible with family and/or after school activities
  - Complete entire assignments and turn them in on time
  - Submit work that is legible, organized, and correct
  - Do your own work with minimal help from others
  - Take initiative in making up missed work, see your TEACHERS, use A/I time wisely
  - Complete long-term assignments in manageable steps
- N. **Inclement Weather**-In times of poor weather conditions, please listen to 98.3 WPKO, 107.3 the Drive, 106.9 the Bull or 1390 WBLL on the radio. An automated phone calling system and posting on the school website and social media pages is also available for weather-related information. Delays or cancellations will be announced as soon as appropriate decisions are made.
- O. **Lockers**-The lockers belong to the school and are provided for the student's convenience. Students will be assigned a locker by the Assistant Principal. Students are not to change lockers unless they have permission from the Assistant Principal. All lockers are subject to inspection at any time. Any unnecessary damage or defacing of lockers may result in misconduct penalties and/or fine assessment.
- P. **Lunches**- BHS lunches are OPEN only to seniors. Students in grades 9, 10, and 11 are not permitted to leave. All students in grades 9, 10, and 11 must remain in the cafeteria at their assigned lunch time. Each student is responsible for clearing his/her trash from their table when they are finished eating and disposing of it in the proper way.  
**Restaurant food is not to be ordered or delivered during school time.**
- Q. **Senior Lunch Policy**- Students who have earned Senior status and are in their 4th year of high school are permitted to take part in open lunches. These students must sign-out before leaving the cafeteria and then sign-in when re-entering the building. Failure to do so may result in losing this privilege and being issued a tardy to class.
- R. **Medications and Over the Counter Medicines**-Students who must take medication during the school day must have a signed medication form on file in the office. ALL medications require a doctor's signature. This includes **over-the-counter medications** including sinus medications, nasal spray, eye drops, aspirin, cough drops, etc. All medications must be in the original bottle and have the current pharmacy label attached. Parents can request that medication be given outside school

hours or may come to school and personally administer the medication to the child. Medication in the wrong hands can be extremely dangerous. Please follow the process above if this situation pertains to your child/children. Students are unable to carry on their person prescription or over the counter medications throughout the school day. (**Board Policy section 5330**) Tylenol is available after 11:00 a.m. to students if the parent permission portion of the Emergency Medical Form has been completed for consent. (**Board Policy section 5771**)

- S. Modification to the Student Handbook**-As much as possible, this handbook covers most issues of school policy and student conduct.
- However, because future events and circumstances cannot always be seen clearly at the time of print, administration reserves the right to establish new policies as new issues occur, with the primary responsibility of a proper educational environment in mind.
- T. Nondiscrimination in Education - Policy 2260** - Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship, and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.
- The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.
- Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students
- U.. Restrooms**-The restrooms are designed for a specific purpose. They are not lounges and are not to be used for social gatherings. The upstairs restroom is off-limits during the lunch periods except for those in classes upstairs who have signed passes from their teachers to use the restroom.
- V.. Search and Seizure**-School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, with or without the student's consent. Camera surveillance is used in the building and on the grounds at all times. (Board Policy section 5771)
- W. Sign-in/Sign-out Procedures**-Anytime a student enters or leaves BHS, the student must sign-in/sign-out in the office. Failure to follow this procedure may result in disciplinary action. Early dismissals will not be granted unless the student's parent/guardian has provided the student with a note that is presented to the office prior to the start of the school day or in an emergency, calls the school and requests or verifies the dismissal. Students that enter from/leave to Ohio Hi-Point and Work Study must also follow this procedure every day.
- X. Student Drivers and Student Parking**-Driving to school and parking on school property is a privilege provided to students by the Board of Education. **Students driving to school must register all vehicles they may drive to school in the office. Payment of \$5.00 for a parking pass (which must be displayed) is also required.** Failure to register may result in disciplinary action and the student's vehicle being towed after the initial warning.
- Y. Telephones**-Telephones are available in the office for use by students before school, at lunch, and after school. Students using the phone any other time must have a pass and permission from the administration or office staff. Students will not be called out of class to use the telephone and messages from parents/guardians can be delivered to a student throughout the day.
- Z. 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. Visitors are considered to be anyone who is not a student or employee of Bellefontaine City Schools. 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.
- AA. Work Permits**-All students under 18 must have a work permit if they are employed. The forms for the permit may be picked up in the Bellefontaine High School Office or Guidance Office. As per board policy, any student who misses 10 days consecutively or 15 days concurrently per semester may have his/her work permit revoked by the superintendent.

**SOME SPECIAL NOTES:**

1. Our Civil Rights Compliance Officer is Shanel Henry, Director of Instruction, 820 Ludlow Road. If you believe your Civil Rights have been violated, you may call her at 937-593-9060. You may also contact her if you believe your rights under Federal law (Family Education Rights and Privacy Act and Protection of Pupil Rights Amendment) have been violated.
2. Our Title IX Coordinators' are Jason Brown and Matt Comstock, 555 East Lake Avenue, Bellefontaine, OH 43311. If you believe there has been a Title IX violation, you may call 937-593-0545.
3. Parents may review and inspect the educational records maintained by their child. The parent may request amendments if the parent believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights. The school does forward records to other educational institutions and may release directory information upon request unless the parent, in writing, asks that this not be done. Such requests shall be submitted within two (2) weeks of initial enrollment into the BCS district or during the two (2) weeks prior to the first day of school of each school year. Directory information may include student's name, address, telephone listing, date and place of birth, dates of attendance and awards received. Parents also have the right to inspect upon request a survey created by a third party or any instrument used in the collection of personal information from students for the purpose of marketing or selling that information, before the survey or instrument is administered or distributed by the school to its students.

Any parent or student who believes that the School District has failed to comply with the Family Education Rights and Privacy Act ("FERPA") or the Protection of Pupil Rights Amendment ("PPRA"), may file a complaint directly with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520.

4. The Bellefontaine School District ensures employment and equal educational opportunities regardless of race, color, creed, national origin, handicap, or sex in compliance with state directives and federal recommendations. Grievance procedures have been established to cover questions in these areas. These may be obtained in the principal's office.
5. Grade point averages will be calculated by using the final grades in all subjects that the students take in their four years of high school.
6. The Board shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any nonemergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

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

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

## SECTION II: BHS GRADUATION REQUIREMENTS

### A. Minimum Requirements to Graduate

In order to receive a diploma from Bellefontaine High School, students must meet 1) Basic Coursework requirements as well as 2) Readiness and Competency Requirements.

#### 1. REQUIRED COURSEWORK

Subject	Credits Required	Specific Courses/Notes
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 2 full seasons of school sanctioned athletics or Marching Band, may request exemption from the physical education requirement.
Financial Literacy	.5	Courses include Financial Literacy, Economics, Personal Financial Management, or other approved course with required content
Fine Art	1	This can include any Art or Music course as well as Video Broadcast, Video Production and Visual Communications
Electives	5.5	Chosen by Student
Total Credits	22	

#### 2. READINESS AND COMPETENCY REQUIREMENTS per regulations from the State of Ohio.

##### CLASS OF 2023 AND BEYOND

Students entering ninth grade on or after July 1, 2019, will need to “Show Competency” and “Show Readiness” by meeting option one or two below.

OPTION 1: Earn a passing score (684 or higher) on Ohio’s high school Algebra I and English II tests and SHOW READINESS by earning two diploma seals one of which is Ohio-designated (\*see options below).

OPTION 2: If not proficient in Algebra I and English II, prepare and re-take the test at least once and complete the following:

- A. Show readiness by earning two diploma seals one of which is Ohio designated (\*see options below).
- B. Show competency by meeting one of the three options below.
  - 1. Demonstrate two Career-Focused Activities, one of which must be a Foundational Skill:
    - Foundational

- Proficient scores on WebXams

-A 12-point industry credential

- A pre-apprenticeship or acceptance into an approved apprenticeship program

- Supporting

- Work-based learning

- Earn the required score on WorkKeys

- Earn the OhioMeansJobs Readiness Seal

2. Enlist in the Military: Show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation.
3. Complete College Coursework: Earn credit for one college-level math or English course through Ohio's free College Credit Plus program.

#### \*DIPLOMA SEAL OPTIONS AND REQUIREMENTS

\*Where indicated above, students can earn two of the following diploma seals, choosing those that line up with their goals and interests. These seals give students the chance to demonstrate academic, technical and professional skills and knowledge that align to their passions, interests and planned next steps after high school.

At least one of the two must be Ohio-designated (OH):

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

#### B. Additional Notes for Graduation Requirements

1. NO student can go through Commencement exercises unless the student has met all of the requirements for graduation.
2. To be eligible for Valedictorian or Salutatorian and Top 10 recognition, students must have attended BHS full time for a minimum of three (3) consecutive semesters.
3. In addition to the above, all fees owed by students must be paid before the student will be **able to receive their diploma**.

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

Subject	Credits	Criteria
English	4	
Mathematics	4	Algebra 1, Geometry, Algebra 2, and another higher level course
Science	4	Must include two advanced laboratory sciences meeting state standards.
Social Studies	4	
Foreign Language	3	3 of the same language or 2 of one and 2 of another language
Fine Arts	1	
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

D. **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:

Subject	Credits	Criteria
English	4	English 1, 2, 3, & 4
Math level	4	Algebra 1, Geometry, Algebra 2, and another higher math course
Science	4	Must include two advance Laboratory Sciences meeting state standards
Social Studies	4	
Career-Technical credential	4	Program must lead to an industry recognized apprenticeship or be part of an articulated career pathway
GPA		Minimum of 3.5 on a 4.0 grading scale
ACT/SAT Results		Minimum ACT Composite Score of 27 or Minimum SAT combined critical Reading and Math Score of 1280, work keys 6 reading and 6 math.
Additional Assessment		Achieve proficiency benchmark established for appropriate Ohio Career-Technical Competency Assessment or equivalent.
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 students field experience or a topic related to the students area of focus, meeting state standards.

E. **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



<b>Subject</b>	<b>Credits</b>	<b>Criteria</b>
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 language	3	3 of the same language or 2 of one and 2 of another
Fine Arts	1	
Electives	2	with a focus in STEM 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.

**F. 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 courses.
Science state	3	Must include one advanced Laboratory sciences meeting Standards.
Social Studies	3	
Foreign Language language	3	3 of the same language or 2 of one and 2 of another
Fine Arts	4	
Electives	2	with a focus in Art courses
GPA		Minimum 3.5 On a 40 scale
ACT/SAT Requirement critical		Minimum ACT Composite of 27 or 1280 SAT combined 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.

**G. 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 other	4	Algebra I, Geometry, Algebra II (or equivalent), and one higher level course.
Science	3	Must include one advanced Laboratory sciences meeting state Standards.
Social Studies	5	
Foreign Language language	3	3 of the same language or 2 of one and 2 of another
Fine Arts	1	
Electives	3	with a focus in social sciences and/or civics
GPA		Minimum 3.5 on a 4.0 scale
ACT/SAT Requirement critical		Minimum ACT Composite of 27 or 1280 SAT combined 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.

## SECTION III: BHS ACADEMIC EXPECTATIONS

**A. Academic Assistance**-There is a program built into the regular school day to assist students with academic difficulties. This program is called A&I.

1. **A&I**- This scheduled part of the school day, from 8:05-8:33 AM, is an opportunity for extra academic help and a time for our clubs/organizations to meet.
  - a. If a student is issued an E-Hallpass by a teacher, it is mandatory for the student to attend on the assigned day.
  - b. If a student is issued multiple E-Hallpasses for a certain day, it is the student's responsibility to work out the arrangements with the teachers.
  - c. If a student is issued a teacher E-Hallpass and the student has a Club/Activity Meeting, the student is required to attend the teacher assigned A&I.
  - d. If a student does not have a teacher issued E-Hallpass to attend an A&I, but would like to get additional help, the student needs to request an E-Hallpass from the teacher.

### **B. Credit Requirements for Grade Promotion**

9th Grade/Freshman-A student needs to be promoted from the 8th Grade.

10th Grade/Sophomore-A student needs to earn 6 credits.

11th Grade/Junior-A student needs to earn 13 credits.

12th Grade/Senior-A student needs to earn 19 credits.

**C. FinalForms**-This online program is used for registration and communication. There is a link on the district webpage to access this site. A login is needed to access the students' information, which can be retrieved from the BHS secretaries.

**D. Progress Book**-This online program allows students and parent(s)/guardian(s) to access grades throughout the school year to check academic progress as well as homework assignments and class notes. There is a link on the district webpage to access this site. A login is needed to access the students' information, which can be retrieved from the BHS secretaries.

**E. Grading and Class Rank**-There are four (4) grading periods during the school year. Courses that end at the semester will have two (2) grading periods.

1. Grade Point Average (GPA) is computed by dividing the total number of credits attempted into the total number of points (final averages) earned.
2. Those courses taken pass/fail are not included in the GPA.
3. Class Rank and GPA are updated at the end of each semester.
4. Final grades for semester courses are calculated by averaging the GPA equivalent of the two grading periods.
5. Grades are weighted for students taking Advanced Placement (AP) and College Credit Plus (CCP) classes. For each course successfully completed, students will have an additional 0.03125 added to their cumulative Grade Point Average.

### **F. Grading Scale**

Letter Grade	Grade Weight	Percentage
A	4.0	94-100
A-	3.7	90-93
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	00-59

**G. 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 coursework: testing out, independent study, demonstrating mastery and other options such as internships & educational travel. Credit Flex guidelines and applications are available in the guidance office.

**H. College Credit Plus (CCP)**-The State of Ohio has developed a 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 carnage 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 no later than April 1 the preceding academic year.
- b. The student must notify his/her guidance counselor in writing that the student intends to participate in the College Credit Plus program no later than April 1 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 Accuplacer tests.
- e. Students who fail or withdraw from a course may be responsible to reimburse the district for their incurred costs.

**3. Underperforming Students:**

- Students who have a cumulative GPA lower than 2.0 on college credit courses or who withdraw from or receive no credit for two or more courses in the same term will be defined as an "underperforming student" in the College Credit Plus program.
- Underperforming students will be placed in CCP probation. Students on CCP probation will only be able to enroll in one college course the next term or may not enroll in the same subject in which they earned a grade of D, F or no credit.

- Students on CCP probation who successfully completes one course the next semester and their cumulative GPA raises to a 2.0 or higher, the student is removed from CCP probation and may participate in the program without restrictions.
- Underperforming students must raise their cumulative GPA to a 2.0 or higher within two college terms or the student will be placed on CCP dismissal. Once a student is dismissed for the CCP program, the student may not enroll in college courses for the following term. Following one term of dismissal, students may request to the district superintendent permission to participate in the program. The district will decide if the student can participate with or without restrictions.
- Note the CCP probation and CCP dismissal policy does not alter, supersede, or affect any college policy or procedure on academic probation or dismissal through the college. Students wishing to appeal the college's policy must do so by following the college's procedure.

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 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 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- Writing)
- Intro to Lit-ccp (English-Literature)
- English II-ccp (English- Writing)
- American Lit-ccp (English- Literature)
- College Algebra-ccp
- Pre-Calculus- ccp
- Fundamentals of Biology-ccp
- Architecture 1- ccp (Civil Engineering and Arch)
- CAD ccp (Intro to Engineering Design)
- Cont. American Business/Marketing Management-ccp (Marketing I)
- Promotion & IMC Strategies/Principles of Management-ccp (Marketing II)
- Spanish I-ccp (Spanish 3)
- Spanish II-ccp (Spanish 4)

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 7th through 12th graders in February. An evening program will also be held to explain the options and individual conferences will be held with interested families.

l. **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 \$98 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 the College Board.
- b. The student must pay the exam fee prior to October 31st . 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
- Chemistry
- Physics
- Calculus
- French Language
- Spanish Language
- Capstone Seminar
- Capstone Research

**Computer Science Principles is not a designated AP courses; however, students can elect to take the AP Exam at the end of the course by requesting to do so with their teacher.**

J. **Chieftain PBIS Program -**

In order to promote positive behavior, BHS is developing and implementing the Chieftain PBIS Program. Positive Behavior Intervention System. Staff and students are encouraged to be Chieftain Leaders. District and building expectations are for students to BE SAFE, BE RESPECTFUL, BE A LEARNER, and BE A CHIEFTAIN.. Teachers are encouraged to complete Chieftain Leader Award referrals to recognize positive student behaviors.

Policy 5630.01 - The Board of Education is committed to implementation of Positive Behavior Intervention and Supports (PBIS) framework on a District-wide basis and the establishment of a school environment focused on the care, safety, and welfare of all students and staff members. Staff are directed to work to prevent the use of physical restraint and/or seclusion. The PBIS framework shall serve as the foundation for the creation of a learning environment that promotes the use of evidence-based academic and behavioral practices aimed at enhancing academic, social and behavioral outcomes for all students. An emphasis shall be placed on promoting positive interventions and solutions to potential crises. If a student's behavior, however, presents a threat of immediate physical harm to the student or others, staff may, as a last resort (i.e., there is no other safe and effective intervention available) and in accordance with the terms of this policy, use approved physical restraint or seclusion to maintain a safe environment.

All physical restraint and seclusion shall only be done in accordance with this policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training in methods of PBIS and the use of physical restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Absent an emergency, only school staff who are trained in permissible seclusion and physical restraint measures shall use such techniques.

Every use of restraint and seclusion shall be documented and reported in accordance with this policy.

**K. Yearly Academic Awards**- In order to earn these awards, a 3.00 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.

- a.** 1st year award - Academic Letter B
- b.** 2nd year award - Academic Pin
- c.** 3rd year award – Chieftain Head Pin

## SECTION IV: BHS ATTENDANCE POLICY

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. Notification is required the morning of each absence to inform the school that the student will not be attending that day. Should proper notification not be received, the school will notify the parent or guardian of the student's absence within 120 minutes of the start of the school 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. A maximum of 10 parent notes for each student will be accepted. Days will be considered truant thereafter without a medical note. An absence may be changed to excused when a note is received within 24 hours for one of the following legitimate reasons:

- Personal illness (a written physician's statement verifying the illness may be required)
- Illness in the family necessitating the presence of the child
- Quarantine of the home
- Death in the family
- Observation or celebration of a bona fide religious holiday
- Such good cause as may be acceptable to the Superintendent

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) consecutive hours, forty-two hours (42) in one school month, or seventy-two hours (72) per school year. When a student is excessively absent and accumulates thirty-eight (38) or more hours per month, or sixty-five (65) or more hours per school year, with or without a legitimate excuse, we are required to involve parents with the hope for improvement. Notification and communication may be in the form of a letter, phone call, or a scheduled absence intervention team meeting.

In order to address the attendance practices of a student who is habitually truant, Bellefontaine City Schools will take the following intervention actions:

- Provide counseling to the student
- Require the parent/guardian to attend an Attendance Intervention Team meeting where an Attendance Intervention Plan will be created
- May contact Logan County Children's Services
- Take appropriate legal action if attendance does not improve within 60 calendar days

**A. Absence Policy**-Students are permitted 72 hours of Truant/Unexcused Absences prior to their absences being considered habitually truant. It is extremely important that students and parents realize and understand that the 72 hours of Truant/Unexcused Absences per school year built into this attendance policy are not to be considered as approved days to miss classes. These hours 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 72 hours of Truant/Unexcused Absences per school year. Proper documentation is required for all excused absences.

**B. Absences and After School Activities**-In order to participate in after school-related activities, a student needs to have been in the school for a minimum of three and a half hours (3 1/2) that school day. A student who arrives at school after 11:00 am will not be eligible to participate in any after school-related activities that day unless the student provides an appropriate note that qualifies as an Excused Absence or an emergency situation that has been cleared by an administrator. Any student who has an early dismissal prior to 11:00 and does not return to school or who leaves school after 11:00 without an early dismissal approved by an administrator will not be eligible to participate in any after school-related activities that day. Any student who is absent due to an emergency or set of circumstances beyond control may appeal to the approving authority for permission to participate in after school-related activities that day.

Any student who arrives after the first period/block has begun and fails to sign-in may be counted as absent for the entire day. This student will not be able to participate in after school-related activities that day, and/or may receive discipline for not following sign-in procedure.



**C. Categories of 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.
  - 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 - parents are permitted ten (10) parent notes per school year with a parent call-in. Medical notes from a physician will also be accepted and do not count toward the ten (10) parent notes.
  - f. Illness in the family necessitating the presence of the child.
  - g. Observation or celebration of a bona fide religious holiday
  - h. The school nurse may also send a student home EXCUSED, twice a semester.
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**- A medically excused absence occurs any time a student is out of school due to illness or medical visit (physician, dentist, mental health, etc.). Medical excuses will be accepted in the form of doctor's note within five school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit. A student may have up to **ten (10) medically excused absences without a doctor's note**, but with a parent call-in. Medical excused absences will be accepted through this process for students participating both in-person and remotely.
5. **Truant**- 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. 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.

**D. Habitual Absence Policy**- The statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school. House Bill 410, the "Truancy Bill", prescribes punishments for both students and parents when a student is deemed a "habitually" truant by the courts. Habitual truancy is defined as any truant absence for 30 or more consecutive hours, 42 hours in a thirty (30) day period, or 72 or more hours in a school year." A school day has been defined as 5.5 hours.

If a student falls into the "habitual" truancy category, Bellefontaine High School will convene a mandatory Attendance Intervention Team meeting with the parents and student. Failure to attend such a meeting and to comply with guidelines established will result in truancy charges being filed with the Logan County Juvenile Court.

- E. Excessive Absences Result in Credit Withheld**- If a student accumulates in excess of 72 hours Truant/Unexcused absences in a school year, the credit earned will be withheld. A student who exceeds 72 hours of Truant/Unexcused absences for the school year will be given the opportunity to serve extended school days in order to make up any excessive hours of Truant/Unexcused hours.

The student may also complete a pre approved community service project in place of completing make up hours. In order to complete the community service, the student needs to first bring BHS Administration documentation from the company/agency of the type of community service that will be completed and the anticipated dates and hours the student is going to work. Then the BHS Administration will either approve or deny the proposed community service project. At the completion of the approved hours of service, the company/agency will need to once again document and verify the hours served in a letter the student will give the BHS Administration.

Hours logged for doing community service work for neighbors or family members will NOT be accepted. If the student chooses not to make-up this time prior to the end of the semester, a CW will be entered as the grade of record. The student will then have an additional two weeks to serve the "seat time" or the C/W will be changed to an "F" for the course.

Students may sign up for After-School Detentions in the office to make up Truant/Unexcused hours beyond 72 hours. Credit will be withheld until your child has made up the required hours.

After-School Detentions will be available every Tuesday and Thursday from 3:00-4:00 PM in the Bellefontaine High School Cafeteria.

- F. Excessive Tardiness**-Students are expected to be on time for school and for all classes. A student is tardy to school when the student arrives after the beginning of first period, 7:20 am, but before 8:45 am. If a student arrives at school after 9:00 am, it will be counted as a one-half day (1/2) absence and the student must report to the office to sign-in. If a student is not in their required class prior to the start of the period, the student will receive a tardy. Tardiness to school and class are tracked separately. BHS administration allows students to accumulate 3 tardies in each category each semester prior to discipline being issued. The following procedure will be followed separately in respect to tardiness to school and class:

First through Third Tardy - Warnings-No Punishment

Fourth Tardy - 1 1-Hour After School Detention and meeting with parent(s)

Fifth Tardy - 2 1-Hour After School Detention and/or possible revoking of driving privileges

Sixth Tardy - 1 Day of ISS/Court Notification

Seventh Tardy - 2 Days of ISS

Eighth and each Additional Tardy - 3 Days of ISS

- G. Make-Up Work**-The student is responsible for making arrangements with his/her teachers for make-up work due to absence from school. All categories of absences have make-up privileges. The student shall see the teacher(s) the first day the student returns from an absence. The student then has the number of days the student was absent plus one to complete all the missed work. Make-up work not turned in within this time period may not be accepted and the student may receive a zero for the assignment(s). 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.

- H. Parent to School Notification of a Student Absence**-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.

1. **Contact School** -We ask that a parent/guardian call the BHS Office, (937) 593-0545, prior to 9:00 am to notify the school of the known student absence. You are able to call at other times to either speak with the secretary or call when school is not in session to leave a message on our answering machine. A parent can contact the BHS Office concerning a student absence by sending an e-mail, preferably prior to 9:00 am on the day of absence, stating the student's absence. The e-mail needs to be sent to one of the following two people concerning the absence:

- a. Mrs. St.Clair, BHS Attendance Secretary- stclair.patricia@bcs-k12.org
- b. Mrs. Houseman, Associate Principal- \_\_\_\_\_

In the subject line of the e-mail, provide the students' full name and then the word "absent" after it.

In your notification, you will need to provide the following information:

1. Your relationship to the student that was absent from school.
2. The student's name and grade that was absent from school.
3. The date(s) the student was absent from school.
4. Why was the student absent from school?

2. **Parent/Guardian Note- A note must turn into the BHS Office, by the student, upon return from the parent/guardian within 24 hours.** If a note is not received within 24 hours the absent student will be categorized as truant from school for the number of days the student was absent.

If BHS does not receive parent/guardian notification of a students' absence prior to 9:00 am, an automated phone call will be placed from the school notifying the parent/guardian of the students' absence.

- I. **School to Parent Notification of Student Absences**-BHS is required to notify a student's parent(s)/guardian(s) when a student is absent from school. This notification may be in the form of a phone call, post card, or letter.

1. If BHS does not receive notification prior to 9:00 am of an absence, an automated phone call will be placed to the parent(s)/guardian(s) to notify them of the absence.
2. If BHS does not receive notification of the students' absence prior to 9:00 am on the school day following the absence, a postcard will be mailed to the parent(s)/guardian(s) to notify them of the absence.
3. When a student has accumulated four (4), six (6), and eight (8) TRUANT/EXCUSED ABSENCES, a letter will be mailed to the parent(s)/guardian(s) to notify them of the absence.

- J. **Tardy to School.** Half Day and Full Day Absences-If a student arrives at school after the start of first period, 8:00 am, but prior to 9:00 am, he or she will be marked tardy to school. Any student arriving at school after 9:00 but prior to 11:30 a.m. will be marked as a half day morning absence. If a student arrives at school after 11:30, the student will be marked as a full day absence. A student who has attended school prior to 11:00 and leaves school after 11:31 and prior to 2:25 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 of three and a half hours (3 ½).

## **SECTION V: BELLEFONTAINE HIGH SCHOOL STUDENT DISCIPLINE CODE**

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 together toward accepted goals. The administration reserves the right to review, assess and revise these guidelines at any time.

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 a disciplinary action taken against them in order to modify their behavior. The items in this Code are applicable to all students when under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Board of Education or property owned, rented, or maintained by another party as stated in Ohio Revised Code 3313.66. Misconduct by a pupil, regardless of where it occurs, which is directed at a district official or employee or the property of such official or employee is also covered under the conduct code. Disciplinary action will be based on the type of misbehavior in which the student engages. The BHS Administration may file unruly charges in the Juvenile Court at any point in the major or minor misconduct system.

Students shall not violate the policies of the Board, school administrative guidelines, or classroom procedures. Such policies, procedures, and guidelines will be posted and/or incorporated in student handbooks. The administration has the responsibility to ensure a climate conducive to learning on a daily basis.

This Code shall also be inclusive for the right to exercise authority and for personal and property protection of any person employed by the Bellefontaine City School District or its guests.

**A. Forms of Discipline at BHS-**Violations by a student to any section(s) of the Student Code of Conduct may result in the following disciplinary action(s):

1. **Verbal Warning-** A student receives a verbal warning/reprimand from school personnel concerning an unwanted behavior performed by the student.
2. **Parent/Guardian Notification-** A student's actions at school or school related activity are severe enough for a parent/guardian to be made aware of the action by school personnel.
3. **Detentions-** Should after school detention be assigned, twenty-four-hour notice will be given. It will be the student's responsibility to notify their parent/guardian and boss. Students may not be excused from detention for athletics, extracurricular activities, or work. The following are the three types of detentions issued by BHS:
  - a. **Teacher-Issued Detention-**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.
  - b. **Lunch Detention** - Teachers and administrators may issue 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 lunch period.
  - c. **One-Hour After-School Detention-**This form of detention for an unwanted student action will be from 3:00-4:00 pm on Tuesdays and Thursdays.
4. **In-School Suspension (ISS)-**This form of discipline is when a student is confined to a classroom and unable to socialize with his/her peers. The student's regular classroom teachers provide the ISS monitor with the assignments for the day to be completed while in this classroom.

5. **Out-of-School Suspension**-This form of discipline is when a student is unable to come onto school property for a certain period of time. During the Out-of-School Suspension, the student's actions and health are the responsibility of the parent/guardian. An Out-of-School Suspension starts at 12:00 am on the first assigned day and is completed at 11:59 pm on the final assigned day. **A student is UNABLE to attend ANY school activity during this time and will be subject to the Athletic Code of Conduct and Policies. Students are permitted to complete and submit school work during an OSS suspension.**

The student or his/her parent(s)/guardian(s) may appeal this form of discipline to the Board of Education's designee. The request for an appeal shall be made within two (2) school days of the discipline being issued.

6. **Emergency Removal**- This is issued when BHS Administration believes it is in the best interest for the school environment to remove a student from the building immediately. This action may precede additional forms of discipline.
7. **Expulsion**-This form of discipline is the most severe action a school district can take upon a student. This is when the Superintendent, or designee, removes a student from public education in the state of Ohio for a certain number of school days based on a single or accumulation of violations to the Student Code of Conduct.
8. **Police Notification**-The Bellefontaine Police Department may be notified by the BHS Administration to come in to take statements or remove a student from the building for an action violating the law.
9. **Referral to Logan County Juvenile Court**-BHS has the right to file unruly/truancy charges on any student under the age of 18 for actions violating the Student Code of Conduct or Attendance Policies.
- B. **Student Code of Conduct**-A violation of any of the following rules shall result in disciplinary action administered by the BHS Administration. **It shall be at the discretion of BHS administration as to what type of discipline is administered from the categories above.** Discipline will be on a progressive scale but BHS Administration has the right to assign discipline based on the infraction. These policies encompass all property owned by BCSD including locations of school sponsored trips/activities. Bellefontaine High School and Ohio Hi-Point Career Center honor the suspensions/expulsions assigned by one another. The following is a list of misconduct violations:

**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 of falsification by using the idea(s) of another person as your own. Along with possible disciplinary action, the assignment may result in a zero or request to be redone.
18. **Withholding Information**-A student does not completely tell the information being asked and holds back some details.
19. **Door Security Anchors**- Anchors have been installed on each classroom door to prevent violent intruders from entering the room. Any student who uses without permission or vandalizes this equipment may result in ISS, alternative school or OSS disciplinary action.

**Violent Conduct:**

20. **Dangerous weapons/guns 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. This includes any school event or extension of property.
21. **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:
- a. 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;
  - b. Threatening to commit any offense of violence;
  - c. Committing any offense, with reckless disregard of the likelihood that its commission will cause serious public inconvenience or alarm.
22. **Physical Altercations toward BCS District Personnel or visitors-** Attempting to apply or applying force to a school staff member or visitor is prohibited.
23. **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. **ISS, Alternative School, out of school suspension and/or filing charges may be used as consequences for this offense.**
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 (including THC vaporizers) is prohibited.
- If a student is believed by Bellefontaine City School 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 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**
- a. 10-day Out of School Suspension
  - b. Upon return to school, the student **MUST** attend ongoing counseling as recommended by a mental health agency.
  - c. These penalties may be reduced if the student/family agrees to have a professional evaluation and follow the recommendations given.

**B. Second Offense**

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

**C. Third Offense**

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

**28. Tobacco and Vape 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, look alike smokeless products, 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:

- a. **First Offense**-3-5 Days in In-School Suspension
  - These penalties may be reduced if the students completes an educational project on tobacco and/or vaping
- b. **Second Offense**-3-5 Out-of-School Suspension
  - These penalties may be reduced if the student/family agrees to have a professional evaluation and follow the recommendations given.
- c. **Third Offense**-6-10 Days of Out of School Suspension
- d. **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.

**29. 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 differently due to his or her gender. It is behavior or words that:

- a. are directed at a person because of his/her gender.
- b. are uninvited, unwarranted, or unwelcomed.
- c. cause a person to feel uncomfortable or offended.
- d. create an environment that makes learning difficult.
- e. 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:

- a. **First Offense**-2 Days in In-School Suspension
- b. **Second Offense**-2-5 Days Out-of-School Suspension
- c. **Third Offense**-6-10 Days of Out-of-School Suspension with possible recommendation for expulsion
- d. **Fourth Offense**-10 Days of Out-of-School Suspension 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.**

**30. Personal Electronic Devices-**

The school assumes no responsibility for a student's personal electronic devices, including but not limited to: cellular phones, smart watches, iPods, headphones/earbuds, radios, video games. The use of cell phones and smart watches is restricted. Students may use the office telephone with permission before school, during lunch, and after school. Cell phones and smart watch communications are not to be used during school hours (7:20 am-2:50 pm). These items are to be turned off and in lockers.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office with permission of the principal.

Students violating this policy will have the phone or smart watch confiscated. Additional offenses will result in more serious consequences.

- a. **First offense** - Device confiscated by staff and turned in to the office. Students may pick up the item at the end of the day.
- a. **Second offense** - Device confiscated by staff and turned in to the office. Students will be issued a detention and parents can pick up the time at the end of the day.
- b. **Third offense** - Device confiscated by staff and turned in to the office. Students will be issued In-School Suspension and parents can pick up the item at the end of the day.
- c. **Fourth offense** - Device confiscated by staff and turned in to the office. Students will be issued In-School Suspension and parents can pick up the item at the end of the day. A parent meeting will take place, along with student's phone/electronic privileges being suspended for 30 school days.

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

**30. Computer/Internet Usage**-Students utilizing District provided Internet access must be supervised by the Bellefontaine City School District's professional staff and follow usage agreement. Students utilizing school provided Internet access are responsible for good behavior online just as they are in a classroom or other areas of the school. The same general rule of behavior and communication apply. District computers are for educational use only. The following uses of school provided computers are not permitted:

- a. to access, possess, download/upload or distribute anything harmful to minors according to Board Policy 7540.03.

- b. to vandalize, damage or reconfigure District computers
- c. to access another individual's materials or files (no hacking)
- d. to install or delete any software on District computers.

In accordance with Board Policy section 7540.03, students and parents are held liable under the Ohio Revised Code for the deliberate damage to school property.

The following are the discipline actions to be administered if the above policy is violated: - tech

- a. **First Offense**- 2 Days of ISS and computer privileges limited/revoked upon return.
- b. **Second Offense**-1-3 Days of Out of School Suspension with possible recommendation for expulsion.
- c. **Third Offense**-3-5 Days of Out of School Suspension with possible recommendation for expulsion.

31. **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, the student may have this privilege revoked for a certain number of days. Additional discipline may be administered beyond the denial of transportation privileges.

- a. **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.
- b. **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. All cars must display a valid parking tag. This policy is for the protection of students and their automobiles. **Students must purchase and display a parking permit.**

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 is a list of items that are prohibited in a student vehicle that is on school property, but is not limited to: alcohol, tobacco, weapons, lighters, knives, guns, etc.

32. **DRESS CODE**- Bellefontaine High School is dedicated to creating a respectful environment that promotes an atmosphere conducive to learning and teaching. Proper attire fosters positive behavior and proper demeanor. Therefore, the following dress expectations will be enforced:

- A. Clothing and accessories should not:
  - a. Be distracting or disruptive
  - b. Present danger to the student's health or safety
  - c. Reference or promote the use of alcohol, controlled substances, tobacco or drug
  - d. Disrespect or discriminate against ethnic, cultural, gender, sexual or religious differences. Be vulgar, suggestive or offensive.
- B. The following are not appropriate for the school setting:
  - a. Any top which does not appropriately cover the upper torso
  - b. Bare midriffs (no skin shall be visible between the blouse or shirt and the item covering the lower body)
  - c. Extremely short skirts or shorts
  - d. Exposed undergarments (bra straps, boxer shorts, etc.)
- C. Except as may be necessitated by medical, physical, or established religious reasons, hats and head coverings are not to be worn inside the school buildings during school days.
- D. Shoes must be worn at all times in the classrooms and hallways.
  - **The Principal/Associate Principal will decide if parents should be called to bring clothes.**

34. **BHS Behavior Expectations/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.

**Age Requirement**-Students need to be enrolled in at least the 9th Grade and are no more than one (1) school year past graduation.

**Guest Requirements**-Current BHS students may bring one (1) guest to 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.

**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.

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.

Traditionally formal dresses or gowns may be strapless or feature spaghetti straps. Bare or open backs are acceptable. 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.

35. **Restricted Areas**-The following list are areas where students are not to be. Discipline may be administered if students are in these locations:

- A. The custodian's area (boiler room). Students are not to enter or exit from the door in the boiler room.
- B. The area under the stadium where the buses are parked during school hours.
- C. The outside of the building, including the parking lot, except the usual hours before school, at noon, and after school.
- D. During the mornings prior to school, 7:30, students are to report to the Cafeteria. All areas of the building are off limits as well as tennis courts, stadium and park.
  - a. all of the upstairs area (except for students having classes there).
  - b. The academic wings.
  - c. The backstage area except for those involved with music, drama, etc.
  - d. Entrance and exit through the doors by the shop area except for emergency drills, and maintenance of the shop vacuum by those in the shop under the direct supervision of a teacher.
  - e. The kitchen except for those students who are employed there.
- E. During the lunch hour:
  - a. Students may use the passage from the boys' locker room to the weight room.
  - b. Any room or area not under the direct supervision of a teacher.
  - c. Elevator, unless authorized by clinic or administration.
  - d. Blue Jacket Park is off limits during the school day.

36. **Use of Artificial Intelligence**

- A. "Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.
- B. AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.
- C. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.

- D. Students may use AI as authorized in their Individualized Education Program (IEP).
- E. Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.
- F. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

37. Any other actions unbecoming a student or violating the School Board Student Conduct policies.

## **SECTION VI: STUDENT ATHLETICS AND SPECTATORS**

Athletics are another way students are able to demonstrate a talent outside of the academic environment. Any BHS student that has chosen to be a student athlete is held to higher expectations than the regular student. These expectations encompass higher academic requirements of sportsmanship and behavior. The Bellefontaine Athletic Code, obtainable from the school website or the Athletic Department, outlines more specifically the athletic policies, procedures, and expectations, which are above and beyond the regular Student Code of Conduct.

**A. Athletics Offered at Bellefontaine High School**-BHS students are given the opportunity to participate in the following athletics:

1. **Fall Season**: Cheerleading, Football, Men's/Women's Cross Country, Men's/Women's Golf, Men's/Women's Soccer, Womens Volleyball and Women's Tennis
2. **Winter Season**: Cheerleading, Men's/Women's Basketball, Men's/Women's Bowling, Men's/Women's Swimming and Mens/Womens Wrestling
3. **Spring Season**: Baseball, Men's/Women's Track and Field, Men's Tennis, Softball

**B. Athletic Eligibility**-In order for a student to be academically eligible to play sports they must:

1. Pass five full credit classes from the previous grading period and have earned a grade point average of 1.5 or better.
2. Academic Eligibility for student athletics in a program that does not have corresponding grading periods to BHS (OHP, VLA, Post-Secondary Options), will be determined based on the grades at the time of the complete BHS grading periods.
3. Post-Secondary options students must provide official documentation from the University to the Athletic Director.

\*Issues which may prohibit a student's participation will be determined by the athletic code, student agenda and/or Administration.

**C. Sportsmanship**-Ohio High School Athletic Agency defines Sportsmanship through their "Respect the Game, Respect Yourself".

**D. Behavior/Discipline**-BHS student athletes are expected to conduct themselves in a positive manner that exhibits class and respect. A student athlete may be disciplined in accordance to the BHS Student Handbook and/or the BHS Athletic Code of Conduct if a student athlete's actions violate any of these policies whether it be in, but not limited to, the classroom/school building, on the athletic contest field/court, in practice, on the bus, or locker room.

**E. Spectator Behavior**- All fans of BHS athletics are required to represent our school/community in a positive manner. Any fan who is deemed to be acting inappropriately by BHS Administration (or their designee) may be removed from school property without refund of their admission cost. If any fan (BHS or visitor) confronts (verbally or physically) an official, coach or player at an event in which BHS is participating, that individual will be banned from BHS activities per the BOE adopted policy.

**F. Drug/Alcohol Policy**-BHS student athletes are subject to a 365-day Drug/Alcohol policy and random drug testing as per the Athletic Code of Conduct.

**G. Student Behavior Expectations at BHS Athletic Events**-The support that the student body provides to the various athletic teams at BHS is tremendous and is greatly appreciated by the student athletes and coaches. However, it is important to remember that the following are expectations that all students need to follow that demonstrate respect for the game and its participants:

1. You are a representative of Bellefontaine High School at both home and away contests. All rules of school conduct apply at all sites. The display of good sportsmanship is a top priority for all students.
2. The use of profanity and/or inappropriate comments/gestures towards others is NOT permitted.
3. Students are expected to follow the dress code and must be wearing shirt, shoes, etc. (View Student Dress Code)

4. No signs are permitted unless approved by the athletic director or other administrator.
5. Cheers should NOT degrade the other team or belittle any single player. SUPPORT your team! It is not necessary to be negative to the other team.
6. At home contests: No students are permitted to sit in the front row in the gym or the front three rows of the bleachers in the stadium.
7. Do not sit in the stairways in the gym or the stadium.
8. No one is to be on the floor in the gym at any time except to enter or exit the gym.
9. If you choose to stand, you are to stand on the floorboards or the concrete. Do NOT stand on the seats! Show respect for school property and safety of others.
10. Do not leave the area a mess for someone else to clean up. Have pride in your school and respect for other schools.

Bottom Line: Represent Bellefontaine High School with class. All the policies in the Student Handbook apply to all home and away events and breaking that code will result in disciplinary consequences.

## **SECTION VII: STUDENT CLUBS AND ACTIVITIES**

Bellefontaine High School offers the following student clubs and activities for our students to participate in:

Yearbook	DARE	DECA	BHS Robotics
Environthon	FCA	FCCLA	Creative Writing
French Club	Hi-Life	Interact	Chieftain Backers
<b>Les Fons*</b>	Model U.N.	<b>Musical*</b>	<b>NHS*</b>
Pep Band	Quiz Bowl	D&D Club	Ski Club
Spanish Club	Chieftain Leaders	GSA	

\*The members of these organizations/clubs are subject to the Activities Drug Policy and random drug tests throughout the school year.

We encourage all students to participate in at least one of the above clubs and activities. By participating you will meet new people, open yourself up to new ideas, and take more pride in your school. Those interested in one or more of these clubs should contact the Advisor or Mr. Comstock for information on becoming a member.