

**BRADFORD SCHOOLS**  
**HIGH SCHOOL & JUNIOR HIGH**  
**2022-2023**

*“Under every train lies a track and under every Railroader lies the path to success”*

Mr. Chris Barr, Principal  
750 Railroad Avenue  
Bradford, Ohio 45308  
(937) 448-2719  
[www.bradford.k12.oh.us](http://www.bradford.k12.oh.us)

Welcome Bradford Student & Family!

The Board of Education, faculty, staff, and administration of Bradford Junior High and High School welcome you to the 2022-2023 school year. Bradford is a community of great pride and rich in tradition. The staff and administration strive to make this year a special one for you. We at Bradford Junior High and High School promise you a safe, friendly, caring, and personalized learning environment.

This Handbook will help ensure that you get the most out of your school experience. Take the time to sit down with your parents and/or guardians and read through our expectations. If you have any questions please ask.

Best Wishes for a Great School Year,

*Bradford Schools Faculty & Administration*

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have. This handbook contains important information that you are responsible for knowing. You should become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects.

## **MISSION OF THE SCHOOL**

It shall be the responsibility of the Bradford Exempted Village School System to ensure that educators, parents, students and citizens of the community will be provided a safe, positive learning environment ensuring an atmosphere conducive to the development of life-long learning skills that will lead to productive responsible citizens.

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal educational opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, has the right to file a complaint.

Complaints and/or questions should be directed to the Superintendent who is the School District's Compliance Officer. Complaints placed in writing will be investigated and a response provided to the person filing the complaint in a timely manner. The Compliance Officer can provide additional information concerning access to equal educational opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises a complaint.

## **STUDENT RESPONSIBILITIES**

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. This will be made possible by, The 5 R's of a STAR Roder:

Be Ready to Learn

Be Responsible

Be Respectful

Be Resilient

Be Roder Empowered

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. Students are expected to follow staff members' directions and obey all school rules. The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the Guidance Counselor or Principal.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The school however, may use the mail or hand delivery to ensure contact. Parents are encouraged

to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Adult students (age 18 or older) are required to follow all school rules. If residing at home, adult students are encouraged to include their parents in their educational program.

### **SCHOOL DAY**

Students will not be permitted in the building before **7:40 a.m.** unless prior arrangements have been made with a staff member. Any student who is in the building prior to **7:40 a.m.** must be under the direct supervision of a staff member. Students are to report to the **lobby and hallway by the main gym** upon entering the building. The first bell will ring at **8:00 a.m.** and classes will begin at **8:10 a.m.**. The school day ends at **3:10 p.m.** Students remaining in the building after **3:20 p.m.** must be under the direct supervision of a staff member. No students or parents will be permitted to stop by the classrooms before or after school unannounced. All visitors must report to the office.

### **EMERGENCY CLOSING AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the various radio and television stations within the area. Bradford Schools will also utilize the **One Call System** that notifies parents of delays and or cancellations. Parents may call **1-877-698-3261** to hear the latest **One Call announcements**. Parents and students are responsible for knowing about emergency closings and delays. Parents are asked to inform the school office whenever there are changes in telephone numbers so the One Call System can be updated.

### **BICYCLE SAFETY/PROCEDURES:**

Riding a bicycle to school is a privilege, not a right. Improper use of the bicycle on the way to or from school could result in the loss of this privilege. All bicycles must be parked in the racks provided and it is highly suggested each bike have a lock. Bradford Exempted Village Schools is not responsible for any damage or theft of bikes.

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

Students are expected to enroll in the school district in which their custodial parent lives, unless enrolling under the District's open enrollment policy (5113). Students who are new to Bradford Exempted Village Schools are required to enroll in person with their parents or legal guardian. When enrolling, the parents will need to bring:

- An original birth certificate or similar document
- A Social Security Card or Passport
- Court papers allocating parental rights and responsibilities, or custody (if appropriate) Proof of residency
- Proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment official.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The Guidance Department will assist in obtaining the transcript, if not presented at the time of enrollment.

Adult students (18 years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Department. It is important to note that some courses, which are requested by the student, may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. Any variation in a student's schedule **MUST** be approved by the **Principal**.

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without parent/guardian permission in verbal, written or in person. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian.

### **CHANGE OF STUDENT INFORMATION**

Please notify the office if you change your address, phone number, place of employment or child care provider. We need this for our records.

Also, parents have an obligation to inform the high school any time the custody of a child changes.

Copies of court orders are to be given to the principal and will be placed in the child's file. Confidentiality is maintained. Non-custodial parents are to contact the office if requesting any type of school information.

### **WITHDRAWAL/TRANSFER FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of eighteen (18).

If a student plans to transfer to another school, the parent must notify the principal. School records will be transferred within fourteen (14) days to the new school district.

### **STUDENT WELL-BEING**

Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he shall notify a staff person immediately. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. A student who becomes ill during the school day should request permission from the teacher to go to the office. The office staff or school nurse will determine whether or not the student should remain in school or go home. Parents should encourage their student to follow this process of being evaluated in the office first before calling home. **Reminder-use of cell phones including texting during school hours is prohibited.** No student will be released from school without proper parental permission.

### **IMMUNIZATIONS**

Each student must have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the Superintendent of Schools.

### **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy (5341) that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent(s) and on file in the school office. This form is required. The school has made the form available to every parent at the beginning of each school year or at the time of enrollment. Failure to return the completed form to the school may jeopardize a student's educational program and result in disciplinary action.

Please remember to contact the school with any change in phone numbers. If your child is injured it is imperative that the school be able to contact the parent as soon as possible.

### **USE OF MEDICATIONS**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

- Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- Medications must be registered with the Nurse's Office
- Medication that is brought to the office will be properly secured.

- Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or other means on or about his/her person.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.
- Medications must be provided in the containers in which they were dispensed by the prescribing physician or pharmacist.

### **NON-PRESCRIBED (OVER THE COUNTER) MEDICATIONS**

No staff member will be permitted to dispense non-prescribed, over-the counter (OTC) medication to any student without parental authorization. The administration of routine or as needed OTC is not practiced at the school. If you feel your child requires the use of an OTC during the school day you must contact the school nurse to discuss the available options. If it is determined by the school nurse that OTC medication will be made available to your child during the school day, the appropriate forms will be made available for parental authorization (no physician authorization is necessary). It may also be determined that the student may self-administer/possess OTC medication. However, parental authorization is required and the appropriate form must be on file in the office.

If a student is found **using or possessing** a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received and disciplinary action may be enacted.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if **the appropriate form is filled out and on file in the Office**. A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease. Specific diseases include: covid, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be only for the contagious period as specified in the school's administrative guidelines.

## **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, and other disease that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Guidance Counselor or Building Principal at (937) 448-2719.

## **STUDENT RECORDS FAMILY RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.



Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34CFR 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

### **STUDENT FEES, FINES, AND CHARGES**

Bradford Junior/Senior High School charges specific fees for various activities and courses in addition to a predetermined flat rate fee. Such fees or charges may include laboratory materials, workbooks or other educational supplies as determined by the Board of Education. Fee schedules are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of or loss of the property and equipment.

Late fines can be avoided when students return borrowed materials promptly. They may be needed by others.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits, and according to Board of Education Policy (5460) students may not participate in Commencement Exercises if ALL obligations to the school are not met.

### **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

- Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds, or to sell food items in the cafeteria during lunch.
- A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the student's counselor or activity sponsor.
- No student may participate in fund-raising activities off school property without proper supervision by approved staff or other adults.

- No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.
- No student is permitted to sell any item or service in school without the prior approval of the building principal. Violation of this may lead to disciplinary action.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, cell phones and the like, are tempting targets for theft and extortion. The school is not responsible for their safe-keeping and will not be liable for any loss or damage to personal valuables.

### **MEAL SERVICE**

The School participates in the National School Lunch Program and makes lunches available to students for a fee. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. **NO** outside food from other restaurants will be permitted to be delivered to the cafeteria for consumption without permission from the administration. No student shall be allowed to leave school premises during the lunch period.

Students may charge for lunches with permission of the cashier if they forget their lunch money. Students may only have (2) two charges per week or (2) total charges. No ala carte charges will be permitted. The 3<sup>rd</sup> charge will result in PBJ (peanut butter and jelly) and milk at the regular meal charge until charges are paid. All lunch charges must be paid in full in mid-May by a date specified by the cafeteria.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive a Free and Reduced Meal Form and believes s/he is eligible, contact the Principal or the Food Service Director. Applications may be received at any time during the school year based upon the family's eligibility status in the event that income status changes after the beginning of the school year.

### **FIRE AND TORNADO DRILLS / BUILDING LOCK-DOWN**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will oversee the safe, prompt, and orderly evacuation of the building.

- Tornado drills-will be conducted during the tornado season using the procedures prescribed by the State.
- Building Lock-Down drills may be conducted throughout the school year. Students are required to strictly follow all guidelines.
- During any drill procedures or practice, all students will follow all directions. Failure to abide by drill guidelines may result in disciplinary action against the offending student(s).

### **VISITORS**

Parents are welcome at the school in a visitor capacity. In order to properly monitor the safety of students and staff, each parent visitor must report to the **Main Office** upon entering the school to sign in and obtain a pass. Any visitor found in the building without signing in shall be requested to come to the office and obtain permission to be in the building. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to prevent any inconvenience. Reminder, the school doors are locked during the day. You will need to use the buzzer system by the main doors to gain entrance to the building. **Students may not bring visitors to school.**

## **USE OF THE LIBRARY**

The library is available to students throughout the school day unless otherwise instructed. Passes may be obtained from a student's teacher or from the librarian. Books on shelves may be checked out for a period of time to assist with the educational process. To check out any materials, contact the librarian. All materials checked out of the library must be returned in a timely manner. All lost books must be returned or paid in full before a student may receive diplomas.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use.

## **LOST AND FOUND**

The lost and found area is in the main office of the high school. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity periodically during the year and at the close of the school year.

## **USE OF TELEPHONES**

Office / School telephones are not to be used for personal calls. Any student use of school phones must have prior approval by the Office. Except in an emergency, students will not be called to the office to receive a telephone call. Possession of a cell phone is permissible however **use of cell phones during school hours without prior approval from a Principal is prohibited.**

## **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the principal.

## **SECTION II - ACADEMICS**

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent and a current Emergency Medical Form on file in the office. The Student Code of Conduct applies to all field trips. Participation of Field Trips may be denied due to behavior, attendance, and or academic reasons that occurred prior to the Field Trip. Attendance rules apply to and during all field trips.

While the District encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission to attend. Students who violate school rules prior to Field Trips may lose the privilege to go on field trips and are subject to the student Code of Conduct.

### **COLLEGE VISITS**

We encourage junior and senior students to make on-site college visits to help determine which college offers the best program for a student's needs. If properly arranged, college visits will not count as an absence. They are treated like field trips. To accomplish this, college visits must be pre arranged through the guidance office 5 days in advance of the absence. A student must complete the required paperwork and return written verification to the

guidance office upon his or her return from the visit. When the paperwork is filed with the Guidance Office the unexcused absence will be changed to a field trip. We will permit juniors to make no more than two visits out of school and seniors to make no more than three visits during the year. Special arrangements may be considered if the circumstances warrant.

## **GRADES**

Bradford Exempted Village Schools has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The School uses the following grading system in grades 6 through 12:

Mark	Value	Starting %	Ending %
A	4.00	89.50	100.00
B	3.00	79.50	89.49
C	2.00	69.50	79.49
D	1.00	59.50	69.49
F	0.00	0.00	59.49

## **GRADING PERIODS**

Students shall receive a report card at the end of each (9) nine week period indicating their grades for each course of study for that portion of the academic term. The 9-weeks grade is determined by the percentage earned during the 9-weeks. Semester grades are calculated by averaging the **percentages** earned during the two 9-weeks, and if semester exams are given using the percentages for each 9 weeks, doubling them, adding the semester exam grade and dividing the sum by 5. For instance, is a student earns a 67% (1<sup>st</sup> qtr.), 75% (2<sup>nd</sup> qtr.) & a 45% (exam), the semester grade, used for figuring GPA and class rank would be a 65.8% = D. When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents.

## **PROMOTION AND RETENTION**

Promotion to the next high school level is based on the following criteria;

**Grade 10** (Sophomore) – At least 5.5 Units of Credit Earned

**Grade 11** (Junior) – At least 11 Units of Credit Earned

**Grade 12** (Senior) – At least 16.5 Units of Credit Earned

## **REPEATING A SUBJECT**

If a student chooses to repeat a course that he/she has already passed in order to raise his/her grade to qualify for a subsequent course, he/she will be granted credit only once for that course, and the higher grade will be used in calculating his/her accumulative GPA. Administrative approval is needed to repeat a course.

## **GRADUATION REQUIREMENTS**

**Please see the Bradford Student Course of Study for updated graduation requirements.**

## **EDUCATIONAL OPTIONS Credit Flexibility Plans**

Credit Flexibility Plans (CFP) is educational experiences where the primary acquisition of knowledge and skills take place outside of Bradford High School's classrooms. These opportunities may include but not be limited to: independent study, private instruction, performing groups, internships, community service, apprenticeship, work study, and online courses (not principal approved). Bradford Schools are not responsible for any cost incurred from a student's participation in a CFP beginning with the 2010-11 school year. Students are required to have approval for the CFP before the experience is initiated.

A team of subject related school personnel, by appointment of the principal or his/her designee, will comprise a review panel. Their role will be to approve and set expectations utilizing the CFP Review Panel Assessment Report. At the conclusion of the experience mastery of learning objectives must be demonstrated as defined by the approved CFP.

### **College Credit Plus Program**

If you are a High School student, College Credit Plus Program (CCP) provides you with the opportunity to take college classes, if a participating college or university admits you. The purpose of the program is to provide rigorous academic pursuit and to provide a broader variety of curricula to high school students. Option B participants will receive both high school and college credit using the following formula: 5 semester credits = 1 H.S. credit. These classes will also be averaged into the accumulated Grade Point Average.

Any student who may be interested in this program should inform the guidance office at the time class registration begins for the next year. Because of the potential academic and financial consequences of entering the CCP program, both parents and students must clearly understand their responsibilities before committing to this course of study. Intent forms are due by the state deadline of March 30.

## **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, attendance, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the administration.

## **ATHLETIC AWARDS**

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director.

## **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the proficiency tests and graduation.

## **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may enhance his/her school career through participation in the school's computer network, s/he and his/her parents must sign an "acceptable use" agreement that defines the conditions under which the student may participate in accordance with board policy 7540.03. Failure to abide by **ALL** of the terms of the

agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities.

### **STUDENT ASSESSMENT**

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. Vocational and interest surveys may be given to identify particular areas of student interests or talent. These are often given by the guidance staff. College entrance testing information can be obtained from the Guidance Office

### **SECTION III - STUDENT ACTIVITIES**

#### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Bradford Exempted Village Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular related activity may be for credit, required for a particular course, and/or contain school subject matter.

The School has many student groups that are authorized by the School. It is the District's policy that authorized groups are those approved by the Board of Education and sponsored by a staff member or other Board approved advisor. Authorized groups include Band, Chess Club, Drama Club, Muse Machine, National Honor Society, Student Council, Vocal Music, Newspaper, Renaissance and Yearbook.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. **Participation in these activities is a privilege and not a right**, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

#### **NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours.

The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event and that the event will not interfere with school activities. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or other secret society as prescribed by law is **not permitted**. No non-district-sponsored organization may use the name of the school or school mascot.

#### **ATHLETICS**

Bradford Exempted Village Schools provides a variety of athletic activities in which students may participate provided they meet any eligibility requirements that may apply. Participation in these activities is a privilege and

not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

The following is a list of activities currently being offered. For further information, contact the building principal or the Athletic Director, at 448-2719 or 448-6575.

Football	Girls Track	Cheerleading	Boys Golf	Boys Cross Country
Boys Basketball	Boys Track	Volleyball	Boys Powerlifting	Girls Cross Country
Baseball	Girls Basketball	Softball	Girls Powerlifting	

### **ACADEMIC ELIGIBILITY**

Academic eligibility will be determined and established by the Bradford Exempted Village Schools District Policies 2430 and 2431, and the Interscholastic Athletic Policy.

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The School encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening / weekend events as non-participants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

All student spectators must keep in mind that all school rules apply to any school-related function, both academic and athletic, be it a home event or an away contest.

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE POLICY**

Because good school attendance is a requisite for high academic achievement, it is essential for students and their parents to support Ohio's compulsory attendance laws. The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which he/she has been assigned.

As used in this policy, "parent" shall include a parent, guardian, or other individual having care of the student. Parents will be notified if the student is absent with or without legitimate excuse from school for 38 or more hours in a month, or 65 or more hours in a school year. "Habitually truant" students are students who have missed 30 consecutive hours without a legitimate excuse, a student who misses 42 hours a month without a legitimate excuse or a student who misses 72 hours a year without a legitimate excuse. Under HB 410, "habitually truant" students whose absences are unexcused must be assigned a "district intervention team." The team is required to develop an intervention plan to help the student improve

their attendance. Failure to cooperate could result in a court complaint being filed. Parent involvement in the plan is required.

#### **A. EXCUSED ABSENCE**

When a student is absent from school, a parent is to phone the school by 9 a.m. to explain the reason for the absence. If this phone call is not made, upon returning to school the student must bring a written excuse from the parent/guardian and present it to the office/ attendance office. Failure to provide an appropriate excuse within five school days will classify the absence as unexcused.

The Board of Education reserves the right to verify reasons given and to investigate the cause of each single or prolonged absence.

All make-up work will be completed within the same number of school days as absences plus one school day.

The Board considers the following factors to be reasonable legitimate excuses for time missed at school:

1. Personal illness.
2. Illness in the family.
3. Quarantine of home.
4. Death of relative.
5. Work at home due to absence of parents or guardian. Any absence arising from this shall not extend beyond the period for which the parents were absent.
6. Observance of a religious holiday.
7. Medical or dental appointment.
8. Traveling out of state to attend a Board-approved enrichment or extra-curricular activity (applies to absences up to 24 hours).
9. Emergency set of circumstances that in the judgment of the Superintendent of Schools constitutes a good and sufficient cause for absence from school. This would include students who are receiving instructional services during an out-of-school suspension. This would also include, but is not limited to:
  - a. College visitations – seniors are permitted one day to visit colleges before the end of the third grading period. Juniors are permitted to take one college day during the second semester. Arrangements for these visits must be completed in advance and be approved by the counselor and principal or his designee. College visits count as excused absences.
  - b. Family vacations – Family vacations need to be taken with immediate family and need to be arranged at least one week in advance. The student must make all arrangements with the teachers in writing before the vacation. A student has the number of days of the vacation plus one day to complete all make-up work, plus tests. The loss of instructional time may negatively impact a student's grade.
  - c. Court appearances.
  - d. Other special circumstances deemed excused by the Superintendent of Schools.

Attendance need not always be within the school facilities. A student will be considered to be in attendance if present at any place where school is in session by authority of the Board.



The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that he/she reports to such staff members, he/she is assigned for guidance at the place in which he/she is conducting study, and he/she regularly demonstrates progress toward the objectives of the course of study.

## **B. TRUANCY**

Students are considered “habitually truant” when the student is absent for at least:

- 30 or more consecutive hours without a legitimate excuse .
- 42 or more hours in one month without a legitimate excuse
- 72 or more hours in one school year without a legitimate excuse.

When a student becomes “habitually truant” the parent will be required to attend a parent involvement program (Attendance Intervention Meeting) and help develop an Absence Intervention Plan. Failure of the student to make satisfactory progress per the plan will require further court involvement. After sixty five (65) hours of excused absences the Bradford Board of Education may require a doctor’s statement for further absence due to personal illness. If past history of poor attendance exists, a doctor’s note may be required before the 65 hour threshold.

A student shall not be considered truant under this policy if:

1. he/she is enrolled in and attending another public or non-public school;
2. he/she is receiving an approved program of home instruction;
3. he/she is fourteen years of age or older and performing necessary work directly and exclusively for his/her parents or guardian; or
4. he/she has been suspended or expelled from school.

### **NOTIFICATION OF ABSENCE**

If your child is absent from school, report the absence by calling the JH/HS office (for all students in grades 6-12) before 9:00 a.m. on the day of the absence (937-448-2719). Absence messages may be left on the school voice mail if it is necessary for you to call before school hours. Please give your name, the child’s name, teacher, and the reason for the absence. If you have not reported the absence, the school will attempt to call you to inquire about the absence. Phone calls will be logged and recorded on our attendance register along with the reason for the absence.

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

If an absence can be foreseen and the “good cause” must be approved by the principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up any missed school work.

Parent notes may be used to excuse no more than 65 hours of absences during the school year. Written notification will be mailed home when this level is reached and the parents will be required to provide a doctor’s statement to excuse further

absences. Any absence after this point without a doctor's statement will result in an unexcused absence and the student will be considered truant.

## **TARDINESS**

A pupil is tardy to school if he/she is not in his/her seat at 8:10 a.m. when school officially begins. Most cases of tardiness to school are considered to be unexcused, including car trouble and over-sleeping. Excused tardies are only for reasons listed for excused absences.

Note: Hours of school missed due to tardies will be applied to the accumulated number of hours of unexcused absence in relation to ORC 3313.663, ORC 2151.011 (B) (17) and HB 410.

## **APPOINTMENT DURING THE SCHOOL DAY**

A student may be excused from school for an appointment by bringing a doctor's excuse to the office. Absences due to appointments will be judged as excused or unexcused according to the absence policy.

Any student who is scheduled for an appointment at the beginning of the school day is asked to make prior arrangement with the office/attendance office so the tardiness can be excused. Whenever possible, parents should make dental and medical appointments when school is not in session. Students must sign out and back in (where applicable) when they leave school for excused business.

Students must not enter or leave the building without signing in at the office/attendance office. In the interest of student safety, school personnel must speak directly to the parent for the student to sign out once he/she has arrived on school property unless the appointment has been pre-arranged.

To receive credit for an entire day's attendance, the student must be in school for seven hours (8:10 a.m. to 3:10 p.m.) (excluding lunch).

## **Make-up of Tests and Other School Work**

Students who have an excused absence from school shall be given the opportunity to make-up work that has been missed. It is the responsibility of the student to contact their various teachers as soon as possible to obtain assignments and make arrangements for make-up work.

Make-up work due to excused absence must be completed within the number of days missed plus one, after returning to school. If a student misses a teacher's test due to an excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses state tests or other standardized tests, the student should consult with the Guidance Department to arrange for taking the test. *Note to Clarify: Once a student accumulates 60 hours of parent excused absences and does not meet one of the excused absence reasons, the absence is unexcused and the student may not be granted the opportunity to earn points on missed assignments.*

## **Suspension from School**

It is the responsibility of suspended students to contact their teachers to make-up work missed. Students will receive partial credit for any work completed while suspended. School days canceled due to inclement weather do not count as days served for suspension.

## **Vacations during the School Year**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

## **CODE OF CONDUCT**

A major component of the educational program at the school is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards.

### **1. Expected Behaviors**

Each student shall be expected to:

- Conform to reasonable standards of socially-acceptable behavior
- Abide by national, state, and local laws as well as the rules of the school and classroom.
- Respect the person and property of others, Respect the rights of others.
- Follow the directions of all school staff. Act courteously to adults and fellow students.
- Be prompt to school and attentive in class.
- Work cooperatively with others when involved in accomplishing a common goal regardless of another person's ability, gender, race, or ethnic background.
- Complete assigned tasks on time and as directed.
- Help maintain a school environment that is safe, friendly, and productive.
- Act at all times in a manner that reflects pride in self, family, and in the school.

### **2. Dress and Grooming**

Students are expected to dress appropriately at all times. Our goal is to provide a safe, friendly, comfortable yet businesslike atmosphere for all students. All students are expected to use good judgment in their personal appearance and dress. School dress should be such that it ensures the health, welfare and safety of the students and our school. At no time should dress and grooming be such that it distracts from the teaching and learning process or insults or demeans other people. With the above statements in mind, the following rules apply:

- All shirts must have sleeves and cover the entire midriff. – no muscle type shirts, tank tops, crop tops, halter-tops, tube-tops, cut-off T-shirts and items that expose any area of the midriff or undergarments, or T-shirts that expose the underarm area are allowed. This rule applies to male and female students equally.
- Immodest dress resulting in over exhibitionism will not be permitted, including clothing that shows undergarments. Example—extremely tight fitting or abbreviated clothing and all types of see-through materials.
- No hats or hoods are allowed.

- No shirts, tops, and or T-shirts that expose any skin in the torso / body area. No skin of the torso area should be exposed when arms are raised, when the wearer is seated, and/or when the wearer bends or stretches.
- Sunglasses are not permitted except upon a doctor's prescription.
- Shoes must be worn at all times. We strongly discourage wearing flip-flops, thongs, or shower shoes to school due to safety concerns. Shoes that do not stay securely on the foot are a hazard moving in the hallways and do not provide protection in lab classes. Students may be required to wear appropriate shoes in lab classes for their safety.
- No house-slipper type footwear is allowed.
- No pajama-type bottoms or pants are allowed.
- No clothing with satanic messages or symbols is allowed.
- No clothing which states, suggests or promotes the use of alcohol, tobacco, drugs, illegal substances, sexual innuendos, gangs, ethnic slurs or remarks, obscene or profane words or that promotes school violence is allowed.
- No chains are to be worn.
- Pants are to be worn at the waist. No sagging of pants. Pants that show any undergarments are not allowed. Excessively ragged or holey pants are not permitted. Holes in pants must be located at or below the length that they extend below the fingertips of the wearer's arms when the arms are pointed directly to the ground along the sides of the body.
- If a shirt would be raised to normal waist height, underwear should not be seen.
- Shorts are permitted if they are not distracting by being overly tight or revealing. Too small athletic shorts or biking (Spandex) shorts, or cut-offs (unhemmed), **form fitting running/yoga capris or pants are not permitted.**
- All shorts and skirts that are worn must be of the length that they extend below the students fist of the wearer's arms when the arms are pointed directly to the ground along the sides of the body.
- Heavy coats are not to be worn during the school day and must be placed in lockers until a student is leaving the building.
- Blankets will not be permitted in the classrooms.
- Clothing styles change often and it should be understood that the dress code may be modified at any time to cover examples that may be deemed inappropriate for the school environment and that such decisions are at the discretion of the school administration. The administration reserves the right to determine if a violation of the dress code has occurred.
- Variation from the dress code may be approved by the administration for special occasions.

Students who are representing the school at an official function, field trip, or public event may be required to follow specific dress requirements. Usually this applies to athletic teams, cheerleaders, bands, and other such groups.

The Student Dress Code and Student Code of Conduct apply to all students in attendance at any school event or function whether that event or function is a "Home" or "Away" contest.

Multiple infractions could lead to disciplinary action.

### **3. Care of Property**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as cell phones, jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

### **ZERO TOLERANCE**

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

### **STUDENT DISCIPLINE CODE (Ohio Revised Code 3313.66)**

A goal of the Bradford Exempted Village Schools is to maintain a disciplined, drug-free and safe school climate. This code of conduct is the established set of rules and regulations for Bradford Junior-Senior High School. The Student Discipline Code includes the types of misconduct that will subject a student to disciplinary action and is included in the Code of Conduct.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at school, school related events or functions, and or related to the school will be reported to law enforcement officials. The school Code of Conduct will apply and certain criminal acts may result in permanent exclusion from school.

#### **1. Use of drugs and/or alcohol**

A student will not possess, use, transmit or conceal, or be under the influence of, any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter medication such as excessive doses of cold medications, stimulants or depressants, anabolic steroids or drug related paraphernalia on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school sponsored event – whether that event is a home or away event.

If a principal has a reasonable individualized suspicion, s/he may request the student in question to submit to a search of his/ her belongings and locker and any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol use un-refuted thus leading to disciplinary action. The student will then be given a second and final opportunity to take the test.

#### **2. Use of tobacco**

The use of tobacco products is a danger to a student's health and to the health of others. The school prohibits the possession, consumption, purchase or attempt to purchase, and/or use tobacco products in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other

school-sponsored event – whether that event is a home or away event. Tobacco products include, but are not limited to lighters, matches, cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking clove cigarettes is also prohibited. The use of any electronic cigarettes or vaping devices (including JUULs) and materials are also prohibited.

### **3. Use and/or possession of a firearm**

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event – whether that event is a home or away event will result in a mandatory one (1) year expulsion under Ohio law.

Firearm is defined as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the federal Gun-Free Schools Act of 1994).

### **4. Use and/or possession of a weapon**

A weapon is any device which may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, bullets, shotgun shells, knives, knife-type instruments, razors, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event – whether that event is a home or away event may subject a student to expulsion and possible permanent exclusion. A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle.

### **5. Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, and so on.

### **6. Knowledge of dangerous weapons or threats of violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

### **7. Purposely setting a fire**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Setting off fire alarms or sprinkler systems will not be tolerated and disciplinary action will result. Arson is a felony.

### **8. Physically assaulting a staff member/student/ or other district personnel**

Physical assault of a staff member, student, or other person associated with the District, which may or may not cause injury, will not be tolerated. Assault of a staff member may result in charges being filed and subject the student to disciplinary action including expulsion.

### **9. Fighting**

This shall include inciting and/or encouraging others to fight. - A student shall not behave in such a way as could cause physical injury to other members of the school community. If self-defense in fighting can be clearly determined, then the degree of punishment to the student who is acting in self-defense shall be taken into

consideration. Immediate disciplinary action will be taken which could lead to out of school suspension and the possibility of criminal charges.

**10. Verbally threatening a staff member/student/or other district personnel**

Any statement or non-contact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault as well as profanity directed toward a staff member in a threatening tone.

**11. Misconduct against a school official or employee or the property of such a person, regardless of where it occurs.**

Examples of misconduct include but are not limited to harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

**12. Misconduct off school grounds**

Misconduct by a student that occurs off of school property but is connected to activities, incidents, and or individuals that are connected with the District will not be tolerated and disciplinary action may result.

Misconduct is defined as any violation of the Student Discipline Code.

**13. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

**14. Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.

**15. Falsification of school work, identification, forgery**

Forgery of any kind is not permitted. Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable and may result in disciplinary action. Plagiarism and cheating are also forms of falsification and may subject the student to academic penalties as well as disciplinary action. Using an online or computer translator to complete foreign language homework is another example of falsification.

**16. False alarms and false reports**

A false emergency alarm or report endangers the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law. Setting off any alarm or system in the District or calling the school or any individual associated with the school to report a false alarm or bomb threat is strictly forbidden and will result in the notification of law enforcement officials in addition to disciplinary action including possible expulsion.

**17. Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous.

### **18. Trespassing**

Although schools are public facilities, the law does allow the District to restrict access to school property. When a student has been removed, suspended, expelled, or permanently excluded, the student is not allowed on school property or to attend any school related event without the prior authorization of the principal. We will also honor Upper Valley Career Center suspensions/expulsions of Bradford Students.

### **19. Theft**

When a student is caught stealing, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school without prior authorization from the building Principal. **The school is not responsible for personal property.**

### **20. Insubordination and/or Disobedience or Lack of Cooperation**

By refusing to comply with reasonable directions of school personnel, students will face disciplinary action. Disrespect shown to any school personnel or disobedience will subject violators to discipline for insubordination. Students are subject to the authority of all adult school staff, including – but not limited to - elementary personnel, custodians, bus drivers, cafeteria personnel, aides, and substitute teachers.

### **21. Damaging property**

Vandalism and disregard for school property will not be tolerated.

### **22. Persistent absence or tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in and out of school. Penalties can range from detention, in-school discipline, alternative school assignment, denial of student parking privileges, and or a referral to court and/or revocation of the student's driver's license.

### **23. Leaving school building, property, or assigned area**

Students who leave a designated area prior to specified dismissal time without official permission such as a classroom, assembly, lunch, etc. will be subject to disciplinary action.

### **24. Being present in restricted areas**

(including but not limited to: locker rooms when not changing for a Phys. Ed. Class, any maintenance closet, the elementary hall or restrooms, teacher's desks or closets, the office workrooms.) Students are expected to leave the building and grounds at the end of the school. Unless a student is in a supervised after school activity, he/she should not be in the building after 3:10 pm. Loitering on the grounds or wandering the halls after school hours may result in disciplinary action.

### **25. Use of Profane, Indecent, Inappropriate, or Obscene Language**

This includes either written or verbal. It shall also include, but not be limited to, the use of obscene gestures, pictures, writing or messages on clothing or signs.

### **26. Unauthorized use of school or private property**



Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action.

**27. Violations of the Computer/Technology Acceptable Use Policy**

See explanation under “Computer Network Acceptable Use Policy.”

**28. Flagrant Violations or Repeated Offenses**

This is for any of the school rules or accepted standards of school behavior.

**29. Commission of an immoral act.**

This includes any behavior to be rude and inappropriate.

**30. Horseplay**

Behaving in an unsafe manner in halls, classrooms, or gym.

**31. Disrespect to any school staff member**

such as inappropriate language, gestures, written notes, or mocking the staff member.

**32. Refusing to accept discipline**

When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action. This includes failure to accept discipline by missing detentions, refusing to go to the office when sent, other assigned disciplinary actions and not working constructively during detentions, extended detentions or In School Suspensions.

**33. Aiding or abetting violation of school rules**

If a student assists another student in violating any school rule, they will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

**34. Public Display of Affection**

Affection between students is personal and not meant for public display. This includes touching, petting, kissing, or any other contact that may be considered sexual in nature. Students who engage in unacceptable public displays of affection in the school or on school property are subject to intervention by staff and, if necessary, disciplinary action. Disciplinary action may include but not be limited to: a record of the incident will be documented, warning to the students, a letter sent home, detentions, extended detentions, or In School Suspensions.

**35. Use or possession of electronic equipment**

Most electronic equipment necessary in school is supplied by the school. Students are NOT allowed to use any electronic device in their pocket, purse, book bag, etc during the school day without prior approval from school official.

If these items are brought to school, they are to remain out of sight until school is released for the day. Such devices include, but are not limited to radios, portable TV's, electronic toys, pagers, cellular telephones, smart phones, I-pods/MP3 players, CD players, head-sets, beepers or other paging devices.

Students may be able to bring electronic devices such as laptops and tablets with prior approval from the principal. *Note: The school is not responsible for personal property.*

#### CELL PHONES –

Students will be permitted to bring their cell phones to school. Students will be permitted to use their cell phones in all non academic areas. ex. hallways and cafeteria. Once a student enters the classroom all cell phones must be placed in the teachers hanging cell phone hanger. Failure to do so will result in the following:

**1<sup>st</sup> offense-** phone will be taken until the end of the day.

**2nd - 3rd offense-** phone will be taken until the end of the day and an after school detention issued.,

**4th offense - phone being taken and an extended school issued.**

**5th offense - phone will be taken and an ISS will be issued.**

Students will not be allowed to have cell phones in during detention, extended detentions, or ISS.

Further violations of the cell phone policy will be dealt with by issuing Out of School Suspensions. This disciplinary action can and will also apply to students who allow other students to use their phone. **Failure to turn over a cell phone to school employees when requested is insubordination, and will result in a more severe penalty including extended detention or suspension.**

**Any student that video tapes other students or staff while in the building without the knowledge or permission of those individuals will be subject to disciplinary actions.**

TEXTING – Text messages sent to other people during school hours is prohibited, and will result in disciplinary action. Text messages sent to students which contain inappropriate content or threatening comments could also result in disciplinary action(Board Policy 5517.01).

SEXTING – The sending of inappropriate pictures (exposed body parts, pornography, etc) taken with camera phones or downloaded off the internet is prohibited. A student will face disciplinary action from the school for taking these types of pictures, obtaining these pictures, or distributing these pictures on school property, during school hours, or while participating in a school activity that is either home or away. The student(s) involved will also be referred to the Sheriff's Department(Board Policy 5517.01).

#### **36. Violation of individual school/classroom rules**

Each learning environment has different rules for students. Individual classroom rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules for each class, all of which will be consistent with the policy of the school.

#### **37. No food or beverages**

No foods or liquids are to be carried from class to class, or consumed in class other than water without prior approval from school officials. No food / beverage of any kind are permitted to be carried out of the auditoria after lunch. Other than a student's designated lunch time, a student should not try to purchase food from the cafeteria during other periods. This also includes gum.

### **38. Violation of bus rules**

Please refer to Section V on transportation for bus rules.

### **39. Disruption of the educational process**

Any actions or manner of dress that interfere with school activities or disrupt the educational process are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

**40. Any other form of behavior which is detrimental to a proper school and/or school activity atmosphere** as prescribed by the Administration and as outlined in the student/parent handbook for the building in which the student is enrolled.

### **41. Indecent Exposure**

This includes exposing female chest, going into the restroom or locker room of the opposite sex, urinating other than in restrooms, exposing buttocks or "mooning". This applies at all school activities, on school bus, or during the school day. Pulling on other students' clothes resulting in exposing under garments is inappropriate and can result in a suspension depending on the circumstances (i.e., done to opposite sex, in presence of opposite sex).

### **42. Hazing**

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property. This ban on hazing is a "twelve month" ban, meaning events that occur during typically non-school times (summer trips, camps, events) are included.

### **43. Violent Conduct**

Committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property and the act would be a criminal offense if committed by an adult and results in serious physical harm to person(s) may result in expulsion for a period of up to one (1) school year.

### **44. Bomb Threats**

Making a bomb threat against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year.

### **45. Backpacks, Book Bags, Large Tote bags**

For safety purposes, all backpacks, book bags, large tote bags, etc. must be stored in the student's locker upon arrival and remain there until the end of the school day

### **46. Harassment/Intimidation/Bullying**

Harassment, intimidation, or bullying behavior by any student in the Bradford Exempted Village School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward

other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- a. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

### **Sexual Harassment**

**Verbal:** The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to or by a fellow student, staff member, or other person associated with the District, or third parties (visiting speaker, athletic team member, volunteer, parent, etc.). **Nonverbal:** Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to or by a fellow student, staff member, or other person associated with the District, or third parties.

**Physical Contact:** Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity, with or by a fellow student, staff member, or other person associated with the District, or third parties.

### **Gender/Ethnic/Religious/Disability/Height/Weight Harassment**

**Verbal:** Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward or by a fellow student, staff member, or other person associated with the District, or third parties. Conducting a "campaign of silence" toward or by a fellow student, staff member, or other person associated with the District, or third parties by refusing to have any form of social interaction with the person.

**Nonverbal:** Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward or by a fellow student, staff member, or other person associated with the District, or third parties.

**Physical:** Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting on or by a fellow student, staff member, or other person associated with the District, or third parties.

### **Reporting Harassment**

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District, or by third parties should contact a staff member, guidance counselor, or the principal immediately.

The student may make contact either by a written report, telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report will be prepared promptly and a copy forwarded to the principal.

Each report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding.  
No one involved is to discuss the subject outside of the investigation.

If an investigation reveals that any harassment complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse which will require that the student-abuser be reported to the proper authorities.

Under no circumstances will the school tolerate threats or retaliation against anyone who raises or files a harassment complaint.

## Title IX Information

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The following staff members are in charge of investigating any Title IX complaints:

Title IX Coordinator - Chloe Thompson

Investigators - Michelle Lavey and Bob Daugherty

Decision maker(s) - Chris Barr and Joe Hurst (appeals)

### **CHEMICAL ABUSE POLICY**

The Bradford Junior / Senior High School recognizes that use by students of mood altering chemicals represents inappropriate behavior that interferes with the learning process and may indicate a chemical dependency. It is, therefore, the policy of the Bradford Schools to intervene with students whenever behavior is observed which suggests chemical use. Chemical abuse by students is a cultural phenomenon that can best be addressed by cooperative efforts of the Bradford Schools, parents/guardians, and the entire community. The Bradford Junior / Senior High School will assist in identifying chemical abuse, will help in referring the student/family for professional assistance, and will assist by supporting those students who are recovering.

The Bradford Junior / Senior High School recognizes that student chemical abuse is often accompanied by inappropriate behavior that may violate discipline policies. In all cases, discipline policies will be enforced and violations of law reported.

A summary of the consequences for violations of this policy follows:

A. First Offense

1. 10 day suspension
2. Driver's license suspension for 90 days
3. These penalties will be reduced if student/family agrees to have a professional evaluation and follow the recommendations given.

B. Second Offense

1. 10 day suspension and recommendation to Superintendent for expulsion
2. Driver's license suspension until student's eighteenth birthday

C. Third Offense

1. 10 day suspension and recommendation to Superintendent for expulsion
2. The Superintendent will initiate expulsion procedures.

### **Sale or Distribution of Controlled Substances**

- A. The principal will contact the parents or legal guardian of the student.
- B. The principal must notify the local police department, and submit all evidence and other pertinent information.
- C. The principal will recommend to the superintendent that the student be expelled.

### **Being under the influence of Alcoholic Beverages or Mind Altering Substances.**

Under no circumstances are students to consume any alcohol or drugs before coming to school or any school activity. Possession (including in your vehicle or locker), use, consumption, sale, offer, or transfer of alcoholic beverages, drugs, look-alike drugs or paraphernalia on school property (this includes parking lot and school buses) during the school day, (including lunch) AT SCHOOL ACTIVITIES, or during non-school hours is forbidden. This is regardless of the amount involved. A student found to show signs of consumption of alcohol or drugs during school may be suspended for 10 days and recommended for expulsion.

This will also be true for students involved in distributing/selling drugs. Students in school or at school activities who give cause for suspicion or showing signs of consumption of alcohol may be asked to take a breathalyzer test. Refusal to take the test will result in the normal punishment for consumption of alcohol.

Showing signs of consumption is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, memory loss, abusive language, or any other behavior not normal for the particular pupil.

Counterfeit (look-alike) drugs, steroids, and possession (including having in your locker) of drug paraphernalia (i.e., roaches, pipes, rolling papers, lighters etc.) are subject to the same regulations and penalties as stated above.

### **FIGHTING**

This shall include inciting and/or encouraging others to fight. - A student shall not behave in such a way as could cause physical injury to other members of the school community. If self-defense in fighting can be clearly determined, then the degree of punishment to the student who is acting in self-defense shall be taken into consideration. Immediate disciplinary action will be taken.

1st Offense: Student will be suspended one (1) to five (5) days of school depending on the circumstances.

2nd Offense: Student will be suspended three (3) to ten (10) days out of school.

3rd Offense: Student will be suspended up to ten (10) days out of school with possible recommendation for expulsion.

### **HAZING POLICY**

(1) A student shall not engage in any act which frightens, harasses, degrades, disgraces, or tends to frighten, degrade or disgrace, any person by written, verbal, or gesture means during any period of time when the student is properly under the authority of school personnel.

(2) No student shall engage in any form of sexual harassment which consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any student to another student when such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating hostile educational environment. (3) The provisions in items one and two above also applies to student conduct towards staff members and their families on and off school grounds.

### **ACADEMIC MISCONDUCT**

Test, Quizzes, Reports, Major Projects Student caught cheating:

#### **First infraction:**

- The student will be disciplined according to the teacher's classroom rules and policies. This could result in the student receiving a "0" on the assignment.
- The teacher will notify the parents that this occurred.
- Teacher is to inform administration as soon as possible

#### **Second Infraction:**

- The student will be disciplined in the office. This could include receiving a 0 on the assignment and other discipline up to and including, suspension from school.

- Teacher is to inform the administration as soon as possible.
- Notice will be mailed to parents from the office.

A student shall not engage in academic misconduct to include but not limited to cheating, any action designed to improve grades and scores, plagiarism (from either print or electronic sources), forgery, or possession/transmission of unauthorized information.

Cheating will include but is not limited to: “crib” notes, giving other students answers, changing answers on a paper in class, allowing other students to see your paper, having access to old tests and/or answer keys if not authorized by teacher, talking and/or passing notes during test, plagiarism, using an online or computer translator to complete foreign language homework, stealing of test, answer key and Teacher Edition will be included in Student Handbook under Unauthorized Use/Possession of Property of Another and will be dealt with according to policy.

Cheating on a test, quiz, or major project is an “Extremely Serious offense”. Teachers have no discretion on reporting acts of cheating. They “must” report all acts of cheating (except homework and minor projects) to the administration.

Any Academic Misconduct that occurs in a College Credit Plus class will be reported to the partner educational entity and could result in discipline from that agency.

#### **COMPUTER NETWORK ACCEPTABLE USE POLICY**

(1) A student shall not use or modify any computer technology (hardware, software, peripherals, connections etc.) provided by the school without authorization from school authorities. This includes any attempt to circumvent any firewalls or content monitoring systems such as GoGuardian.

(2) No student shall install, copy, delete, transmit, upload/download or modify in any way files or violate copyright laws or use any software outside the rights granted to him/her. No student shall have in possession or use destructive/ invasive programs e.g. games, pictures, music, and videos. (3) No student shall use computer technology in ways that violate the law or violate the rights of others: e.g.

1. Viewing, copying, transmitting or deleting files.
2. Engaging in harassing, threatening, or degrading behavior.
3. Viewing pornographic, sexist, hatred or racist material.
4. Using others login/password.

(4) No student shall attempt to access any portion of the school’s computer networks outside the regular connections, or from any unauthorized external or internal means.

(5) Bradford Jr./Sr. High School shall provide appropriate computer technology for student use and to deliver the curriculum of the school. Students are not permitted to use/possess their own personal computer hardware, software or peripherals on school grounds or at school sponsored events without prior approval from the administration or technology coordinator. No student shall have the expectation of privacy for computer files, hardware, software, peripherals, etc.

(6) Students shall have on file a signed Acceptable Use Policy and adhere to the provisions set forth by the policy. A copy of the Form is available on school website(Board Policy 7540, Forms 7540.03 F1 and 7540.04 F1).



## **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. Two (2) types of discipline are possible, informal and formal.

### **1. Informal Discipline**

Informal discipline takes place within the school. It includes change of seating or location; teacher detention, After-School Office Detention; In-School Discipline; Alternative School Assignment, and Extended Detentions.

**Detentions:** A student may be detained after school or asked to come to school early by a teacher or administrator, after giving the student and his / her parents one day's notice. After school detentions assigned by teachers will be served with the teacher that assigns the detention. The length of time will be determined by the teacher, but no longer than 45 minutes. Detentions assigned by the administration will be served from 3:10 to 3:55 PM on Tuesday and Thursday (*\*\*administration reserves the right to alter these days based on availability of supervision*). The student or his / her parents are responsible for transportation after serving detentions. While in detention, students may be required to complete assignments. Failure to properly complete such assignments may result in extra detention time and or further disciplinary action.

**In-School Discipline: Extended Detentions** will be in session for a three-hour period. Assigned students will attend a continuous three (3) hour period during which time they will be permitted one break. Each student shall arrive with sufficient educational materials to be busy during this 3 hour study period. Students may also be assigned work to complete in the extended detentions by their teachers, the monitor, or the administration.

A student missing any portion of his / her time for after school detention or extended detentions may be given additional time to serve or further discipline. Failure to serve in-school discipline assignment(s) may lead to suspension from school for a period not to exceed 3 days for the first offense. Any such suspension shall be in accordance with district guidelines on suspension and expulsion.

**In-School Discipline:** The following rules shall apply to In-School Discipline:

- Students are required to have class assignments and all needed materials.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to close their eyes, put their heads down or sleep.
- No cell phones, radios, cards, magazines, or other recreational articles shall be allowed in the room.
- No food or beverages shall be consumed.

Any student who has not passed all portions of state testing may be required to work on packets that pertain to those tests.

**In-School-Suspension / Alternative School Placement:** In-School-Suspension allows for students to receive credit for all work assigned that is completed in a timely and satisfactory manner.

Students are required to bring all needed materials to In School Suspension. Students must obey all In-School-Suspension rules. Failure to comply with all In-School-Suspension rules or to satisfactorily complete any assignment while in In-School-Suspension may result in further time in In-School-Suspension and or additional disciplinary action.

Transportation to and from Teacher Detention, After-School Office Detention, and/or extended detention shall be the responsibility of the student/parent.

## **2. Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion for up to eighty (80) school days, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension, expulsion, or permanent exclusion are entitled to an informal hearing with the building administrator prior to removal at which time the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the school rules. This is especially true for infractions involving drugs, alcohol, tobacco use, or harassment.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as to action by the community's legal system.

## **DUE PROCESS RIGHTS**

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or hearing or be subject to appeal.

### **1. Suspension from School**

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the Principal [or assistant principal or other administrator] will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, by phone contact if at all possible, and in writing within one (1) day, of the reason for and the length of the suspension.

The suspension may be appealed, within ten (10) days after receipt of the suspension notice, to the Superintendent of Schools. The request for an appeal must be in writing. During the appeal process the student **shall not** be allowed to remain in school. If the appeal is heard by the Superintendent or the Board designee, the appeal shall be conducted in a private meeting. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

## **2. Expulsion from School**

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the student and the parents. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may or may not be removed immediately. A formal hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the formal hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion.

The expulsion will be imposed for the same duration that it would have been had the student remained enrolled. If a student is expelled, the student and the student's parents will receive written notice within one (1) school day of the imposed expulsion.

Within ten (10) days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. The appeal will also be formal in nature with sworn testimony. All opportunity to earn grades or credit ends when a student is expelled. Expulsion for certain violations may result in revocation of student's driver's license. If the expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas.

## **3. Permanent Exclusion**

When a student, sixteen (16) years of age or older, is being considered for permanent exclusion, it is possible that s/he may never be permitted to return to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school:

- Conveying deadly weapons onto school property or to a school function;
- Possessing deadly weapons onto school property or at a school function;
- Carrying a concealed weapon onto school property or at a school function;
- Trafficking in drugs onto school property or at a school function;
- Murder, aggravated murder on school property or at a school function;
- Voluntary or involuntary manslaughter on school grounds or at a school function;
- Assault or aggravated assault on school property or at a school function;

- Rape, gross sexual imposition, or felonious sexual penetration on school grounds, at a school event, or if the victim is an employee of the district;
- Complicity in any of the above offenses, regardless of the location.

This process is formal and will usually follow an expulsion with the proper notification to the parents.

#### **4. Discipline of Students with Disabilities**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Act (I.D.E.A.), the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

**5. Suspension of Bus Riding/Transportation Privileges** When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the Principal will make a decision whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension.

#### **SEARCH AND SEIZURE**

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property (including vehicles, lockers, purses, knapsacks, gym bags, cell phones, PDAs etc.) of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. Schools are given expanded powers under the doctrine known as in loco parentis, which means that the school has the right to act in place of the parent. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District, and random searches of the lockers and their contents may be conducted. Unannounced and random canine searches may also be conducted. **[Note: Signs accurately reflecting this policy MUST be placed in a conspicuous area by the lockers.]**

Anything that is found in the course of a search that 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 which have been confiscated.

#### **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

#### **Material cannot be displayed if it:**

- is obscene, libelous, indecent or vulgar,
- advertises a product or service not permitted to minors by law,

- intends to be insulting or harassing,
- intends to incite fighting or presents a likelihood of disrupting school or a school event.

**Material may not be displayed or distributed during class periods, or between classes.** Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the building principal twenty-four (24) hours prior to display.

## **SECTION V – TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

Students will ride only assigned buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal. A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the building principal stating the reason for the request and the duration of the change, and the principal approves.

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow all safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

#### **Prior to loading (on the road and at school), each student shall:**

- be on time at the designated loading zone;
- stay off the road at all times while walking to and waiting for the bus;
- line up single file off the roadway to enter;
- wait until the bus is stopped before moving forward to enter;
- don't cross a highway until the bus driver signals it is safe;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

#### **During the trip, each student shall:**

- remain seated while the bus is in motion;
- keep head, hands, arms, and legs inside the bus at all times;
- not litter in the bus or throw anything from the bus;
- keep books, packages, coats, and all objects out of the aisle;
- be courteous to the driver and to other bus riders;

- not eat or play games, cards, etc.;
- not tamper with the bus or any of its equipment.

**Exiting the bus, each student shall:**

- remain seated until the bus has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

**PENALTIES FOR INFRACTIONS**

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

**SELF-TRANSPORTATION TO SCHOOL**

Driving to school is a privilege which can be revoked at **any time**. Students who are provided the opportunity to ride school transportation are encouraged to do so. **Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.** Students are expected to park their cars only in the parking lot to the west of the school. Once students park their cars, they should proceed to enter the building within 3 minutes. Students will not loiter in their cars listening to music, or “hanging-out” with other students. Reckless driving on school property could result in disciplinary action that may include loss of driving privileges, detentions, extended detentions or suspension.

**The following rules shall apply:** Students **may be asked to complete** the Student Vehicle Form 5515 F1 and provide the following information:

- Driver’s license;
- Vehicle registration;
- Certificate of insurance;
- Other information that the administration may require.

NOTE: When the school provides transportation students **shall not** drive to school-sponsored activities.

**One-to-One Chromebook Policy & Procedures**

**RECEIVING YOUR CHROMEBOOK**

Chromebooks will be distributed during the school year. Students along with their parents will sign and return the Chromebook Acceptable Usage plan before the device is issued. Chromebooks will be collected at the end of each school year for maintenance, cleaning, and software installations. Students will return their original Chromebook each year.

**TAKING CARE OF YOUR CHROMEBOOK**

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly should be taken to the technology coordinator’s office immediately.

## **General Precautions**

- Food and beverages can damage your Chromebook. Students will be responsible for damages caused by food and beverage spills.
- Cords, cables, and removable devices should be inserted carefully into the Chromebook.
- Students should never carry their Chromebooks while the screen is open, unless directed to do so.
- Chromebooks and cases should remain free of any writing, drawing, stickers, or labels that are not the property of Bradford Schools.
- Chromebooks should never be left in a vehicle or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day.

## **Screen Care**

The Chromebook screens can be damaged if subjected to rough treatment and are sensitive to excessive pressure.

- Do not lean on the top of the Chromebook when it is closed.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not use commercial glass cleaners.

## **USING YOUR CHROMEBOOK AT SCHOOL**

Chromebooks are intended for use at school each day. Students are responsible for bringing their Chromebooks to all classes, unless advised otherwise by staff.

## **CHROMEBOOK UNDERGOING REPAIR**

Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair with the technology coordinator. Students are responsible for the care of the loaner while in their possession and are subject to the same policy and procedure agreement signed for the original unit. Loaner Chromebooks are for use in the school only.

## **CHARGING YOUR CHROMEBOOK'S BATTERY**

Chromebooks should be brought to school each day in a fully charged condition. Students can charge their Chromebooks each evening. In cases where use of the Chromebook has caused batteries to become discharged, students may not be able to connect their devices to a power outlet in class.

## **MANAGING YOUR FILES & SAVING YOUR WORK**

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

## **SOFTWARE ON CHROMEBOOKS**

The software originally installed by Bradford Schools should remain on the Chromebook in usable condition and be easily accessible at all times. If technological difficulties occur or illegal software is discovered, the hard drive will then be reformatted. The school does not accept responsibility for the loss of any data or software deleted due to a reformat or re-image.

## **ACCEPTABLE USE GUIDELINES**

### **General Guidelines**

- Students are responsible for their ethical and educational use of the technology resources.

- Access to the Bradford Exempted Village School District technology resources is a privilege and not a right. Each student and parent will be required to follow the district's policies.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, computer configuration, or the files of another user, without the consent of the school administration, will be considered an act of vandalism and subject to disciplinary action in accordance with the Bradford Exempted Village School District Code of Conduct.
- Teachers have a right to manage and/or restrict student use of the Chromebook, software, and internet.
- Students are required to keep the issued case on the Chromebook at all times.

### **Privacy and Safety**

- Do not go into chat rooms or send chain letters without permission.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, address, social security number, or passwords to others.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, notify a teacher or principal immediately so the site can be blocked from further access.

### **Legal Propriety**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of Bradford Schools Academic Policies and Procedures. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet.
- Use or possession of hacking software is strictly prohibited and violators will face disciplinary action.

### **Email**

- Google Apps for Education is the only email approved for school use.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Students should maintain high integrity with regard to email content.
- No email use during class without permission.
- Bradford EVSD email is subject to inspection by the school.

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use.

### **Prohibited technology resources activities include, but are not limited to, the following:**

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Using email, games, and other technology resources during inappropriate time without permission.
- Downloading or transmitting game, music, or video files using the school network.
- Vandalizing, damaging, or disabling technology property of the school.
- Accessing another individual's materials, information, or files without permission.
- Using the network or internet for commercial, political campaign, or financial gain purposes.
- Releasing files, home address, personal phone numbers, passwords, or other accessing information.
- Promoting or soliciting for illegal activities.
- Attempting to repair, remove, or install hardware components reserved for authorized technicians.



- Violating copyright or other protected material laws.
- Subscribing to mailing lists, mass email messages, games, or other services that generate several messages than can slow the system and waste other users' time and access.
- Intentionally wasting school resources.
- Bypassing or attempting to circumvent security protocols (firewalls, proxy servers, etc.).
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- Creating, uploading, or transmitting computer viruses.
- Attempting to defeat computer or network security.
- Using tools or techniques to circumvent or bypass current security configurations (hacking).

**Consequences May Include:**

- Suspension of Chromebook privileges.
- Suspension with possible long term suspension or recommended expulsion from school.
- Possible referral to law enforcement authorities.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use. The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

Contents of email and network communications are governed by the Ohio Open Records Act; proper authorities will be given access to their content.

**PROTECTING YOUR CHROMEBOOK**

Awareness is the best protection for any electronic device. Keeping an eye on your device or knowing where it is at all times is the best practice to avoid issues. To protect against mechanical issues, use the Chromebook in a practical setting and avoid moving it around while it's running.

**CHROMEBOOK IDENTIFICATION**

Student Chromebooks will be labeled in the manner specified by the school. Students will not remove Bradford EVSD property stickers, product key, or serial number sticker. If stickers have or appeared to be falling off, student should take the Chromebook and sticker to the technology coordinator immediately.

**CHROMEBOOKS LEFT IN UNSUPERVISED AREAS**

Under no circumstances should Chromebooks be left in unsupervised areas. Any device left unsupervised is in danger of being stolen. Unsupervised Chromebooks will be confiscated by staff and taken to the principal's office. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

**INTENTIONAL OR NEGLIGENT DAMAGE (NOT COVERED UNDER THE DISTRICT CHROMEBOOK SERVICE AGREEMENT)**

Students are expected to keep the Chromebook in good condition. Failure to do so will result in fines depending upon the Chromebook condition. The following are the exclusions (considered negligence) that are not covered by the District Chromebook Service Agreement. Students will be responsible for the full cost of repair or replacement:

1. Liquid/beverage spills on the Chromebook, i.e. eating or drinking near a Chromebook is not accidental and will not be covered by non-negligent repairs.

2. Excessive scratches/wear to the Chromebook exterior caused by failure to regularly use the protective case as required.
3. Damage caused by repairs made by an unauthorized source. District Chromebooks should only be brought for repair to Bradford Schools Technology Department.
4. Deliberate damage, neglect or abuse caused by you or others you allow to use your Chromebook. This includes intentionally marking, defacing and/or abusing the Chromebook. Also damage caused by tampering with hardware components to alter district configurations.
5. Leaving the Chromebook unattended or failing to secure it per school recommendations.
6. Leaving the Chromebook in an unlocked car, locker, or on the bus.
7. Mysterious disappearance of the Chromebook - meaning the Chromebook user has no knowledge as to the place, time, or manner of the loss.
8. Administration reserves the right to determine additional necessary infractions

**SCHOOL DISTRICT PROTECTION**

In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report SHOULD be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report should be provided to the principal's office.

The district will work with the Miami/Darke County Sheriff's Department to alert pawnshops and police departments in the area to be aware of this district-owned equipment.

**TECHNOLOGY FEE**

If the Chromebook damage is beyond repair and needs to be replaced, we will evaluate replacement options on a case by case basis. Student may be responsible for full replacement costs.

**CHROMEBOOK TECHNICAL SUPPORT**

The technology coordinator will arrange the repair work for Chromebooks.

**Services provided include the following:**

- Distribution of loaner Chromebooks;
- Password identification;
- User account support;
- Operating system support;
- Software configuration support;
- Re-imaging hard drives;
- Updates and software installations;
- Coordination of warranty repair

**Repair service provided:**

- Screen replacement - \$50
- Full keyboard replacement - \$50
- Shell repair or replacement - depends on severity
- Chargers \$20
- Cases \$25

**Procedure to open a service request with the Bradford Schools Technology Department**

1. All service requests must be made to the Bradford Schools Technology Department through appropriate paperwork being filed.
2. If a student experiences an issue with their Chromebook while in class, they will notify the teacher of the issue.
3. If a student has an issue with his/her Chromebook while at home, the student must fill out the necessary form and submit it the following school day to the technology office.
4. If the Bradford Schools Technology Department does not have an immediate resolution, and the unit is inoperable, the student will be issued a loaner Chromebook upon availability to use during the school

day until the problem with their Chromebook has been resolved. Student will not be allowed to bring loaner device home.

5. Students will be notified when their issue has been resolved.

Service and repairs will be documented and reviewed to ensure the proper use and/or maintenance of the Chromebooks. Excessive requests for service/repair is subject to review by the school administration. A student with two or more major repairs in one year will lose the right to bring their Chromebook home.

### **CHILDREN'S INTERNET PROTECTION ACT (CIPA)**

The Children's Internet Protection Act was put in place to help control and limit access to unacceptable, vulgar, illegal, and offensive content in public places like schools and libraries.

### **FILTERING**

Bradford Exempted Village School District runs filters on all internet connections to help prevent access to pornographic, obscene, and any other content that may be harmful to minors. Bradford Exempted Village School District staff will be present to supervise students. The filtering content is updated on a constant basis so that harmful content is being blocked.

### **ACCESS BY MINORS TO HARMFUL CONTENT**

Since filters are not perfect, staff is instructed to supervise the devices the students are using to assure no harmful content is accessed. In the case harmful content is accidentally accessed, students are to immediately report the incident to the staff member that is in the presence of the computer, and the staff member is to report the harmful content to the network administrator or technology coordinator so that the content can be manually blocked. If a minor purposefully tries accessing or gets access to harmful content, that minor's privileges can be taken away for computer and internet access. Other consequences will be determined by the administrator for the violation. The harmful content will then be manually blocked if the filter missed it.

### **UNAUTHORIZED ACCESS**

Using tools and/or techniques to circumvent or bypass current security configurations ("hacking") will be considered a violation of this policy and will be subject to disciplinary procedures as outlined. Hacking tools are explicitly prohibited. Any unlawful activities are strictly prohibited and the offender will be prosecuted in accordance with state law.

### **UNAUTHORIZED DISCLOSURE**

Unauthorized disclosure, use, and dissemination of personal identification information regarding minors is strictly prohibited. Staff should take all precautions necessary to insure students' identification safety.

### **ENFORCEMENT**

Violations of the policy will be handled consistent with Bradford Exempted Village School District disciplinary procedures applicable to the relevant person or persons. Student violations may be subject to warnings, suspend, blocked, or restricted access to network resources, detention, and suspension of school activities and/or suspended from school.

Violations of state and federal laws will result in legal prosecution. Examples of these laws include but are not limited to: Cyber Laws, Federal Communities Laws, Federal Wiretap Laws, Homeland Security Act, National Information Infrastructure Protection Act of 1996, Computer Fraud and Abuse Act, Electronic Communications Privacy Act, Children's Online Privacy Protection Act, and Digital Millennium Copyright Act.

## Chromebook Frequently Asked Questions

### **What if I already have my own Chromebook or another model?**

You will be required to use the school district issued Chromebook for school purposes. This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses. For these reasons, other Chromebooks will not be used on the Bradford Exempted Village School District network at school.

### **Can I have my Chromebook in the summer?**

No. All Chromebooks will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their Chromebooks again at the beginning of the school year to ensure that everyone receives complete information about the device and a copy of Bradford School District's policy.

### **Does Bradford Schools provide maintenance on my Chromebook?**

Yes. The technology coordinator will coordinate maintenance for students. However, maintenance records will be kept and repeated requests will be reviewed to avoid owner abuse/misuse of a Chromebook.

### **What will happen if my Chromebook is being repaired or while I am replacing it if it is lost or stolen?**

Bradford Schools will stock a limited number of Chromebooks that can be loaned out. If you are in possession of a loaner, treat it as if it were your own Chromebook. You will be responsible for any damage to the loaner unit or for its loss.

### **Do I need a printer?**

No. Teachers will ensure appropriate printing as needed.

### **What if I want to run another operating system on my Chromebook?**

Only the operating system chosen by the Bradford Exempted Village School District will be authorized to run on a student issued Chromebook.

### **What has the school done to help prevent students from going to inappropriate sites?**

Bradford Schools has software which is designed to help monitor Internet usage and all websites that are accessed at school only. This software blocks inappropriate sites and also logs a history of every site that each user accesses. If a site gets by the filter, Bradford Schools can immediately add it to the filter to be blocked. Parents are responsible for monitoring students away from school.

### **Are student Chromebooks subject to school "snooping"; what if they bring their Chromebook in for repairs and "objectionable data" is found?**

Inappropriate material on Chromebooks should be reported to the classroom teacher, principal, or technology coordinator immediately upon identification. Students, who have "objectionable data" on their Chromebooks, but have failed or chosen not to report it, will be referred to the principal's office for disciplinary actions. Chromebooks are school property and are susceptible to searches by administration and staff at any time.

### **If the accessories to my Chromebook are lost, broken or stolen, how much will it cost to replace them?**

In the event that Chromebook accessories are stolen, you should report the lost items to the technology coordinator or principal's office. Replacement power chargers cost \$20.

Adopted by the Bradford Exempted Village School District Board of Education:  
**June 21, 2022**