STUDENT HANDBOOK 2026-2027

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www.bgcs.k12.oh.us/schools/highschool.html

Foreword...

Welcome to Bowling Green High School! This handbook is designed to help you navigate your time here and understand the important guidelines that shape the operation of our school. Our goal is to support you in developing the skills, attitudes, and habits that will lead to a meaningful and fulfilling life.

The entire faculty, guidance staff, and administration are committed to helping you succeed. We look forward to working with you this year and throughout your time at Bowling Green. By putting forth your best effort and being a responsible and respectful member of our school community, you will be laying the foundation for a successful and rewarding future.

Bowling Green has a long tradition of excellence, and we take great pride in the achievements of the many graduates who have walked these halls. We hope you will add to this legacy and, when you graduate, leave Bowling Green High School even stronger than when you arrived.

BGHS Administrative Team

MISSION STATEMENT

Bowling Green City Schools is committed to high academic expectations and extracurricular opportunities and in an inclusive, caring, safe, and healthy environment. We empower and support our teachers to be responsive to each student through challenging and engaging curriculum. We partner with families and the community to ensure student success.

VISION STATEMENT

Provide excellent instruction and equitable opportunities for each student.

NON-DISCRIMINATION STATEMENT

Bowling Green High School does not discriminate against students on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities or handicap in educational programs or activities. Bowling Green City Schools Compliance officer is Renae Tietje, Human Resources Administrator, 419-354-0080, ext. 4015.

ACCIDENTS/ACCIDENT INSURANCE

All accidents occurring in the building, on school grounds, or at school-related events and activities must be reported and filed using forms available in the attendance office. An application form for school insurance is available on our website – www.bgcs.k12.oh.us You may access the form via the "links" box in any of the individual schools within the "Schools" tab. If you do not have access to a computer, forms are available at the Central Administration Office, 137 Clough Street. If you have family coverage with another insurance program (Medical Mutual of Ohio, Blue Cross, etc.) the school insurance will not pay claims covered under your other program. It is non-duplicating and cannot be used in conjunction with any other coverage.

ATTENDANCE

Regular attendance and promptness are good marks of a good student and a good school citizen. If school is in session, students are expected to attend. Parents are required to call the school reporting valid student absence between 7:30 a.m. and 9:00 a.m. If no call or note confirming absence is received, an automated phone message will be sent to the home notifying that "your student has been marked absent from one or more of his/her morning classes."

After an extended absence, a doctor's excuse should be sent to school with the student. All students must report to the main office after an absence to secure an entrance form to be admitted to classes that were missed. One pass will be issued per excuse. Duplicate passes will not be rewritten for lost slips. Students are responsible for getting slips back from teachers. If the office has parent permission the day of the absence, the student does not need to get an admittance pass.

Failure to provide proof of excused absence within 48 hours of returning to school will result in time missed being recorded as **unexcused**.

If students take College Credit Plus classes, during the college spring break, they are required to attend high school classes. Being enrolled in College Credit Plus classes does not absolve students from being in their high school classes. Failure to attend high school classes will result in unexcused absences. See below:

Absences from school are treated in two ways:

Excused - Make up privileges are allowed. It is the responsibility of the student to contact teachers about make-up work the day the student returns to school. Make up work must be completed promptly, at the discretion of the teacher. The number of excused absences is the number of days the student was absent and that number of days is the time students can make up missed work for full credit.

The following are examples of **excused** absences:

1. Personal illness
2. Serious illness or death in the family
3. Medical or dental attention (whenever possible, these should be scheduled outside school hours.)
4. Absences approved in advance (medical, appointments, college visitations, etc.)
5. Observance of religious holidays
6. Other emergencies or circumstances which constitute good and sufficient cause as determined by school administration.

Unexcused - Students may be given zeroes for school work during an unexcused absence. The following examples are usually considered unexcused absences from school:

1. Working at home
2. Gainful employment
3. Missing the bus
4. Oversleeping
5. Shopping
6. Personal
7. Car problems

ATTENDANCE PROCEDURES FOR BOWLING GREEN CITY SCHOOLS

Students are **Excessively Absent** when they have 38 hours or more excused or unexcused absences in one month of school or 65 hours or more of excused or unexcused absences in a school year will result of the school sending a "Notice of Excessive Absences" letter to the parents. Any future absence will require evidence that explains why the absence was necessary (court appearance, physician's note).

Students are **Habitually Truant** with 30 or more consecutive hours of unexcused absences, 42 or more hours of unexcused absences in a month, or 72 or more hours unexcused absences will result in the school developing an "Absence Intervention Plan". If the student refuses to participate in or has failed to make satisfactory progress in 61 days, the district by law is required by law

to file a complaint in Juvenile Court.

1. Exceeding the maximum number of allowable absences may result in failure of the course/grade and denial of credit.
2. The student is responsible for completing all work missed during an excused absence. The maximum period of make-up time for missed work will be equal to the period of time the student was absent plus one additional day. It is the responsibility of the student to see the teacher for any make-up work.
3. According to board policy, an accumulation of **ten unexcused** absences may result in the superintendent taking action to suspend a student's driver's license (ORC 3321.13).

Students whose parents desire to have students accompany them for out of town trips during the school year must submit a Personal Convenience Absence (PCA) five school days ahead of time. If a student has absences greater than the allowable number, the absence will be coded unexcused and no work may be made up for credit. If the student has less than the allowable number of absences, work may be turned in for full credit. Please follow the directions on the form.

Pursuant to Board Policy 5200, the Religious Expression Days notification, procedures and information is posted under the parent tab on the district website: www.bgcs.k12.oh.us . Included in the website notification are links to the Ohio Department of Education and Workforce for their published information and the non-exhaustive list.

ACADEMIC MISCONDUCT

Academic misconduct: The unauthorized use of data to gain academic achievement.

1. Plagiarizing: using the intellectual property of another person be it paraphrased or verbatim.
2. Failing to properly cite a source in accordance with the teacher's direction.
3. Cheating on academic work or copying another's work.
4. Attempting to gain or gaining an unauthorized access to material or an unauthorized advantage.
5. Providing, using, or submitting data or answers dishonestly, by deceit, or by means other than those authorized by the teacher.
6. Aiding or abetting another person in the conduct of academic misconduct.
7. Failing to cite a source in accordance with a teacher's direction.
8. Cheating on academic work or helping another student cheat on academic work.

There are many AI apps that can generate writing and catch plagiarism. BGHS will continue to teach to the Ohio Standards which require students to produce and use writing to reflect, inform, narrate, and argue in order to practice and grow as critical and engaged readers, writers, and thinkers. Any AI generated writing is considered plagiarism and will be subject to discipline actions outlined in the student handbook and teacher syllabi.

Any infraction of Academic Misconduct may or may not result in a zero for the given assignment, at the teacher's discretion. Disciplinary action may or may not be taken, depending on the severity and type of infraction.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without seeking permission from the Principal. The Principal will attempt to respond to a request within one school day of receipt.

ANTICIPATED ABSENCE

If a necessary absence from school is foreseen, a note should be presented to the office prior to the absence so an excuse may be secured. Assignments should be obtained from each teacher. Absences do not excuse a student from making up work missed.

Anticipated absences fall into two categories:

1. **School Related Activities** such as field trips, allow students to make up work as they would for an excused absence. Absence Sheets are circulated to teachers for signature concerning this type of anticipated absence. An activity absence does not count in the total of absences recorded for the year in school computer records.
2. **Personal Convenience Absence and Vacations**. Parents are requested to schedule family vacations during summer months or school recesses whenever possible in order to avoid jeopardizing the academic progress of their students. If families do decide to take students from regularly scheduled classes for an extended period of time, the school staff requests a five calendar day notice prior to the first date of absence.

Parents are required to complete the Personal Convenience Absence (PCA) form prior to the absence. In addition, the student must have an acceptable attendance record. Absences beyond 6 days (38 hours) in a month, or 10 days (65 hours) in one year, with or without an excuse is considered excessive and will not be approved. If the student has more than 65 hours of absence after the PCA dates, the proposed absences will be unexcused and work will not be taken for credit.

BUILDING HOURS AND HALLWAY GUIDELINES

During the school day, students are permitted in the hallways only during passing periods or with an appropriate pass signed by a teacher. Students may enter the building at 7:00 a.m. and students are to leave the building by 2:45 p.m. each day unless they are participating in a supervised school-related activity. Students found in violation of these guidelines may be referred to the office for disciplinary action following the Code of Conduct.

BULLYING

The intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior causes either mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the student. This is a disruption of school routine.

Students who are supporting the bullying (even if they are not the person doing the act but are a part of what is known as the bullying circle) could be subject to disciplinary action

Dating Violence is also under the topic of Bullying. Dating Violence is defined as a pattern of behavior where a person threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner. A Dating Partner is defined as a person, regardless of gender, involved in an intimate relationship with another person characterized by the expectation of affectionate involvement whether casual, serious, or long-term.

BUS RULES

Students are expected to follow all rules regarding seating, conduct, language, boarding and disembarking from the bus as printed in the Student Transportation Guideline pamphlet. As follows:

Students:

1. Students should follow directions the first time they are given.
2. Students are expected to observe classroom conduct at all times while on the bus (see Discipline Code).
3. Leave and board the bus at the designated stop unless you have a note signed by the transportation coordinator.
4. Students are not to cross the street to enter or exit the bus until the driver motions them across. Do not go to the mailbox upon leaving the bus.
5. Students must maintain absolute quiet at railroad crossings and other places of danger as specified by the driver.
6. Students are not permitted to bring on the bus items larger than those which can be held on the lap. Animals, glass, balloons, or liquids are not permitted unless approved by the Transportation Director.

Parents:

1. Parents are responsible for the safety and discipline of students going to and from the bus stop.
2. Parents are urged to have their children at the bus stop five minutes ahead of time as buses operate on a time schedule. This schedule will not permit waiting for tardy students. If your bus is more than 15 minutes late, call the Transportation Department at 354-0900
3. Parents will be monetarily responsible for any damage done to a bus by their children.
4. The school does not enter disputes involving parents and students prior to pickup or after return to the bus stop.
5. Please do not discuss bus problems with the driver while he/she is on the route. This delays the schedule of the bus. Call the Transportation Department at 354-0900.

Discipline

Proper conduct on a school bus is necessary to insure the safety of students and the driver. When a student does not display proper conduct on a bus, suspension and/or expulsion from the bus can be the result of the misbehavior. School personnel will make every effort to protect the rights of the student through the use of due process procedures when suspension or expulsion is used.

Discipline Code

1. Seating. Pupils should go immediately to an assigned seat and remain seated at all times.
2. Obscene Language/Gestures/Spitting. These will not be tolerated.
3. Objects. Heads, arms and legs must be kept inside the bus at all times; no objects are to be thrown on the bus.
4. Fighting/Pushing/Tripping. These are not permitted at any time.
5. Tobacco/Alcohol/Harmful Drugs. The possession of tobacco in any form, alcohol or harmful drugs will not be permitted on buses.
6. Food/Drink. Eating and/or drinking on a bus are not permitted except as required for medical reasons.
7. Damage. A student shall not cause or attempt to cause damage to a school bus.

Discipline Procedure

1. First Violation. The student is warned by the driver. The student's name is recorded by the driver.
2. Second Violation. A written record is made by the driver. The parent will be notified by the building principal. A student may be assigned a designated seat near the driver.
3. Third Violation. The principal is notified by the driver in writing. The principal can suspend the riding privilege for a designated period of time.
4. Continued Violations. The third violation process is repeated.
5. A driver can request that a student be suspended from the bus for repeated minor misbehavior such as refusal to follow directions.
6. Major violations may result in bus/school suspensions, even if a first time violation.

Suspension Appeal

A parent/guardian of a student wishing to appeal a bus suspension may do so by contacting the building principal within 24 hours of receipt of notification of suspension.

Students are expected to board and leave the bus at their assigned stop. Bus passes are not given for students to ride to alternative destinations. Cameras are positioned throughout the bus fleet to protect the safety of all students.

CAFETERIA

Our cafeteria offers a good, moderately priced menu daily. Change will not be given to students. Any change due will be put on the student's account. At the end of the year, the remaining balance will be refunded. You may pre pay for as many lunches as you wish. Please make checks payable to Bowling Green Board of Education. For all students to enjoy lunch, appropriate behavior must be observed in the cafeteria at all times. During lunch, students are under the authority of staff members who supervise the cafeteria. Supervisors will refer students to the office for serious disruptions or misbehaviors. The following are important cafeteria rules and guidelines:

1. Enter and leave the cafeteria in an orderly fashion.
2. If you are buying food, wait courteously in the appropriate line as directed by the supervisor. Cutting in line or saving a place in line is not permitted.
3. When you have obtained your food, return to your seat and remain there. However, you may return for more food.
4. Common courtesy and good manners are always expected. Loud or boisterous behavior will not be tolerated.
5. Each student is responsible for properly disposing of his or her tray, wrappings, containers, and leftover food, and for making sure that the tables, seats, and floor in his or her area are wiped and clean.
6. Students must request permission from supervisors before they leave the cafeteria area.

CARS

Students may not park in the numbered faculty/staff designated areas and students are not permitted to park behind the school by the FFA classroom. Student cars that park in staff member spaces are subject to being towed at owner's expense. Students are to park properly in designated spaces.

Normal parking and driving rules are to be followed. Illegal parking, speeding, reckless operation and other traffic violations will not be tolerated. Students may undergo suspension of driving privileges based upon the severity of the infraction. **The speed limit in the parking lot is 15 mph.**

Parking in the fire lanes may result in the car being towed at owner's expense.

School authorities reserve the right to search any student, student's belongings or student's vehicle at school or at a school activity on reasonable suspicion of finding items that violate school rules, policies, or the laws of the State of Ohio.

CELLULAR TELEPHONE AND WIRELESS COMMUNICATION DEVICES

The use of cell phones and other personal electronic devices during school hours is subject to board policy. Students are expected to use their devices responsibly and in accordance with school rules. Unauthorized use of cell phones and other personal electronic devices during instructional time will result in disciplinary action. For specific guidelines, including expectations for use, refer to the Bowling Green Board Policy on Personal Communication Devices (Policy 5136).

CODE OF CONDUCT FOR ATHLETES

The Athletic Code of Conduct booklet has been prepared that is a reference guide for regulations, existing rules, and information in concerning the athletic policies and procedures of Bowling Green City Schools. Each athletic coach will have a copy of the Athletic Code of Conduct and should distribute a copy to each athlete in their desired sport. Each athlete should take the time to read and know the rules as presented in the booklet. Athletes **must** be in school for at least half of their high school schedule in order to participate in athletic events and/or practices that day; Friday is considered an extension of the weekend.

CODE OF CONDUCT (GENERAL)

According to Ohio Law enacted on June 4, 1976, each school must post in a conspicuous place, a detailed list of actions for which a student may be suspended or expelled. These lists will be posted by the main office.

COLLEGE CREDIT PLUS

Please contact the Counseling Office if you are interested in College Credit Plus. The requirements are established by law and by the Bowling Green City School District. Announcements will be made throughout the year regarding parameters to be met to be a participant in College Credit Plus. Please refer to the BGHS College Credit Plus manual.

CONTROL OF BLOOD BORNE PATHOGENS

See BOE Policy No. 8453.02

CONTROL OF CASUAL CONTACT COMMUICABLE DISEASE

See BOE Policy No. 8450

CONTROL OF CASUAL NON-CONTACT COMMUNICABLE DISEASES

See BOE Policy No. 8453.

CREDIT FLEXIBILITY

Credit Flexibility options are designed for students who demonstrate the ability, interest, and maturity to accept responsibility for their learning in a selected curricular area and have the opportunity to pursue it outside of Bowling Green High School in a Bowling Green District Board of Education approved program. Students will implement their program through a formal plan designed by the student and approved through a Credit Flexibility Committee. Students must submit plans before the end date of the previous school year. Please see your guidance counselor for more details.

DRESS CODE

In general, the Board believes that school dress should be such that it ensures the health, welfare and safety of the members of the student body and enhances a positive image of our students and the schools. Any form of dress or grooming, which attracts undue attention or violates the previous statement, is obviously unacceptable. The student will receive unexcused absences for each class they miss correcting the Dress Code violation.

1. Shorts and skirts must extend to cover any undergarment, upper leg, and buttocks.
2. Students must wear shoes at all times.
3. Shirts/blouses must not be low cut, off the shoulder or otherwise revealing. The following garments are not acceptable or permitted: tube tops, halter tops/dresses, strapless tops/dresses, backless tops/dresses, or tops/dresses which reveal the midriff and/or breasts.
4. Clothing may not be “see-through”. Shirts must be worn at all times and must be sized appropriately so that they do not interfere with normal school activities.
5. Lower garments are to be worn at waist level; if a belt is to be worn, it must be of proper length; undergarments are not to be exposed.
6. Dress and grooming should be neat, clean, and appropriate. It should not constitute a safety of health hazard that may hamper the educational process.
7. Students’ clothing must conceal all under garments, upper and lower torso including the back, midriff, sides, and chest. Sleeveless shirts are permitted, but the fabric between the shoulder and neck must be as wide as a dollar bill and the arm holes are small enough to cover the wearer’s sides.
8. Students heads must be uncovered and the eyes must be unconcealed.

9. Any clothing or jewelry deemed disruptive, unsafe, or items/clothing with drug, drug paraphernalia, alcohol, profanity, or sexually related or otherwise disruptive symbols are not permitted.

Students may not wear:

- Sweatbands or sunglasses to class.
- Piercings that are extreme, distracting, or present a safety hazard.
- Clothing that contains or promotes hate, violence, profanity, vulgar, or negative messages.
- Clothing that promotes, advertises, or relates in any way to the use of alcohol, tobacco, or drugs.
- Clothing that contains sexually explicit or implicit language or pictures.
- Tattered clothing that reveals undergarments
- Dog collars worn as jewelry.
- Spiked jewelry of any kind.
- Gang or cult-related clothing and/or other items.

DROPPING A CLASS

Within fifteen school days after a course begins it may be dropped without penalty if student, parent, teacher, and counselor are in agreement that withdrawal is in the best interest of the student. After this period of time, a dropped class will be entered as an "F" on the student's permanent record, unless special circumstances exist to waive this action at the discretion of the teacher and administration. All decisions are subject to final administrator approval.

DRUGS / ALCOHOL

Possession and/or use of illicit drugs or alcohol are illegal. School Board policy is specific concerning illegal drugs or alcohol on school property and at school-sponsored activities off Bowling Green City School property. It forbids pupils, school employees or adults to use, possess, attempt to possess, distribute or sell any drug, alcohol or look-alike drug.

DRUGS / COUNTERFEIT

No student shall possess, make, sell, offer to sell, give, package or deliver a counterfeit controlled or synthetic substance. A counterfeit drug is defined as: (1) A drug that bears a label or container that bears a trademark, trade name, used without authorization of the owner of rights of such trademark. (2) Any unmarked or unlabeled substance that is represented to be a controlled substance. (3) Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, color, labeling, packaging or price for which it is sold or offered for sale. (4) A synthetic drug that emulates a controlled substance.

EARLY DISMISSAL

No student will leave school prior to dismissal time without parent or guardian permission by a written request or coming to the school personally to request the release. Parents may call the school and speak with a staff member in the Main Office to give permission for early dismissal. No student will be released to a person other than the custodial parent or guardian without a written permission note signed by the custodial parent or guardian.

EARLY GRADUATION

Any student interested in early graduation may apply to the Principal. Early graduation will be permitted that the student fulfills the credit requirement for graduation and passes the requisite tests and requirements as set forth by the State of Ohio. Students who choose early graduation will participate in the ceremony with their designated class.

ELIGIBILITY RULES AND GRADE POINT REQUIREMENTS FOR ATHLETES

New requirements for athletic participation at BGHS were adopted by the Board of Education. These were required by the State Department of Education mandate in House Bill 55.

- Must be passing five class credits for the immediate nine week grading period. Must be passing at least 75% of their classes at the Middle School.
- Must also have a 2.0 GPA or higher for the immediate nine week grading period.

If a student has passed five class credits but is below the 2.0 GPA, he/she will be allowed a nine week probation period. This will allow the student to continue competition while under close scrutiny by their parents and coach. If the athlete falls below 2.0 the next nine week period, he/she will be ineligible. One probation period will be allowed during their combined freshman/sophomore years and one probation period during their combined junior/senior years. He/she must be passing five class credits at **all** times to be eligible regardless of GPA.

These requirements may be subject to revision.

EMERGENCY CLOSINGS AND DELAYS

If school is closed or the opening delayed because of inclement weather or other conditions, the school will notify the local TV (Channel 13, 11, and 24), Radio Stations, and Social Media. Students and parents will also be notified by a pre-recorded message delivered to the telephone number on file. Parents and students are responsible for knowing about emergency closings and delays.

EMERGENCY REMOVAL

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the superintendent, or his/her designee, the principal or assistant principal may remove the student from the premises. A teacher may remove the student from curricular or extracurricular activities under his/her supervision, but not from the premises. If a teacher makes an emergency removal, reasons will be submitted to the principal in writing as soon after the removal as is reasonable. In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension, or expulsion. In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply (Bowling Green Board of Education Policy - JGDA).

EQUAL EDUCATION OPPORTUNITY

The Bowling Green City School District provide an equal educational opportunity for all students. Any person who believes they have been discriminated against on the basis of race, color, disability, religion, or national origin should immediately contact the School District Compliance Officer:

Renae Tietje

Human Resources Director

419-354-0080

Complaints will be investigated in accordance with the Board of Education Policy. Any student making a complaint will be protected from retaliation.

FIELD TRIPS

Throughout the school year, students will have a variety of opportunities to go on curricular, extra-curricular, and co-curricular field trips. The purpose and destination may differ and will be determined by the sponsoring teacher or coach. The principal approves all field trips and the district may provide transportation. In some situations, the students may walk. Students are to follow the directions of the teacher or chaperone during the trip and misbehaviors will be referred to the Main Office for disciplinary measures. Also in these cases, future field trips may be denied. Additionally, field trip participation may be withheld due to failing grades and/or students that are excessively absent.

FIRE AND TORNADO DRILLS

Fire and tornado drills are practiced to help prevent injuries and deaths in case of an emergency. When the fire alarm sounds, students should walk from the building to their assigned areas outside the building. Each teacher will review and post the fire drill and tornado procedures within their rooms. Instructions for tornado drills will be handled in the same manner. All teachers will be assigned a designated area in the building to take their classes. Students are to listen carefully to and obey all instructions from any teacher or staff member during a drill. Failure to do so will result in a referral to the office.

GRADES

All grades issued will be on the letter scale basis. Report cards are issued at the end of the nine weeks period. A student receiving an "F" for the second semester of a year course may be denied credit for the course, regardless of the grade earned for the first semester. Likewise, a student receiving an "F" for the second nine weeks of a semester course may be denied credit for the course, regardless of the grade earned for the first nine weeks. Students may receive a failing grade in courses with absences beyond the 10/20 day limit.

Semester grades are calculated using the following percentages: Q1/3-45%, Q2/4-45%, Exam-10%. Final grades are calculated as semester 1 - 50% and semester 2 - 50%.

GRADES (INCOMPLETE)

For various reasons students occasionally receive an "incomplete" on the report card. The student must assume the initiative in contacting the teacher about the reasons for the "incomplete" and the appropriate measures necessary to have it removed from the record. If, after two weeks, the work has not been done satisfactorily, the incomplete reverts to an "F". Only by the virtue of a special written arrangement with the teacher will the two week time period be extended.

GRADING SCALE

Grade	Grade Range	Conversion Equivalent	Honors Conversion Equivalent	AP Conversion Equivalent
A+	97-100	4.0	4.5	5.0
A	90-96	4.0	4.2	4.7
B+	87-89	3.5	3.7	4.2
B	80-86	3.0	3.2	3.7
C+	77-79	2.5	2.7	3.2
C	70-76	2.0	2.2	2.7
D+	67-69	1.5	1.7	2.2
D	60-66	1.0	1.2	1.7
F	50-59	0	0	0

When students transfer to Bowling Green City Schools from another school district, the grades and credits earned and reported on the official high school transcript provided by the previous school district will be honored. Only transferred Honors courses that BGHS also offers will be weighted in accordance with BGHS Honors grading scale. Advanced Placement, College Credit Plus, and CTAG courses will be weighted in accordance with established BGHS Advanced Placement and CCP grading scale policies and Board of Education policy.

GRADUATION REQUIREMENTS

A student must complete a total of 22 credits to graduate. The minimum requirements within these 22 credits are as follows: (For specific requirements, see the course selection guide.)

English	4 credits	Health	.5 credits
Math	4 credits	Phys. Ed	.5 credits
Science	3 credits	Social Studies	3 ½ credits
Fine Arts	1 credit	Electives	5.5 credits

The following requirements to attend an Ohio state supported four-year college or university are as follows:

English	4 credits
Mathematics	4 credits (to Alg. II or equivalent)
Science	3 credits (all lab based classes)
Social Studies	3.5 credits
Health	.5 credits
Physical Education	.5 credits (2 semesters required)
Fine Arts	1 credit

Those who choose not to complete these Core requirements please see your Guidance Counselor for information on a waiver.

In addition, all financial and other obligations must be met and the student must be in good standing. A minimum load schedule is 6 credits per year.

GUEST TEACHERS

Our school will be fortunate to have guest or substitute teachers come to our building to serve in the place of sick/ill teachers. They deserve the highest respect and courtesy. Any misconduct with a guest/substitute teacher will be referred to the Main Office for disciplinary measures.

HANDBOOK UPDATES:

During the course of the year there may be changes or updates in school policy. Changes will be communicated to parents and students through the use of daily announcements, email or letter, and will be posted on the handbook bulletin board in the main hallway. If there are any questions about handbook changes, please contact the main office.

HAZING

No student shall plan, encourage or engage in any hazing activity. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. It is the subjugation of one student from another student. Permission, consent or assumption of risk by an individual subjected to hazing does *not* lessen the prohibition contained in this policy. Students who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio Law.

HOMELESS STUDENTS

See BOE Policy No. 5111.01

HOMEWORK POLICY – DUE TO ABSENCE FROM SCHOOL

When a student has missed **at least** three (3) consecutive days of school, the parent/guardian may call the guidance office at school to request homework. When a student has missed **less** than three (3) days of school, the student is instructed to contact their teachers directly or check the Google Classroom site during the absences or their return to school.

HONOR ROLL

The honor roll is compiled at the end of each nine week grading period. Honor roll designations are restricted to a 3.5 average and above.

ILLEGAL ORGANIZATIONS/GANGS

Participating in or organizing anti-social organizations, secret societies, gangs, or other sets of individuals not sanctioned by Bowling Green City School District that have a history of, or are determined to be disruptive to teaching and learning. This includes, but is not limited to, wearing of symbolic apparel, making gestures, using language, writing on and marking property, distributing material, or altering of personal appearance to symbolize membership in that organization.

IMMUNIZATIONS

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps or have an authorized exemption from State immunization requirements. For the safety of all students, the Principal may remove a student from school or establish a deadline for meeting State requirements if the student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may deny admission to a student otherwise exempted from the Chicken Pox immunization requirement. Any questions should be referred to the School Nurse.

INJURY AND ILLNESS

All injuries must be reported to the Main Office. If the injury is minor, the student will be treated and returned to class. If medical attention is required, the Main Office will follow the District's emergency procedures and attempt to contact the student's parent(s).

Any student who becomes ill during the school day should request permission to go to the office. An office staff member will determine whether the student will remain in school or go home. No student will be released without proper permission of the parent and/or a office staff member.

INTERROGATION OF STUDENTS

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

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

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

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

LEAVING SCHOOL GROUNDS

Leaving the school building or grounds is forbidden unless permission has been obtained from the office. This includes exiting the building to go to a car parked in the parking lot. Students who fail to check out through the office will be subject to disciplinary action. Students who need to go to the parking lot, must first check in the office.

LOCKERS

Lockers are the property of the school and are loaned to students. No expectation of privacy should be assumed by the student with regard to items in his/her locker. Lockers may be opened and contents searched by properly authorized persons at any time with or without the permission of the student. Students are expected to keep their lockers locked at all times and combinations secret. The school will not be responsible for items stolen from student lockers. Problems with lockers should be reported to the office immediately. Locker graffiti both inside and outside of locker, will cause disciplinary action.

LOCKER LOCATIONS

Locker Number	Floor	Hallway
1-130	2	Art
131-257	2	Business
258-416	2	Social Studies
417-440	1	Office
441-752	1	Math
753-987	1	Cafeteria
988-1059	1	Vo-Ag
1060-1089	1	Phys. Ed.
2000-2070	1	Home Ec.
2071-2129	1	Science
2130-2322	2	English

LUNCHES

There are three thirty-minute lunch periods. Students are not permitted to leave the cafeteria area during lunch. This specifically means that students may not leave the building during lunch and must remain in the cafeteria or cafeteria area. BGHS menus are on the BGCS food service web site – www.bgcsfoodservice.com

Students are not permitted to order food from outside vendors or establishments for lunch.

BREAKFAST AND LUNCH

NOTE: If your child has an allergic reaction to milk, milk products, or other food items, you must send an explanation from your doctor to kitchen personnel before a substitution can be made. There is a form available at www.bgcsfoodservice.com you may print out and have your physician complete or check with your school nurse.

Students may bring a packed lunch. If they choose to do so, the food must be ready to eat. Kitchen personnel will not warm food in a microwave or refrigerate any items for students.

MEALS – FREE AND REDUCED PRICES

The Bowling Green City Schools participate in the National School Lunch Program providing free and reduced lunches to qualified students. A letter to households and the income guidelines are online at www.bgcsfoodservice.com. Applications are available online also. **If your child received free or reduced meals last year, you must complete a new form this school year. Meals must be paid for until your application is approved.** You will receive a response within 10 business

days. **Please save your notification letter to receive a waiver for school fees.** There is a random verification process each year when you may be asked to submit proof of income. Free or reduced status is good for the entire school year. There is no need to report a change in income to your school. **Directly certified students will receive a letter from the food service office within the first two weeks of August. If you do not receive a letter, you will need to apply online.**

MEDICATION (DISPENSING TO STUDENTS)

The responsibility of giving medication at school is a serious one and it is preferred that medication be given at home whenever possible. If it must be given during school hours, Ohio School Laws require that the medication container is the one dispensed by the physician or pharmacist and labeled with the student's name, the name of the medication, the amount of dosage and the time of administration. Under **NO** circumstances will medication be dispensed without written permission. Permission forms are available in the office. Students must obtain permission from the office to carry any prescription or over the counter medication. Please contact the school nurse with specific questions.

NATIONAL HONOR SOCIETY

Each spring the Bowling Green High School Chapter of NHS inducts juniors and seniors who qualify for membership. To be eligible for consideration for membership a junior or senior must:

- Cumulative grade point average of 3.8 by the end of the 5th semester for juniors and 7th semester for seniors
- Complete core courses from BGHS or an accredited school before transfer or enrollment in post-secondary classes with junior/senior academic standing
- Students must be enrolled in BGHS for one full semester prior to consideration
- Students must be in a diploma seeking course of study

Those students who qualify academically will be rated by the faculty in the areas of leadership, character, and service. Those who are chosen by the faculty will be invited to join.

NON-SCHOOL CLUBS AND ACTIVITIES

Non-school sponsored clubs may meet in the school during non-instructional hours. Permission to meet can be obtained from the Principal. The activity must be initiated by students and is voluntary and must be supervised by a staff member. The event will not interfere with school activities and that non-school people do not play a regular role in meetings. All school rules and equal opportunity to participate must be followed and the activity must be properly supervised. Membership in any fraternity, sorority, or any other selective or secret society is prohibited. The group will not use the school name or school mascot.

OHIO STATE TESTS

Bowling Green High School participates in state mandated testing in English 10, Algebra I, Geometry, Biology, US History, and US Government. Teachers of these classes will put out more information as the academic year progresses. Students are expected to achieve a certain score in order to graduate. These standards change yearly; please see your School Counselor for the latest information.

PARENT ACCESS/ POWERSCHOOL

PowerSchool allows parents to periodically check their child's academic progress and attendance. Student records are secure. Please reach out to the school main office for specific parent login information.

PASS/FAIL COURSES

Students may select elective classes beyond the five mandated courses per semester and take them pass/fail with Main Office approval. Students must declare that they intend to take a class pass/fail within the first fifteen school days of the class. Students may not take a core class as

pass/fail. To receive passing credit for the class, the student must earn the equivalent of a C-letter grade or higher.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)

In our efforts to establish Bowing Green High School as a safe, welcoming and positive learning environment, we have implemented a program called Positive Behavioral Interventions & Supports (PBIS). PBIS is a framework that will help to create a positive school culture and learning environment for staff and students. PBIS is a proactive way to shape positive behaviors in order to promote long-term student growth and development. Expectations for behaviors are set for each area of the school building from the classroom to the hallways and restrooms to the cafeteria and appropriate technology use. Throughout the year there will be school-wide PBIS incentives for academics and positive behavior.

PROMOTION, ACCELERATION, AND RETENTION

Promotion to the next grade level is based upon the following criteria:

Sophomore status: 4 credits and/or enrollment in English 10

Junior status: 9 credits or more and/or enrollment in English 11

Senior status: 14 credits or more and enrollment in English 12

Students may be accelerated if they meet the credit requirement for the next grade.

SCHEDULING AND CLASS ASSIGNMENT

Schedules are provided at the beginning of each year or upon enrollment. Schedules are based on student needs and available class size. Any schedule change should be handled through the Main Office or the Counseling Office. Students may be denied course enrollment due to class size or failure to meet course prerequisites. Any variation must be approved by an administrator.

SCHOOL SPONSORED CLUBS AND ACTIVITIES

BGHS provides students the opportunity to broaden their learning through curricular and extra-curricular activities. A list of these activities can be found in the Counseling Center. All students must meet eligibility criteria requirements. Participation in these activities is a privilege, not a right. Students may be prohibited from all or part of their participation in these activities by authorized school personnel without further notice, hearing, appeal rights in accordance with BOE Policy 5610.05.

SELF TRANSPORTATION TO SCHOOL

Driving to school is a privilege and can be revoked at any time. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the school. Students must possess a valid driver's license, Proof of insurance, and vehicle registration card. Students must obey the speed limit on school grounds and must obtain a permit from the Financial Secretary for $25 to park on school grounds.

SEXUAL HARASSMENT

Sexual harassment whether verbal, physical or written will not be tolerated. Students may be subject to disciplinary action which may include Wednesday School, suspension or expulsion as recommended by the principal. Sexual harassment is defined as an unwanted attention of a sexual nature from someone in school or at school activities that creates discomfort and/or interference with school activities. It can take the form of verbal abuse, such as insults, suggestive comments or demands; leering and subtle forms of pressure for sexual activity; physical aggressiveness such as touching, pinching, and patting, lewd pictures, sexual jokes, attempted rape, or rape."

SMOKING / SMOKELESS TOBACCO POLICIES

As of March 15, 2001 Ohio Revised Code Section 2151.87 declares the use or possession of cigarettes and/or tobacco products illegal for anyone under the age of 18 years of age. This includes e-cigarettes and any act in relation to "vaping".

Section 3313.751 of the Ohio Revised Code prohibits pupils of any age from smoking and/or using

and/or possessing tobacco in any area under the control of a school district or at any activity supervised by any school operated by a school district. Lighters/matches and candles are not permitted on school property. Students will be assigned ISR 5 days for the first offense, 5-10 days for the second offense, and expulsion may be recommended on the second or third offense. Students may be assigned to attend Tobacco Cessation Classes provided by a medical facility and referred to law enforcement authorities.

SPORTSMANSHIP

It is the goal of Bowling Green High School as a member of the Ohio High School Athletic Association to promote Sportsmanship among coaches, players, parents, students and fans. The following thoughts may help defuse a stressful situation. Please think before speaking or acting.

Coaches

1. Set the proper example for athletes and fans to follow.
2. Demand that Sportsmanship be the number one priority among your athletes.
3. Respect the judgment of the game officials and abide by the rules of the contest. Do not incite the fans by displaying poor behavior.
4. Treat opposing coaches, participants and fans with respect.
5. Develop and enforce penalties for participants who fail to follow these standards.

Players

1. Treat opponents with respect. Do not embarrass, taunt, or intimidate opponents with trash talk or finger pointing.
2. Respect the judgment of game officials and display no behavior that could incite the fans.
3. Understand that as an athlete you represent your school and community. Display positive public actions at all times.
4. Live up to the high standard of sportsmanship established by the coach.

Parent and Student Fans

1. Understand that purchasing a ticket to a contest does not give one a license to verbally abuse others or to be obnoxious.
2. Respect decisions made by contest officials.
3. Support teams in a positive manner including content of cheers and signs. Make no deprecating remarks to the other team or its fans.
4. Applaud during player introductions and recognize performance in the same manner.
5. Do not use profanity or displays of anger that draws attention away from the game. Do not dress or act in a manner that is abusive or disrespectful to the other team or fans.
6. Respect all fans, coaches and participants.

Anyone who violates these guidelines will be subject to administrative and/or disciplinary action.

STUDENTS AS ADULTS

Students who are 18 years of age or older are required to comply with all school regulations. An adult student may be dismissed for failure to maintain satisfactory attendance, academic progress or behavior as set forth in the school's conduct policies. All consents, waivers, etc. that is normally required of parents or guardians of minor students may be signed by the adult student. Students living at home with their parents must have parental permission in regard to attendance. Students who do not live at home and wish to direct their own affairs must show proof of self-sustainment to include evidence of a lease of property and proof of income.

STUDENT FEES AND FINES

Students will be provided with necessary textbooks for courses of instruction without cost. In accordance with State Law, BGHS charges specific fees for some materials used in the Course of Instruction. A list of

these courses can be obtained from the Financial Secretary at BGHS.

Charges may also be imposed for loss, damage, or destruction of school apparatus, equipment, musical instruments, library materials, textbooks, and for damage to school buildings and property. Fees may be waived for financial hardship. Failure to pay fines, fees, or charges may result in the withholding of grades, transcripts, and credit.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and community members providing they meet the rules of fundraising. Please see your adviser, coach, or director before any type of fund-Raising. Students may not sell any type of item or service without consent from the Superintendent.

STUDENT IDENTIFICATION CARDS

During the registration process in August, each student had his or her picture taken for the Student ID. Each ID will have a bar code as well as a photo and other important information. It is vitally important that these cards not be lost as we cannot make a second card. This Card may be used for admission to dances, checking out material from the Media Center, and for other uses. Students should carry the card at all times in school.

STUDENT MARRIAGE AND PREGNANCY

Married students are allowed to participate in all school activities. Pregnant students are permitted to participate in all school activities with a note from a physician stating that the student may participate. Pregnant students that are put on home instruction may not participate in activities outside of the school day.

STUDENT RECORDS

Notification rights under FERPA

State and Federal law gives parents (and students over 18 years of age) certain rights pertaining to school records. They are:

- The right to look at your records
- The right to request changes in your records if you believe they are inaccurate, misleading, or they violate your privacy rights
- The right to let other people view your records; however, the law allows some people to view your records without consent (a school employee may view your records if they need information in the records to accomplish their job)
- The right to file a complaint with the U.S. Department of Education if you believe that the school violated your rights with respect to school records

Directory Information

Some of the information in your school record is not confidential and may be released without your consent. This information is known as "Directory Information". Directory information includes the following: name, student images or likenesses in pictures, videotape, film, or other medium, dates of attendance, graduation date, major field of study, extracurricular participation, height and weight of team members, awards received, and academic work intended for publication of display.

If parents do not want information released, you must inform the Principal no later than September 15 of each year or within 30 days of receiving this annual notice.

STUDENT RESPONSIBILITIES

School rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow all staff members' directions and school rules. Students must arrive at school on time, to learn and participate. Adult students must follow all school rules. If residing at home, students should involve their parents in their educational program. Parents have the option of receiving information from the school by e-mail and by information through the school. Parents are encouraged to build a two-way link with their child's teacher(s) and

voice their concerns when appropriate.

STUDENT SPEECH

School authorities have the right to determine what constitutes lewd and inappropriate speech (verbal or written) inconsistent with the educational process.

STUDENT VISITORS

A. During School

Students who desire to visit Bowling Green High School with the intent to enroll at BGHS must be approved by the principal five days in advance. All other situations will not be approved.

B. During Dances and/or Extracurricular Activities

BGHS students are responsible for their guests during dances/activities. If a guest becomes a disciplinary problem, their host/hostess may be held responsible for the guest's conduct. School dances are for students of Bowling Green High School and their dates only. Students who bring dates to dances must have a request sheet completed by the visitor's home school. They are available at the office. They must be filled out and turned in when purchasing tickets for the dance. BGHS students may not bring more than one date to a dance. Students may be asked to provide identification to prove they are a BGHS student during dances/activities.

STUDENT WELL BEING

Student safety is the responsibility of both students and staff members. Staff members are familiar with emergency procedures such as evacuation, fire and tornado drills, safety drills in case of a terrorist threat or any other violent attack. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately. State law requires that all students have an emergency medical authorization completed by a parent or guardian on file in the school office. Students with specific health concerns and needs should deliver written notice about such needs, along with physician documentation, to the school office.

STUDENTS WITH DISABILITIES

See BOE Policy No. 2460

SURVEILLANCE CAMERAS

For students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies. Cameras will be used for school purposes only.

SUSPENSION & REASSIGNMENT

A designated time when a student is not permitted to attend class, to remain on school grounds or to participate in or attend any extra-curricular activities.

In-School Reassignment (ISR) Supervised In-School Reassignment Program housed within the district for non-violent infractions. Students report to school during this program and receive credit for schoolwork during this time. Students who fail to follow the rules of this program will be removed and will have the reassignment reverted to an out of school suspension.

Out-of-School Suspension – Suspension is served at home. If the suspension is served at home, the absence is unexcused. Students completing an out-of-school suspension are not to return to school, attend a school sponsored event or activity until the next scheduled regular school day. The principal or assistant principal may suspend a student from school for a period of up to ten (10) days for each violation(s) of the code of conduct.

Expulsion – The exclusion of a student from school by the Board of Education for a given period of time up to 80 days.

TARDINESS

Students who arrive late to school during first period should report to class. After first period, report to the office and sign in. An unexcused tardy slip will subject the student to possible disciplinary action. Students who have been temporarily detained by a teacher should ask for a written notice from that teacher to indicate that the student will be late for the next class session. If a student is tardy, the teacher will record the tardy on the daily attendance form. If the tardy is longer than three minutes, the teacher will contact the office. Any tardy longer than fifteen (15) minutes will be an unexcused absence and reported to the office. Administration may assign Wednesday School when the student accumulates his/her sixth unexcused tardy in the semester or is late fifteen minutes or more to class.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. The student will be assessed for misuse, abuse or lost books.

TRANSCRIPTS

Transcripts are issued through the Guidance Office. There is a $2.00 fee for each transcript requested.

WEDNESDAY SCHOOL

Wednesday School is a detention for violations of the school Code of Conduct. They will be conducted weekly or semi-weekly following the infraction. Failure to attend will result in in-school reassignment.

WITHDRAWAL/TRANSFER FROM SCHOOL

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with state law. A student who otherwise withdraws from school will be reported to the Wood County Juvenile Court and Division of Motor Vehicles for suspension of their Driver's License if s/he is under eighteen (18) years of age.

Parents must notify the Guidance Office about plans to transfer their child to another school. School records, including records of suspension and/or expulsion, will be transferred within 14 days of the request.

WITHHOLDING GRADES

Grades may be withheld for any student with outstanding fees, fines, or books until such obligations are handled satisfactorily. Any fees still outstanding at the end of the school year may result in carrying the debt to the next school year.

WORK PERMITS

Persons less than eighteen years of age are required by state law to have a work permit for certain types of employment. Students may request work permits by completing a form available from Mrs. Bauman in the high school office. The office prepares the school portion of the permit. The student will need to have a physician and the employer complete portions of the form. After all information is collected, the student and/or parent take the form to the Central Administration Building at 137 Clough St. for signature. A copy of the student's birth certificate is needed at this time.

Students not maintaining a 1.7 GPA may have their work permits revoked by the superintendent.

ZERO TOLERANCE

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

BOWLING GREEN HIGH SCHOOL
CODE OF CONDUCT

The aim of this Code of Conduct is to maintain an appropriate educational atmosphere that is safe and conducive to learning. Within our school, the administration and all other school personnel are responsible for creating and supporting such an environment. To achieve this goal, faculty, staff, parents, students, and other members of the community must have a clear understanding of the school's expectations for student behavior. The Bowling Green High School Code of Conduct provides those expectations by:

- Combining various sources including state law, Board of Education policies, and administration guidelines;
- Specifying the rights and responsibilities of students;
- Describing that conduct which violates those rights and responsibilities;
- Standardizing the procedures the school will use in responding to conduct violations;
- Assuring the rights and responsibilities of students when disciplinary action is taken.

SCOPE OF JURISDICTION:

- During regular school hours;
- On the school bus or other transportation sanctioned by the school district;
- At times and places where the principal or other school official has jurisdiction over the students;
- During district and/or school-sponsored events;
- When going to and from school;
- During other activities associated with the school;
- With respect to any misconduct toward any school employee or damage to his/her property, whether on or off school premises;
- On school property 24 hours per day

In addition, the principal is authorized to begin disciplinary action when a student's misconduct away from school has a detrimental effect on the other students or on the orderly educational process because the violation is directly connected to prior violations at school, threatens to produce further violations at school, poses a likelihood of danger to the physical or emotional health or welfare of students or school personnel and/or whose continued presence in the school is disruptive to the educational process.

DUE PROCESS RIGHTS

Any student whose conduct may warrant suspension or expulsion will be provided due process.

STUDENT:

- a written notification of the violation
- an opportunity to present his/her side of the story
- an opportunity for a speedy and impartial conference with the principal, assistant principal, or principal's designee

PARENT:

- a written notification of the violation
- an opportunity for a fair and impartial conference with the principal
- a written notification of the suspension/expulsion
- an opportunity to appeal the principal's decision to the Superintendent or his/her designee within 14 days

LEVEL 3 ASSIGNMENT OF CONSEQUENCES

LEVEL 3: (Conduct that is serious or illegal and is potentially life or health threatening). This list of violations is not all-inclusive, but only representative and illustrative. These offenses may result but are not limited to the following consequences:

Suspension up to 10 days

Recommendation for expulsion

Police Notification

Charges filed in Juvenile Court

In School Reassignment

Counseling

Restitution

1. Drugs: Using, selling, purchasing, distributing, possessing, or attempting to possess mood altering chemicals or substances, (including counterfeit or look-alike substances); narcotics, prescription and non-prescription drugs, controlled substances, alcoholic beverages, intoxicants and/or paraphernalia.
2. Inflicting bodily harm; striking with a weapon with the intent to harm.
3. Bomb Threat or False Alarms: Making a knowingly false statement regarding the possession or location of explosives or incendiary material, activating the fire alarm system, or making false "911" calls.
4. Breaking and Entering: Breaking into and/or entering any school building, facility, office, room, storage space, or other enclosure without authority to do so.
5. Explosive Device: Using, possessing, attempting to possess, brandishing or concealing any destructive device which includes but is not limited to, any explosive, incendiary, or poisonous gas, bomb, grenade, mine, missile, rocket or device similar to any of the devices described above.
6. Firearm/Dangerous Weapon: Using, possessing, attempting to possess, brandishing or concealing any weapon (including a starter gun) which can expel a projectile; or any destructive device or dangerous weapon or look alike. A definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle.
7. Unauthorized Touching: Inflicting or attempting to inflict bodily harm; striking with a weapon or object with the intent to harm.
8. Sexual Offense: Raping, molesting, or sexually assaulting another. Other behavior not specifically described in the policy.
9. Unauthorized use of fire: Utilizing unauthorized fire, smoke or explosives which present a risk of danger to life or property.
10. Vandalism: To cause or to attempt to cause or destroy, damage, or deface school or private property in a willful or malicious manner.
11. Terroristic Threat: Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.
12. Other: Any behavior not specifically described in policy or patterns of misconduct

LEVEL 2: (Conduct that is serious or illegal) this list of violations is not all-inclusive, but only representative and illustrative. These offenses may result but are not limited to the following consequences:

Suspension 3- 10 days

Recommendation for expulsion

Police Notification

Charges filed in Juvenile Court

In School Reassignment

Counseling

Wednesday School

Restitution

Detention

1. Bullying: Intentional written, verbal, or physical act that a person has exhibited toward another person more than once.
2. Defiance/Insubordination: Refusing to comply, either verbally or non-verbally with a reasonable request or directive
3. Dress Code Violation: See definition
4. Harassment: Plan, encourage or engage in any harassment of another person or student. This may include, but is not limited to physical, mental, and/or sexual harassment
5. Hazing: Committing any act or coercing another, including the victim, to do any act of initiation into any organization that causes or creates a risk of causing mental or physical harm to another.
6. Loitering: Being present in or about the school premises under one or more of the following circumstances:
    1. After a reasonable request to leave
    2. Without a legitimate reason for being there
    3. Without proper authorization or permission from anyone authorized to grant permission
    4. After refusing to identify oneself
7. Misuse of Equipment/Technology: Using technology equipment, including cell phones, computers, and other devices without permission or for illegal, inappropriate or obscene purposes.
8. Obscenities, Verbal Abuse, or Vulgarity: Verbal, non verbal or written disrespect or obscene gestures towards a teacher, other school personnel, or student that willfully intimidate, insult, or in any manner abuse others.
9. Other overt or Disruptive Behavior: Engaging in any behavior that disrupts the teaching, learning process, or school routine; demeaning, intimidating or harming a person, public or personal property
10. Tobacco: Using, selling, purchasing, distrusting, possessing any tobacco product/lighter or matches on school property or school events
11. Theft: Illegal possession of school property, personal property, and/or private property of school employees and students.
12. Threatening: Threatening harm to another or another's property, either verbally or no verbally.
13. Unauthorized Touching: Any willful act of physical contact that causes or places others in jeopardy of harm or injury.
14. Unsportsmanlike Conduct: Behavior disruptive at athletic events.

LEVEL 1: (Conduct that is disruptive) This list of violations is not all-inclusive, but only representative and illustrative. Disciplinary actions which the classroom teachers and/or administrator may use include, but are not limited to:

Verbal Reprimand

Notification to parents

Student mediation contracts

Detentions

Separation from peers

Denial of school privileges

Counselor Referral

Wednesday School

In School Reassignment

1. Altering Official Documents: Forging, falsifying, or unauthorized alteration of a document.
2. Disruptive behavior in the classroom: Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction or school activities.
3. Littering: Throwing or dropping paper, trash, or other materials on the floor, ground or lunch table.
4. Lying: Giving or providing intentionally untrue or misleading information or communication
5. Offensive Material: Producing, possessing, or distributing materials that offend common decency or morals
6. Public Display of Affection: Showing physical affection between individuals
7. Tardy to class: not being in classroom when class is ready to begin.
8. Violating Classroom Rules: Not following the classroom rules as determined by the classroom teacher.

SEARCH AND SEIZURE

Administrators may search a student or his/her property (including purses, vehicles, knapsacks, gym bags, etc.) with or without student consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of the law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. Student lockers are property of the district and students have no reasonable expectation of privacy in their contents or in the contents of any other district property including desks or containers. School authorities may conduct random searches of lockers at any time without announcement. Unauthorized and random canine searches may also be conducted. The District may employ video cameras in common areas to include hallways, gymnasiums, cafeterias, and classrooms and on all school vehicles to and from home and extracurricular activities.

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

Bowling Green City School District - Responsible Use Policy for Technology and Network Services

Technology is provided to school students and staff for the purpose of supporting teaching and learning and the operations of the school district. Technology devices and services are part of many facets of school, work, and everyday life, and staff and students are expected to use technology responsibly while also recognizing potential risks of use. It is the Bowling Green City School District's intention to include digital citizenship expectations into the existing PBIS framework to create a positive and healthy community of technology users. This document establishes a standard of expected behavior for staff and student users as productive digital citizens.

PBIS Core Beliefs and Digital Citizenship

BE RESPONSIBLE

s: *Does your behavior represent good work ethic and productivity?*
Does your product improve knowledge and understanding?

A. Identify appropriate uses of technology

- School Work. Use school devices, the school network, and school services for school work only. Technology use is monitored and no privacy should be assumed. The district owns all data on the network and provided services.
- Personal activity. Use personally owned devices on personal time and on personal services and network for personal (entertainment, social media, etc.), political, religious, or commercial activities.
- Access appropriate material. While Internet access at school and on student devices is filtered, it is possible that users might access inappropriate material deliberately or by accident. If you see or hear something online that makes you feel uncomfortable, exit the screen and report it to a teacher. Users may not create, access, or share inappropriate material and may not use proxy servers and other means to circumvent the filter.

B. Create responsibly

- Be sure projects and presentations shared within the district community and with others online contain well-documented, well-researched, accurate, and reliable information.
- Proudly cite the work you gathered from other authors to build your knowledge base.
- Learn the difference between using information from others' work and stealing others' work. Never plagiarize.
- When publishing your own work online, include safe information (first name and grade for students) and the date so that others that find it can cite your work properly.

C. Communicate and collaborate effectively

- Use technology to solve problems and create products with others.
- Use technology to create a polished, effective product.
- Keep in mind your audience (online or in-school communities) and purpose (to inform, to persuade, etc.).
- Communicate professionally using proper grammar, spelling, content and tone with students and staff.

D. Teach each other

- Remember that the work you learn, create, and share with others is more than "just a project" or lesson, you are contributing to the body of knowledge from which others can learn.

BE RESPECTFUL

Does your behavior disrupt technology use for yourself or others in the BGCS community?

A. Care for technology resources

- Keep your device in its case to protect it from harm. Carry and use it carefully to prevent damage.
- Charge your device overnight so that it is ready for school.
- Students should take broken school devices to the office to get a loaner while your device is being repaired. Report other technical problems to a teacher or to the helpdesk.
- Avoid behavior that disrupts school technology and network services. Disconnecting, changing settings, hacking, breaking, mishandling, or other alterations will be viewed as vandalism.
- Report bad behavior on technology to a teacher or administrator.

B. Conserve resources

- Bandwidth. Our Internet and network bandwidth is shared among 3000+ users. Video, audio, and games consume large amounts of bandwidth, which impacts the network and Internet speed for other users. Use only what is needed for school work.
- Server space. Users have plenty of drive space to store their school work. Store files that are needed for your school assignments and lessons, and clean out files when they are no longer needed. Users may not store anything that is not directly related to their school work on school drives or school-provided services.
- Consumables. Please do not waste paper, ink, projector lamps, etc. Create, submit, and present electronically when possible. Personal use of school resources is not permitted. Turn off projectors when they will not be used for 30+ minutes to prolong the life of the lamp.
- Energy. Turn off equipment /or power strips when you are done using them.

BE SAFE

ns: Does your conduct impact the safety, security or reputation of yourself and others? Is your behavior honest and legal?

A. Safety

- Create a positive and safe environment. Treat everyone with kindness and respect.
- Keep private or personal information offline. Avoid sharing personal information about yourself or others in messaging, social media or other online apps.
- Be careful how you present yourself online and in private messages. Digital content is permanent. What you post can be viewed and shared by anyone forever. This can be dangerous and also impact future relationships and college and job opportunities.
- Protect personal and professional reputations of other people. Help others make good decisions about what they do and say online. Do not harm or make others look bad.
- Report bad behavior. If you see or hear something that makes you uncomfortable or is hurtful to you or to someone else, report it to a teacher or trusted adult. Never participate in bullying, harassment, intimidation, or tricking others.
- Respect the privacy of others. People expect privacy in restrooms, locker rooms, and spaces being used to change clothing. Do not record in those spaces.
- Students will participate in Internet safety and digital citizenship instruction in grades K-12.

B. Security

- Protect your accounts. Create strong passwords or use passcodes. Never share your passwords or your accounts. Always sign out of an account when done using a device. Adults should use Multi-Factored Authentication [MFA] or Single Sign-On [SSO] whenever possible to prevent others from accessing accounts.
- Only use your own accounts. Help others who forget to logout of their accounts by immediately logging out for them. Never snoop or change anything in someone else's account.
- Be on the lookout for suspicious emails and web links and pop-ups that might be viruses and other malware that could infect your accounts and possibly spread to others' accounts and the school network. Report concerns to a teacher or to the IT department.
- Privacy of email or any electronic communication is not guaranteed and may become public information.
- Users are responsible for maintaining security of student information and other personally identifiable data and for upholding FERPA (20 U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations regardless of how information is accessed, transmitted, or stored.
- Staff will participate in cybersecurity training throughout the year.

C. Law and Ethics

- Users are responsible for following District rules and guidelines and state and federal law in their use of technology. This RUP is in compliance with state and federal telecommunications rules and regulations.

- Users will respect the ownership rights of work, ideas, or products and comply with plagiarism, copyright, and/or piracy laws. No illegal copying is permitted. Citing sources of information is expected.
- Users may not use any type of technology for academic dishonesty.

Other Expectations

District Provided Resources for Students

The district offers chromebooks or other assistive technology to all students in grades 1-12. Students in grades 1-5 will use the district-provided device, and students in grades 6-12 may elect to use a personal chromebook or laptop for school work. Students are expected to bring their devices to school every day and must follow the Responsible Use Policy when using technology at school and using district resources and accounts at all times. The district provides every student a Google Workplace account and many other application accounts to support their classwork. The school network provides a filtered Internet connection for staff and students in accordance with the Children's Internet Protection Act.

Privileges and Rights

Staff have the authority to determine when and where technology devices may be used, and students are expected to immediately comply with directions regarding any technology. Use of school technology resources is a privilege. Users may be denied access at any time, for any reason, and possible disciplinary measures may occur if privileges are abused. School staff may collect, examine and hold any device at any time for the purpose of enforcing school policy, investigating discipline issues, or for any other school-related purpose. Students and staff should not have an expectation of privacy on the personal electronic devices brought onto school property.

Security and Damages

Students and staff take full responsibility for the security, repair or maintenance of their personally owned digital devices at all times. It is recommended that all devices be labeled or otherwise identified before being brought to school. The Bowling Green City School District, and its staff or employees, is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office in the same manner as other personal artifacts that are impacted in similar situations.

Technical Support

The Bowling Green City School District or its staff will not provide technical assistance on personally-owned devices. Instructions for accessing the appropriate school network and device settings for BGCS Google Workplace and other online accounts will be provided. Issues with online accounts should be reported to a teacher or to the student helpdesk.

Consequences of Improper Use

The district determines what constitutes improper use of technology, online resources, and network services and is not limited by examples in this Policy. Use of personal equipment to violate this Policy is prohibited and is subject to search and seizure for up to thirty (30) days. Consequences for individuals violating the Responsible Use Policy vary depending on the nature and seriousness

of the violation. Consequences might include disciplinary action, loss of technology access, reimbursement of expenses and/or damages, and/or involvement of law enforcement agencies.

No Warranties Created

By accepting access to the Network, you understand and agree that the Bowling Green City School District, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either express or implied, in connection with provision of access to or the use of the Network. They shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student or employee arising out of that User's use of and/or inability to use the Network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.

BGHS SCHEDULE

Monday, Tuesday, Friday									
Lunch A	1st Period 7:50-8:37	2nd Period 8:41-9:28	3rd Period 9:32-10:19	4th Period 10:23-11:10	Lunch 11:10-11:40		5th Period 11:44-12:50	6th Period 12:54-1:41	7th Period 1:45-2:32
Lunch B	1st Period 7:50-8:37	2nd Period 8:41-9:28	3rd Period 9:32-10:19	4th Period 10:23-11:10	5th A 11:14-11:45	Lunch 11:45-12:15	5th B 12:15-12:50	6th Period 12:54-1:41	7th Period 1:45-2:32
Lunch C	1st Period 7:50-8:37	2nd Period 8:41-9:28	3rd Period 9:32-10:19	4th Period 10:23-11:10	5th Period 11:14-12:20		Lunch 12:20-12:50	6th Period 12:54-1:41	7th Period 1:45-2:32

Wednesday & Thursday										
Lunch A	1st Period 7:50-8:33	AA 8:33-9:01	2nd Period 9:05-9:48	3rd Period 9:52-10:35	4th Period 10:39-11:22	Lunch 11:22-11:52		5th Period 11:56-12:58	6th Period 1:02-1:45	7th Period 1:49-2:32
Lunch B	1st Period 7:50-8:33	AA 8:33-9:01	2nd Period 9:05-9:48	3rd Period 9:52-10:35	4th Period 10:39-11:22	5th A 11:26-11:55	Lunch 11:55-12:25	5th B 12:25-12:58	6th Period 1:02-1:45	7th Period 1:49-2:32
Lunch C	1st Period 7:50-8:33	AA 8:33-9:01	2nd Period 9:05-9:48	3rd Period 9:52-10:35	4th Period 10:39-11:22	5th Period 11:26-12:28		Lunch 12:28-12:58	6th Period 1:02-1:45	7th Period 1:49-2:32

TWO-HOUR DELAY SCHEDULE

2- Hour Delay: Monday, Tuesday, Friday									
Lunch A	1st Period 9:50-10:17	2nd Period 10:21-10:48	3rd Period 10:52-11:19	4th Period 11:23-11:50	Lunch 11:50-12:20		5th Period 12:24-1:30	6th Period 1:34-2:01	7th Period 2:05-2:32
Lunch B	1st Period 9:50-10:17	2nd Period 10:21-10:48	3rd Period 10:52-11:19	4th Period 11:23-11:50	5th A 11:54-12:25	Lunch 12:25-12:55	5th B 12:55-1:30	6th Period 1:34-2:01	7th Period 2:05-2:32
Lunch C	1st Period 9:50-10:17	2nd Period 10:21-10:48	3rd Period 10:52-11:19	4th Period 11:23-11:50	5th Period 11:54-1:00		Lunch 1:00-1:30	6th Period 1:34-2:01	7th Period 2:05-2:32

2-Hour Delay: Wednesday & Thursday										
Lunch A	1st Period 9:50-10:13	AA 10:13-10:41	2nd Period 10:45-11:08	3rd Period 11:12-11:35	4th Period 11:39-12:02	Lunch 12:02-12:32		5th Period 12:36-1:40	6th Period 1:42-2:06	7th Period 2:10-2:32
Lunch B	1st Period 9:50-10:13	AA 10:13-10:41	2nd Period 10:45-11:08	3rd Period 11:12-11:35	4th Period 11:39-12:02	5th A 12:06-12:36	Lunch 12:36-1:06	5th B 1:10-1:40	6th Period 1:42-2:06	7th Period 2:10-2:32
Lunch C	1st Period 9:50-10:13	AA 10:13-10:41	2nd Period 10:45-11:08	3rd Period 11:12-11:35	4th Period 11:39-12:02	5th Period 12:06-1:10		Lunch 1:10-1:40	6th Period 1:42-2:06	7th Period 2:10-2:32

BOWLING GREEN CITY SCHOOLS

BOWLING GREEN CITY SCHOOLS
Student / Teacher Calendar 2026-2027

August 13 & 14	New Teacher Orientation
August 17	Staff Professional Development Day (#1) All BGCS Staff Opening Meeting/Buildings Meetings 8:15 am- BG PAC
August 18	Staff Work Day (#2)
August 18	Open Houses for All School Buildings
August 19	Opening Day of School for Students Grades 1-9
August 19 & 20	Individual Kindergarten & Preschool Student Meetings- exact date and time to be communicated with parent
August 20	All students grades 1-12
August 21 & 24	Kindergarten Slow Start- schedule provided at Individual Kindergarten Student Meetings
August 25	All Preschool Students & Kindergarten Students attend
September 7	Labor Day – SCHOOLS CLOSED
October 15	First Quarter Ends **(44 Days: 41 Student, 3 Staff Professional Days)**
October 16	Staff ½ Professional Development Day & ½ Work Day (#3) NO STUDENTS
October 19	Second Quarter Begins
October 22	Preschool/Elementary/MS/HS Evening Conferences (4:00 pm - 7:30 pm)
October 23	Preschool/Elementary/MS/HS Morning Conferences (8:15 am – 12noon) NO CLASSES/PK-12 STUDENTS
October 29	Preschool/Elementary Evening Conferences (4:00 pm - 7:30 pm)
October 30	Preschool/Elementary Morning Conferences (8:15 am – 12noon)-NO CLASSES/PK-5 STUDENTS
November 25	NO CLASSES/PK-12 STUDENTS/TEACHERS
November 26-27	Thanksgiving Break – SCHOOLS CLOSED
November 30	Classes Reconvene
December 18	Last Day of Classes before Winter Break
December 18	Second Quarter Ends
December 21-January 1	Winter Break – SCHOOLS CLOSED **(Elementary: 42 Days: 40 Student, 2 Conference)** **(Secondary: 42 Days: 41 Student, 1 Conference)**
January 4	Staff Work Day (#4) NO STUDENTS
January 5	Staff Professional Development Day (#5) NO STUDENTS
January 6	Classes Reconvene/Third Quarter Begins
January 18	Martin Luther King Day – SCHOOLS CLOSED
February 15	President's Day – SCHOOLS CLOSED
March 11	Third Quarter Ends **(48 Days: 45 Student, 3 Staff Professional Day)**
March 12	Staff ½ Professional Development Day & ½ Work Day (#6) NO STUDENTS
March 15	Fourth Quarter Begins
March 22-March 26	Spring Break – SCHOOLS CLOSED
March 29	Classes Reconvene
May 25	Last Day for Seniors
May TBD	Senior Class Graduation 2:00 pm
May 27	Last Day of Classes for PK-11 Students
May 27	Fourth Quarter Ends **(50 Days: 49 Student, 1 Staff Professional Day)**
May 28	Staff Work Day (#7) NO STUDENTS
May 31	Memorial Day – SCHOOLS CLOSED
Save June 1-June 7	First Make-Up Day to be Scheduled as needed (Staff Work Day will Immediately Follow the Last Day of Student Attendance)

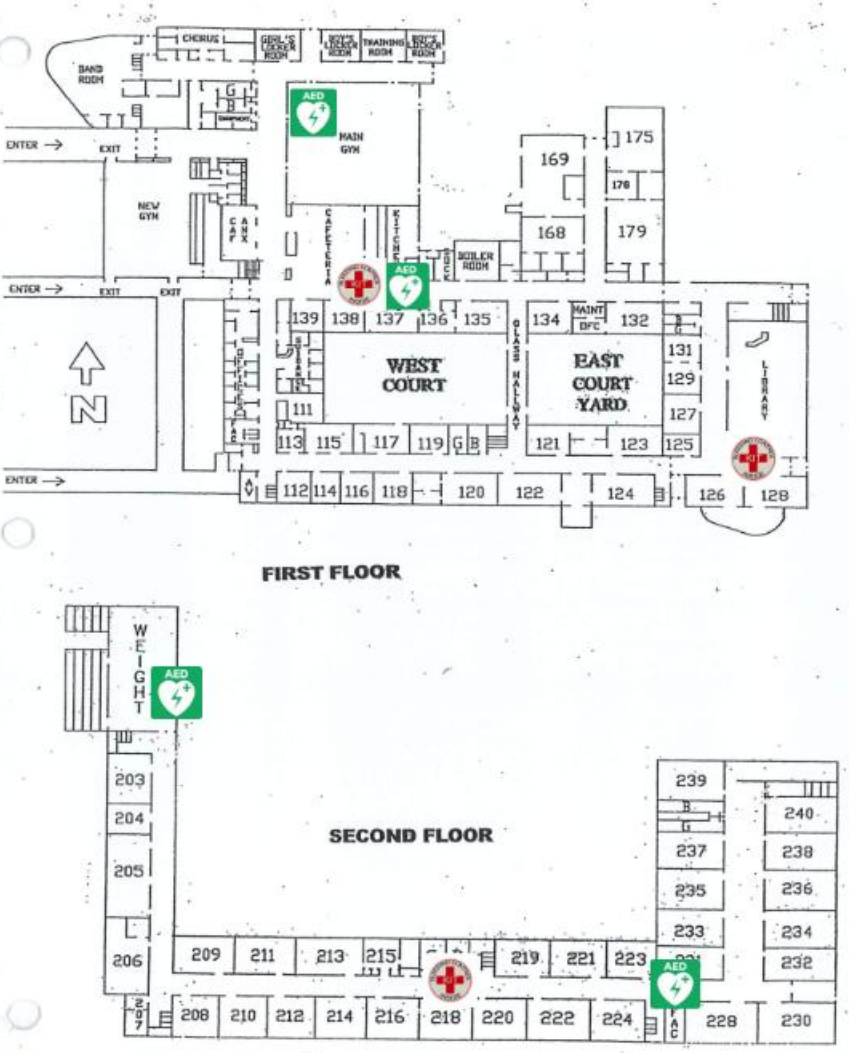
BGHS ALMA MATER

Hail to thee old high school
Our dear ole' high school
Scarlet and the gray
Fair to us above all others
Homage now we pay
Song of love and loyalty
Now we raise to thee
Ever may thy glory linger
in our memory

FIGHT SONG

Fight team for fame and honor
Fight for your Alma Mater
Fight use your might and power
To win tonight
Rah! Rah! Rah!
We'll cheer the loudest
And we'll soon be the proudest
As we fight on to victory
And win for B.G. High!
B - O - B - C - A - T - S
YEA BOBCATS!
GO GET 'EM!
CHARGE - FIGHT - WIN!

MAP OF BOWLING GREEN SCHOOL



PBIS MATRIX

	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
CLASSROOM	• Use appropriate language. • Follow individual teachers' expectations. • Accept and encourage others.	• Be ready to learn. • Be engaged. • Invite challenges. • Practice accountability. • Exercise academic honesty.	• Be on time. • Get permission before leaving. • Use materials appropriately. • Do what's right, even when no one is watching.
HALLWAYS	• Use appropriate language. • Keep voices down.	• Use time productively. • Keep the school clean. • Move to class with purpose.	• Be aware of your surroundings. • Respect others' space. • Do what's right, even when no one is watching.
CAFETERIA	• Use appropriate language. • Be inclusive. • Wait patiently in line.	• Maintain a clean space. • Make healthy choices.	• Stay within your boundaries. • Respect others' space. • Do what's right, even when no one is watching.
RESTROOMS	• Give others privacy. • Keep restrooms clean.	• Spend minimal time in the restroom. • Use closest possible restroom.	• Use the restroom for intended purpose. • Do what's right, even when no one is watching.
TECHNOLOGY	• Follow directions. • Collaborate respectfully. • Display good character and ethics. • Use appropriate formal language in communications.	• Take care of school devices. • Only access approved websites and material. • Only use devices at approved times.	• Only access approved websites and material. • Keep devices and login information confidential.

What is PBIS

- PBIS stands for ***Positive Behavioral Interventions and Support.***
- PBIS is a framework that uses evidence-based practices to create a positive school culture and learning environment for students and staff.
- PBIS recognizes that students can only meet behavioral expectations if they know what the expectations are.
- The philosophy of PBIS is that by rewarding students for positive behavior through positive praise and rewards, students will begin to build intrinsic motivation to behave in a positive way which will help create a positive learning environment in all areas of the school.
- PBIS's key attributes include proactivity, data-based decision making and a problem-solving orientation.
- Bowling Green City Schools has developed a common language for behavior expectations in each area of the school- classroom, playground, lunchroom, restrooms, hallway, etc

PBIS Multi-Tiers of Support

PBIS is a broad range of systemic and individualized tiers of support for achieving important learning outcomes.

PBIS Tier 1 are the school-wide prevention-based supports put into place for all students. Common Tier 1 practices may include:

- Bobcat Proud Expectations- ***BE RESPECTFUL *BE RESPONSIBLE * BE SAFE***
- Positive reinforcements and acknowledgements
- Classroom management system
- Evidenced based social emotional curriculum
- Data based decision making for system changes

PBIS Tier 2 is designed to provide targeted interventions to support students who are not responding to Tier 1 efforts. Interventions are more intensive since it targets a smaller number of students. Common Tier 2 practices may include:

- Check in Check Out
- Small groups
- Mentoring

PBIS Tier 3 supports are more individualized supports and based on the individual need of the student. Common Tier 2 practices may include:

- Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP)
- Individual Counseling
- Referral to Community Agency

- Return to Learn/Safety Plan