

Student/ Parent Handbook 2011-2012

BUCKEYE

HIGH SCHOOL



**HOME OF THE BUCKS
AND BUCKEYE PRIDE**

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BUCKEYE HIGH SCHOOL WELCOMES YOU!

Dear Buckeye Students and Parents,

Welcome to the 2011-2012 school year!

This is going to be an outstanding year. We believe each student will be successful in their academic endeavors. In order to do so we have expectations established to assist in your success: **Be on Time; Be Prepared; Be Respectful.**

We have provided each student with a Student Handbook, or the "Orange Book". This handbook is filled with information that will assist you in experiencing success at Buckeye High School. There are procedures, guidelines, and rules outlined in the handbook for your review. Be sure to share the handbook with your parents and do not hesitate to ask questions regarding any part of our school handbook.

Academic Achievement is our number one goal for all students. We, the staff at Buckeye High School are committed to ensuring that all students are challenged with a rigorous curriculum and that we provide them with a positive school experience.

Please do not hesitate to call us regarding any questions you may have, and remember you are invited to stop in and see us. 2011-12 will be an outstanding school year!

Charles P. Vrabel
Principal

Daniel P. Flood
Assistant Principal

MISSION STATEMENT

The mission of Buckeye Local Schools, a premier educational system, is to empower students to be life-long learners and productive citizens. Our highly qualified staff will provide a well-balanced, diversified education, utilizing current technology and a rigorous curriculum. We will accomplish this in a safe and nurturing environment through collaboration within a unified community.

SCHOOL COLORS

Brown, Orange and White

TEAM NAME

"Bucks"

MASCOT

"Bucky"

ATHLETIC CONFERENCE

Patriot Athletic Conference (P.A.C.)

SCHOOLS IN THE P.A.C.

Black River

Lutheran West

Keystone

Oberlin

Buckeye

Brooklyn

Wellington

Brookside

Columbia

Clearview

NEWSPAPER

The Buckeye Buzz

YEARBOOK

The Reflector

ALMA MATER

Our praise we sing
To thee our Alma Mater
Your spirit will guide us
Through all the years ahead.
We'll not forget thee,
As the years go passing by
Sing praise to Buckeye High.

PLEDGE OF ALLEGIANCE

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands; one nation, under God, indivisible, with liberty and justice for all.

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SECTION 1: INTRODUCTION

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep **the handbook available for your parents' use**. It is a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your guidance counselor or a principal whom you will find listed in the HIGH SCHOOL OFFICE SECTION listed below. This handbook supersedes all prior handbooks and other written material on the same subjects.

BOARD OF EDUCATION

BOARD PRESIDENT:	Mr. Tracy Mattern
BOARD VICE-PRESIDENT:	Mr. Dennis Matson
BOARD MEMBER:	Mr. Gary Horton
BOARD MEMBER:	Mr. Ken Barco
BOARD MEMBER:	Mr. Jon Stahl
TREASURER:	Mrs. Carolyn Weglewski

DISTRICT CENTRAL OFFICE

(330) 722-8257

SUPERINTENDENT:	Mr. Brian J. Williams
TRANSPORTATION:	Mr. Roger Nowell
FOOD SERVICE:	Mrs. Gale Luther
MAINTENANCE:	Mr. Jim Tighe
TECHNOLOGY:	Mrs. Deb Muccio
SPECIAL EDUCATION:	Mr. Larry Taylor
PSYCHOLOGIST:	Mr. Shelly Shirer

HIGH SCHOOL OFFICE EXT. 3063

Office Hours 7:00 a.m. to 3:15 p.m.

(330) 722-8257 EXT.

HIGH SCHOOL PRINCIPAL:	Charles P. Vrabel	3067
ASSISTANT PRINCIPAL:	Mr. Daniel P. Flood	3066
ATHLETIC DIRECTOR:	Mr. Glenn Reisner	3053
GUIDANCE COUNSELOR (A-K)	Mrs. Michelle Toth	3076
GUIDANCE COUNSELOR (L-Z)	Mrs. Heather Prazer	3077
STUDENT ASSISTANCE COUNSELOR	Mrs. Gayle Telford	3074

Note to the parents: We invite you to visit the school and to attend extracurricular activities. Family involvement in your children's schooling is critical to their continued success. We encourage you to talk with our staff and work with us as a team to improve our services. We will make every effort to keep you informed of your student's progress, but should you have concerns or questions, do not hesitate to share them with us. The staff at Buckeye High School will be happy to work with you, but remember, as a parent, you are the most important person in your children's lives.

Two resources available to you as a parent or student are the Buckeye Local Schools' website, which includes a calendar of events and activities, as well as links to other beneficial information and Progress Book which allows parents and students to monitor grades throughout the year from any available computer with internet access.

EQUAL EDUCATIONAL OPPORTUNITY (TITLE IX)

It is the policy of this district to provide equal educational opportunities to all. No student at Buckeye High School shall be excluded from or denied enrollment in any academic activities or course offerings on the basis of race, gender, disability, religion, ancestry, national origin, social/economic background or marital/parent status.

Any person who believes he has been discriminated against has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

Mr. Brian J. Williams

Superintendent

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. The Compliance Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) 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 all individuals who have access to the district's program and facilities.

The Buckeye Local School District provides a variety of Special Education programs and services. The education of ALL Handicapped Children Act of 1975 gives each handicapped student the right to a free, appropriate public education on an individualized education plan developed with the parent included as a team member.

A student can access Special Education services through the proper evaluation and placement procedure. The Buckeye Local School District's Special Education Program is operated in accordance with the Ohio Department of Education Operating Standards for Ohio Schools serving children with Disabilities. Parent involvement in the 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 student's guidance counselor at 330-722-8257 or Larry Taylor,

Director of Special Education at 330-722-8257 ext. 1004.

Parents who believe their child may have a disability that substantially limits a major life activity should contact Larry Taylor at 330-722-8257 ext. 1004.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students may exercise their rights of freedom of expression and association, so long as they respect the rights of their fellow students and staff. Students are expected to follow faculty or staff directions and obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their children are progressing in school and will be provided information on a regular basis and as necessary should concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, information will be sent to the parents by regular mail or hand delivery to ensure contact. Parents are encouraged to communicate with teachers and support staff by sharing suggestions or concerns regarding their children.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and to be prepared to participate in the educational program. If for some reason this is not possible, the student should seek help from the Principal, Assistant Principal, his/her Guidance Counselor or Student Assistance Coordinator.

The handbook conforms to the Ohio Revised Code and was adopted as policy by the Buckeye Board of Education on 7-15-08. It describes the types of misconduct that necessitate disciplinary action.

Adult students (age 18 or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational programs. Adult students who are supporting themselves are required to follow school rules provide proof that they are self-supportive on a monthly basis.

Note: Students are considered under the jurisdiction of the school while on school property, on buses, interacting with members of the Board of Education or their employees, or at any school-sponsored activities, away sporting events, contests, or trips. (R.C. 3313.66)

SECTION 2: ACADEMICS

BELL SCHEDULES

Warning Bell	7:30 a.m.
1st Period	7:35 - 8:30
2nd Period	8:33 - 9:23
3rd Period	9:26 - 10:16
4th Period	10:19 - 11:09
5th Period	11:12 - 11:39
6th Period	11:42 - 12:09
7th Period	12:12 - 12:39
8th Period	12:42 - 1:32
9th Period	1:35 - 2:25
5th/6th Period Class	11:12 - 12:09
6th/7th Period Class	11:42 - 12:39
5th/7th Period Class	11:12 - 11:39 and 12:12-12:39
5th Period Lunch	11:09 - 11:39
6th Period Lunch	11:39 - 12:09
7th Period Lunch	12:09 - 12:39
Student Day	7:35 - 2:25
Teacher Day	7:25 - 2:40
Office Hours	7:00 - 3:15

ACTIVITY PERIODS

(30-minute activity period)

	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>
1st Period	7:35 - 8:55	7:35 - 8:25	7:35 - 8:25	7:35 - 8:25
2nd Period	8:58 - 9:43	8:28 - 9:43	8:28 - 9:13	8:28 - 9:13
3rd Period	9:46 - 10:31	9:46 - 10:31	9:16 - 10:31	9:16 - 10:01
4th Period	10:34 - 11:19	10:34 - 11:19	10:34 - 11:19	10:04 - 11:19
5th Period	11:22 - 11:49	11:22 - 11:49	11:22 - 11:49	11:22 - 11:49
6th Period	11:52 - 12:19	11:52 - 12:19	11:52 - 12:19	11:52 - 12:19
7th Period	12:22 - 12:49	12:22 - 12:49	12:22 - 12:49	12:22 - 12:49
8th Period	12:52 - 1:37	12:52 - 1:37	12:52 - 1:37	12:52 - 1:37
9th Period	1:40 - 2:25	1:40 - 2:25	1:40 - 2:25	1:40 - 2:25
	<u>8th</u>	<u>9th</u>	<u>Two-Hour Delay</u>	<u>Early Release</u>
1st Period	7:35 - 8:25	7:35 - 8:25	9:35 - 10:06	7:35 - 8:25
2nd Period	8:28 - 9:13	8:28 - 9:13	10:09 - 10:40	8:28 - 9:13
3rd Period	9:16 - 10:01	9:16 - 10:01	10:43 - 11:14	9:16 - 10:01
4th Period	10:04 - 10:49	10:04 - 10:49	11:17 - 11:48	10:04 - 10:49
5th Period	10:52 - 11:19	10:52 - 11:19	11:48 - 12:18	10:52 - 11:19
6th Period	11:22 - 11:49	11:22 - 11:49	12:18 - 12:48	11:22 - 11:49
7th Period	11:52 - 12:19	11:52 - 12:19	12:48 - 1:18	11:52 - 12:19
8th Period	12:22 - 1:37	12:22 - 1:07	1:21 - 1:51	12:22 - 12:51
9th Period	1:40 - 2:25	1:10 - 2:25	1:54 - 2:25	12:54 - 1:30

GRADUATION REQUIREMENTS

REGULAR DIPLOMA

A regular diploma will be awarded if the following standards are met:

1. Students must pass all five sections of the Ohio Graduation Test (OGT) in order to graduate.
2. Successful completion of twenty-one (21) units of credit will be required for graduation from Buckeye High School.*

***Classes of 2012 & 2013-** The following are the required courses or the state minimum, whichever is greater, that need to be included in this number:

English - 4.5 units (including Speech)

Math - 3 units (including Algebra)

Science - 3 units (including Physical and Biological Science)

Social Studies – 3-1/2 units (World Studies (1), U.S. Studies (1), U. S. Government (1), and Economics (1/2))

Health - 1/2 unit

Physical Education - 1/2 unit (2 (1/4) unit classes)

Business/ Technology - 1/2 unit

Fine Arts or Foreign Language - 1/2 unit

Electives - 5.0 units

***Classes of 2014 & beyond-** The following are the required courses or the state minimum, whichever is greater, that need to be included in this number:

English - 4.5 units (including Speech)

Math - 4 units (including 1 unit of Algebra II or equivalent)

Science - 3 units (including Physical and Biological Science)

Social Studies – 3-1/2 units (World Studies (1), U.S. Studies (1), U. S. Government (1), and Economics (1/2))

Health - 1/2 unit

Physical Education - 1/2 unit (2 (1/4) unit classes)

Business/ Technology - 1/2 unit

Fine Arts or Foreign Language - 1/2 unit

Electives - 4.0 units

Students entering the Medina County Career Center must leave Buckeye High School at the end of their sophomore year with at least ten credits to make normal progress toward graduation. A typical Career Center student will earn 11/12 credits while there. A student attending the Medina County Career Center will not be required to meet the Speech unit.

Note to Parents and Students Regarding Graduation Requirements

It is the student's responsibility to see that requirements for graduation are met. The high school will make every effort to keep up-to-date records and to keep students and parents informed about the status toward compiling the necessary coursework for graduation requirements. However, it is the student's responsibility to be acquainted with the necessary requirements to meet this goal.

STUDENT COURSE REQUIREMENTS

Each student must carry a minimum of six (6) classes [no less than five (5) credits] each semester in grades 9, 10, 11, 12.

CREDITS FOR PROMOTION

Students will be classified according to the following number of credits earned:

Seniors- A student will be promoted to 12th grade with a completed minimum of 15 credits

Juniors- A student will be promoted to 11th grade with a completed minimum of 10 credits

Sophomores- A student will be promoted to 10th grade with a completed minimum of 5 credits

Note: These guidelines should be viewed as minimum. Usually a student will have earned more credits than are needed for promotion.

HONORS DIPLOMA REQUIREMENTS

Depending on whether a student is completing a college preparatory or career-technical education curriculum, honors diploma requirements differ slightly. The student must meet the requirements for the regular diploma plus criteria for honors listed below in accordance to the state standards.

Subject	High School Academic Diploma with Honors Graduating Classes 2011 and Beyond	Career-Technical Diploma with Honors for Graduating Classes 2011 and Beyond
English	4 units	4 units
Mathematics	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
Science	4 units, including physics and chemistry	4 units, including physics and chemistry
Social Studies	4 units	4 units
Foreign Language	3 units, including at least 2 units in each language studied	Not counted toward requirements
Fine Arts	1 unit	Not counted toward requirements
Career-Technical	Not counted toward requirements, and may not be used to meet requirements	Now counted in Electives
Electives	Not counted toward requirements	4 units of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post secondary credit.
Grade Point Average	3.5 on a 4.0 scale	3.5 on a 4.0 scale
ACT/SAT Score [excluding scores from the writing sections]*	27 ACT/1210 SAT	27 ACT/1210 SAT
Additional Assessment	Not applicable	Achieve proficiency benchmark established for appropriate Ohio Career-Technical Competency Assessment or equivalent

AWARDS

AWARD OF MERIT

The requirements listed below have been adopted for the Award of Merit. This certificate will be awarded by the State Board of Education to all those who meet the criteria specified in A and C or B and C below.

A. **College Prep Requirements** – complete the following minimum requirements:

1. English – 4 units (May include 1 unit of fundamentals of speech.)
2. Mathematics – 3 units (Must include 1 unit of algebra and 1 unit of geometry.)
3. Science – 3 units (Must include 2 units from among biology, chemistry and physics.)
4. Social Studies – 3 units (Must include 2 units of history and 1/2 unit of civics or government.)
5. Foreign Language – 3 units (Must include no less than 2 units of any language for which credit is sought i.e., 3 units of one language or 2 units each of two languages.)
6. Complete 2 units from one or more of the following, or 2 additional units from one or more of the areas listed A.1 through A.5 above.
 - a. Business
 - b. Computer Science
 - c. Visual or Performing Arts

B. Career-Technical Curriculum Requirements

1. Complete a career technical occupational preparation program
2. Complete the following curriculum requirements
 - a. English – 4 units
 - b. Mathematics – 3 units
 - c. Science – 3 units
 - d. Social Studies – 3 units

Applied academic credits earned via career-technical education shall apply to the criteria for the Award of Merit.

3. Complete two units from one or more of the following, or two additional units from one or more of the areas listed in B.2 above.
 - a. Business
 - b. Computer Science
 - c. Foreign Language
 - d. Visual or Performing Arts

C. Performance Criteria (applies to both curricula)

1. Maintain above average attendance for grades nine through 12 (compared to a rolling four-year state average).
2. Demonstrate outstanding achievement in the curriculum as evidenced by one of the following: earning the equivalent of an overall grade point average of 3.25 on a four point scale for grades nine through 12; earning the equivalent of an overall grade point average of 3.5 on a four point scale for grades 11 and 12; or ranking in the top 25 percent of the class, whichever is more inclusive.
3. Participate in co-curricular, extracurricular or community activities in accordance with procedures established by the district board of education.
4. Demonstrate outstanding citizenship/character traits in accordance with criteria established by the district board of education.

NOTE: Courses completed prior to ninth grade, taught by a teacher licensed to teach high school, and recognized as high school level work by the local school district board of education. Courses that are part of the Post Secondary Education Options Program also apply to the criteria for the Award of Merit.

PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE

The President's Education Awards Program, established by the U.S. Department of Education, recognizes and honors outstanding educational achievement. As the nation strives to achieve the eight National Education Goals, and to provide a world-class education for every child, schools need to encourage all students to aspire to the highest educational standards. The President's Education Awards Program Rewards for their academic effort and success.

To be eligible for the President's Award for Educational Excellence the student must meet the following criteria:

1. 3.5 GPA or above on an unweighted scale
2. Achieve an 85 percentile or higher score in math or reading on a standardized achievement test

BUCKEYE HIGH SCHOOL ACADEMIC LETTER

To recognize, award, and motivate Buckeye High School students that continuously excel academically, the Buckeye High school Academic Letter of Achievement will be awarded to students who meet the following criteria:

- A. Students in grades 9-12 earning the equivalent of an overall grade point average of 3.75 or higher for the first three grading periods of the school year. (Example below)

Student A (this student will receive a letter based on the average GPA for the three quarters)

1st quarter GPA 3.65*

2nd quarter GPA 4.10

3rd quarter GPA 3.94

Total GPA 11.69/ 3 quarters = 3 quarter cumulative GPA 3.89

*Even though this student's GPA was lower than 3.75 for the first 9 weeks, after averaging the three grading periods together the student's 3 quarter cumulative is over the required 3.75

- B. Student awards will be as follows
- 1st year award winner- Academic letter,
 - 2nd & 3rd year award winner- Pin,
 - 4th year award winner- Lamp of Knowledge (Honoring 4 yrs of achievement)

NATIONAL HONOR SOCIETY

Being selected to the National Honor Society (NHS) is certainly one of the highest honors that can be achieved by a high school student. NHS is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who demonstrate excellence in the areas of scholarship, leadership, service, and character. Eligibility for membership is limited to juniors and seniors and other specific criteria indicative of leadership, academics, service, and character. Eligible students will be invited to apply.

BUCKEYE ATHLETIC ACADEMIC RECOGNITION

Buckeye athletes need to be recognized for their hard work both in the classroom and in their athletic sports. The student athlete does not need to letter in a High School sport but only participate. We would like to recognize these students with graduation cords. Each athlete would be able to earn up to three cords. The following is the criteria that students need to accomplish to earn their cords.

1. To earn their 1st Cord (White)
 - a. Accumulated GPA of 2.5 or better
 - b. Participated in a minimum of eight sport seasons
2. To earn their 2nd Cord (Brown)
 - a. Accumulated GPA of 2.5 or better
 - b. Participated in ten sport season
3. To earn their 3rd Cord (Orange)
 - a. Accumulated GPA of 2.5 or better
 - b. Participated in twelve sport seasons

MEDINA COUNTY CAREER CENTER

Students who intend to enroll at the Career Center must have completed two years of high school and should plan ahead to be sure they are earning all necessary credits required for graduation and/or college entrance. Ninth and tenth grade courses highly recommended before entering the Career Center:

- Language Arts 9 and 10 (2 credits)
- Social Studies: World Studies and U.S. Studies (2 credits)
- Math (2 credits)
- Science: Physical and Biology (2 credits)
- Physical Education (0.5 credit)
- Health (0.5 credit)
- Fine Arts/Foreign Language (0.5 credit)
- Business/Technology (0.5 credit)

ADVANCED PLACEMENT

The Advanced Placement Program at Buckeye High School is an offering of college level courses and exams for secondary students. AP Courses are typically more challenging and require more work than other high school courses. The AP exam is required for all students who take these courses. **Students who fail to take the test will have their course grade unweighted.** An information meeting will be held each February for students/parents interested in this coursework. The student/parent is responsible for the cost of the exam(s). Fee waivers are available to qualifying students. Buckeye High School offers six AP courses: American History, Calculus AB, Chemistry, English Literature, European History, and U.S. Government.

POST SECONDARY ENROLLMENT OPTIONS PROGRAM (PSEOP)

Students may elect to take part in the Post Secondary Enrollment Options Program, which provides an opportunity for students to take classes at eligible post-secondary institutions. The purpose of this program is to promote rigorous academic pursuits and to provide a wider variety of options to high school students.

It is **MANDATORY** that a student and parent/guardian attend a Post Secondary Information meeting before enrolling. All area schools offer an informational meeting. Buckeye High School will host a Post Secondary Enrollment Options Program meeting every year in February. Please note the OHSAA guidelines for PSEOP eligibility.

FLEXIBLE CREDIT

Flexible Credit is any alternative coursework, assessment or performance that demonstrates proficiency needed to be awarded equivalent graduation credit as approved by the school district. Approved credit awarded through this policy will be posted on the student's transcript and counted as required graduation credit in the related subject area or as an elective. Flexible Credit is designed to be an alternative to the standardized unit of credit, Carnegie Unit, or 120 hours of seat time.

Any high school student or middle school student (if taking a course for high school credit) may apply for credit to be awarded through Credit Flexibility. The student will submit an application via the district designated forms. All required information must be presented. The student will be required to provide supporting documentation as determined by the administration.

For an application, more information, and questions please contact the Guidance Department.

REPEATING A COURSE

The purpose of this policy is to allow students to be ready to continue through a curriculum to the next course in the progression. Sometimes a student can pass a course but not learn the material sufficiently to continue on to the next course in the progression. Class failures do not fall under this policy.

A student may repeat a course for a change of grade one time only, provided the student received an initial grade of "C" or "D" and retakes the same course. The student must obtain approval from the teacher of the initial course, the guidance counselor and principal.

The student and his/her parent(s) or guardian(s) must sign a form authorizing removal of the initial course from the student's academic history. This means that the course grade and credit will be withdrawn as if the student had never taken the course. Therefore, the student must pass the class the second time in order to obtain the credit, and the new grade will be the grade for that course. It is possible for the student to receive a lower grade than was earned the first time. Dropping of the new class will not be permitted.

This process may be initiated during scheduling for the following year or once the next course in the sequence has started and both the student and teacher feel that continuation in the present course is not advisable and that repetition of the previous course would be preferable.

Any student may repeat a maximum of two courses during his/her high school career.

This policy is only applicable for students taking a course at Buckeye High School. When possible, the student will be assigned to a different teacher.

Forms are available in the Guidance Office.

GRADES

Buckeye High School 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 necessary knowledge. 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 inform the students accordingly at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

Progress book, a computer based grade book, will be utilized by the teachers at Buckeye High School to track all student grades. Access to the parent component of Progress Book can be obtained from the Buckeye Local Schools' web site. Parent Alerts are also available which inform the parents via email of missing assignments and low grades through criteria established by the parent. A Password is needed to access student's grades. Each student's password was sent to the student's home during the 2009-2010 school year, if the password cannot be located, the password can be obtained by contacting the guidance department at the high school.

Percentages will be used to determine each of the NINE-WEEK grades, the EXAM grades, and the FINAL grade.

The school uses the following grading system:

100 to 90%	=	A	=	Excellent achievement	(A+: 100-97; A-: 92-90)
89 to 80%	=	B	=	Good achievement	(B+: 89-87; B-: 82-80)
79 to 70%	=	C	=	Satisfactory achievement	(C+: 79-77; C-: 72-70)
69 to 60%	=	D	=	Minimum-acceptable achievement	(D+: 69-67; D-: 62-60)

F = Failure (Minimum F=45%); I = Incomplete; P = Acceptable Achievement

"I" becomes a grade of "F" after a reasonable period of time.

If assigning a number (percentage) is impractical in a certain class, the teacher will simply assign a letter grade and use the following scale:

A+ = 98,	A = 95,	A- = 90,	B+ = 88,	B = 85,	B- = 80,	
C+ = 78,	C = 75,	C- = 70,	D+ = 68,	D = 65,	D- = 60,	F = 45-59

GRADING SCALE

The following grading scale is used in all courses except those that have been designated to receive weighted grades:

A=4 quality points; B=3 quality points; C=2 quality points; D=1 quality point; F=0 quality points

WEIGHTED GRADES

All advanced classes (Language Arts 9, 10, 11, 12 Adv., U. S. Studies Adv., Geometry Adv., Algebra II Adv., Precalculus w/Trigonometry, Precalculus w/Trigonometry Adv., Biology Adv., Chemistry Adv., Physics Adv., AP American History, AP Calculus, AP English, AP European History, AP Government) will receive the following quality points when determining the G.P.A. for office record purposes:

A=5 quality points; B=4 quality points; C=3 quality points; D-1 quality point; F=0 quality points

CLASS RANK AND G.P.A.

All classes awarding a grade of A, B, C, D, or F are figured into the Grade Point Average. The Grade Point Average and class ranks are based on final grades and updated at the end of each year.

SEMESTER exams will be given in every class. Only courses ending at the completion of the first semester will have a FINAL grade at SEMESTER break. Full-year courses and second semester only courses will have FINAL grades at the end of the year. The minimum 45% does not apply for exams. During the examination period, students must attend and complete the examination, putting forth an honest effort, as determined by the teacher.

To pass a full year course, a student must:

- A. Earn at least 4 out of 6 passing grades (including nine-week grades, Semester exam grade, and Final exam grade);

AND

- B. Earn at least 2 passing grades (including nine-week grades and 1 exam grade) in the second semester

AND

- C. Earn at least a 60% average of all 6 grades (nine-week grades are doubled).

Nine-week grades are given TWICE the "weight" of exam grades.

Quarter 1 (40%), Quarter 2 (40%), Semester/Final Exam (20%)

Quarter 3 (40%), Quarter 4 (40%), Semester/Final Exam (20%)

To pass a one-semester course, a student must:

- A. Earn at least 2 passing grades (counting 2 nine-week grades and 1 exam grade)

AND

- B. Earn at least a 60% average of all 3 grades (nine-week grades are doubled).

Nine-week grades are given TWICE the "weight" of exam grades.

Quarter 1 (40%), Quarter 2 (40%), Semester/Final Exam (20%)

RECOGNITION OF STUDENT ACHIEVEMENT

Honor/Merit Roll(s)

Honor Roll: a grade point average in the 3.750-5.00 range with no grade below a C-.

Merit Roll: a grade point average in the 3.000 - 3.749 range with no grade below a C-.

All subjects will be included in the calculation of the grade point average (GPA).

INTERIM REPORTS

Interim reports are issued to students at the mid-point of each nine-week grading period. Interim reports are issued to all students, regardless of academic progress. If a student is failing any subject, it is recommended that parents schedule a conference with the teacher. Parent/teacher conferences can be scheduled through the high school office. Interim reports will be sent home with students approximately one week after the following dates:

Interim #1	Sept. 23, 2011
Interim #2	Dec. 2, 2011
Interim #3	Feb. 17, 2012
Interim #4	Apr. 27, 2012

GRADING PERIODS FOR 2011-2012

Reports cards will be sent home with students approximately one week after the following dates:

Quarter 1	Aug. 24 - Oct. 28, 2011
Quarter 2	Oct. 31 - Jan. 12, 2012
Quarter 3	Jan. 17- Mar. 23, 2012
Quarter 4	Mar. 26 - May 30, 2012

DISTRIBUTION OF GRADE CARDS

We will make every effort to send grade cards home in a timely manner. Interim reports with school fee bills will be sent home for all students. Report cards will be distributed to students who have paid their school fees. Students who owe fees will be given another school fee reminder in place of a report card. Final report cards will be mailed approximately two weeks after school has been dismissed for the year.

SELECTION OF VALEDICTORIAN AND SALUTATORIAN

The Top Ten, Valedictorian and Salutatorian awards will be given to the graduating students who have achieved the highest cumulative GPA's over their four-year high school careers. The Valedictorian may be chosen as the one who has taken the highest number of weighted and non-weighted courses in the most rigorous curriculum and earned all A's, or as close to that, as possible.

At least the last four semesters must be spent as a Buckeye registered student. The Top Ten awards will be awarded to each student based on his or her G.P.A. at the end of the 7th semester (plus 3rd nine weeks if needed as a tie-breaker).

The Principal will give the Valedictorian and Salutatorian awards to the two top-ranked students in the graduating class.

When two or more students take the same number of honors-level courses and have the same grades in weighted or non-weighted courses, this will be considered a tie. Please note that the GPA's may be different in this circumstance. In the case of a tie for Salutatorian honors, multiple awards will be presented. In case of a tie for Valedictorian, the award will be shared and no Salutatorian award will be presented.

STUDENT ASSESSMENT

OGT test administrations before graduation:

- Spring of 10th grade
- Summer between 10th and 11th grade (optional)
- Fall and spring of 11th grade
- Summer between 11th and 12th grade (optional)
- Fall and spring of 12th grade

How to access previous graduation tests:

www.buckeyeschools.org/HSGuidance

ALTERNATIVE WAYS TO MEET THE TESTING REQUIREMENTS

A student may meet the testing requirements for passing all five Ohio Graduation Tests if he/she meets all of the following criteria:

- Passes four of the five tests and had missed passing the 5th test by no more than 10 points;
- Has a 97% attendance rate, excluding any excused absences, through all four years of high school and must not have an expulsion in high school;
- Has at least a grade point average of 2.5 out of 4.0 in the courses of the subject area not yet passed;
- Has completed the high school curriculum requirement;
- Has participated in any intervention programs offered by the school and must have had a 97% attendance rate in any programs offered outside the normal school day; and
- Has letters recommending graduation from the high school principal and from each high school teacher in the subject area not yet passed.

GRADUATION EXERCISES

Graduation exercises shall be held and diplomas issued to all students who have met the minimum requirements established by the Ohio State Department of Education and the Buckeye Board of Education.

All students meeting the requirements and financial obligations may participate in the graduation ceremonies. Diplomas may be withheld until students have met all financial obligations. Diplomas may also be withheld if there are unresolved disciplinary actions that need to be addressed.

SECTION 3: SCHEDULING

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. The schedule is based upon the student's needs and available space. Any changes to a student's schedule should be handled through the Guidance Department. It is important to note that access to some courses may be denied because of available space or failure to fulfill the prerequisites. Students are expected to follow their schedules. Any variation must be approved with a schedule change form.

PLANNING AND POLICIES

Students are encouraged to carefully plan a program of studies that will assist them in reaching their educational and occupational goals. The information outlined on the following pages is designed to guide students in selecting the subjects that will lead toward achieving their goals. It is important that you select courses to fit your career plans. It is suggested that you:

1. Review all requirements for graduation.
2. Read the information given about each department.
3. Use your yearly course request sheet and utilize your four year course scheduling planner (available in Guidance and on Guidance website), paying particular attention to graduation requirements.
4. Know and understand the recommended college preparatory curriculum
5. Review and understand the opportunities offered through the Medina County Career Center.
6. Consider the curricular and other requirements for the Honors Diploma.

PROCEDURE FOR COURSE REGISTRATION

THE FOLLOWING STEPS WILL BE TAKEN TO SCHEDULE STUDENTS FOR CLASS AT BUCKEYE HIGH SCHOOL:

1. Groups scheduling meetings will be held for all students grades 8-11
2. Individual conference with a counselor if needed.
3. Parent and student signature is required on course selection sheet.
4. Teacher approvals are required for many of the courses.

GUIDELINES FOR COURSE

1. Credit for one semester of a full-year course will not be granted.
2. Once credit has been received for an upper level course in a subject area, permission will not be granted to take a lower level course in that same area.

3. All failed credits in required courses must be made up before advancing to the next level class.
4. Students who have previously failed an elective may reschedule the same elective by permission from the teacher and administration only.
5. In cases where the class size is limited, preference in scheduling will be given to upperclassmen.

SCHEDULE CHANGE REQUESTS

During the time between course registration and the end of the school year, students and parents may elect to change a student's schedule for the next school year. After the end of the current school year, course changes will only be made only if:

1. There is a scheduling conflict that cannot be resolved
2. Changes necessitated by failures
3. Satisfactory completion of a course in summer school
4. A technical error was made in the process of scheduling the student's request.
5. The student has been clearly academically misplaced.

Schedule changing after the school year has begun is not permitted since a student's schedule is the result of careful planning by the student, counselor, teachers, and parents, and critical staffing decisions were based on student's course selections. If a student or parent would like to request a schedule change for any other circumstances, a written request signed by a parent/guardian must be submitted to the Guidance Office for administrative review.

SCHEDULE CHANGES AFTER SCHOOL BEGINS

Any changes to a student's schedule must be completed no later than the fifth day of the first semester and by the fifth day of the second semester in accordance to the rules of SCHEDULE CHANGE REQUESTS. If any course is dropped after these times, a penalty of "F" will be given in the course.

EDUCATIONAL OPTIONS (Summer School/Online Curriculum)

Summer school information will be available in the Guidance Office starting at the end of March of each school year.

ONLINE CURRICULUM COURSES

Buckeye High School offers a selection of online courses through Educational Options and Blue Ridge Academy. Students may have the opportunity to utilize this format to assist them with credit recovery or as special preparation for the Ohio Graduation Test.

The following regulations apply to these courses:

1. Courses can only be taken as credit recovery.
2. Appropriate forms with Administrative approval to be enrolled.
3. Any exceptions must be approved by administration

*Further information and applications are available in Guidance year round.

Note: Educational options discussed in this section pertain only to the regular education program. All students in the special education programs have individual education plans which give direction to their instructional programs.

SCHOOL FEES

Students enrolled in Buckeye Local Schools will be furnished basic textbooks without cost; however, a fee for consumable materials and supplies used will be charged. School fees are established at the beginning of each school year and may vary due to the fluctuation of the costs of materials and supplies. Such fees are to be deposited in the rotary operating funds of the Board to defray the costs of materials and supplies (from Board Policy 6152).

1. Due to schedule changes during the first two weeks of the school year, fees will not be collected until a fee schedule is issued (sometime in September). A fee due notice will be sent home with the first interim report.
2. Payments can be made, if necessary. See the Principal's secretary in the office for details.
3. All students will receive a receipt from the office within 24 hours of deposit. If for some reason a student does not receive a receipt, a copy may be requested from the office (per the Treasurer's office).

4. Any checks returned due to insufficient funds or closed accounts will result in an automatic \$25.00 charge to the originator of the check.
5. Non-payment of Clubs/Organizations "pay to participate fees" will be added to the student's school fee list.

SPECIAL SERVICES

At Buckeye High School there are a number of resources available to assist students and families in the educational process.

TUTORING

- At-Risk Tutoring (located in the media center) is available for struggling students during their study halls.
- Peer Tutoring is available for struggling students during their study halls.
- Outside Tutoring- The Guidance Department maintains a listing of outside tutors available to assist students as well. Buckeye High School teachers also ask students who are struggling to make individual appointments for before or after-school help. Parents are urged to monitor their children's academic progress continually throughout the school year.
- ProgressBook Parent Access provides a real-time look at students' grades and their performance on individual assignments and assessments. A password to access the confidential online grade book is available to parents during open house at the beginning of the school year and all year by calling 330-722-8257 ext. PROG (7764) or emailing Progressbook@buckeyeschools.org. Use this same password for the remainder of years the student attends Buckeye High School.

Contact information for all staff members is posted on the Buckeye High School home page on the district web site at www.buckeyeschools.org.

SECTION 4: STUDENT ATTENDANCE

EXPECTATION

School attendance is mandated by law. Consistent attendance is necessary in order for a student to take full advantage of the quality education offered by Buckeye High School. State law requires school attendance until the age of eighteen (18). Students who do not maintain good attendance may fail, lose credit, lose certain privileges, and be referred to Medina County Prosecutor's office. Buckeye High School has implemented an attendance policy in order to avoid these negative consequences.

Once a student attains ten (10) days of absence (excused or unexcused), all subsequent absences may require a medical note in order to be classified as an excused absence.

It is important that students arrive at school on time. Students who arrive late to school are accumulating a negative school record, developing poor habits for future success in any endeavor, and causing a disruption to those students who meet the obligation of arriving on time.

Anyone may be absent or late due to an occasional circumstance beyond his/her control, but habitual absence or tardiness is not acceptable.

Students who arrive early in the morning should remain in the cafeteria until 7:30 a.m. Only students who are involved in supervised extra-curricular activities should be in the building and on school grounds after 2:35 p.m. SEE SECTION 6: STUDENT ACTIVITIES FOR AFTER SCHOOL USE OF THE BUILDING.

NOTIFICATION OF ABSENCES

Any time students are going to be absent from school, parents need to notify the school by calling **(330) 722-8257 (ext. 9200) between 7:30 a.m. and 9:30 a.m. on that day and provide an explanation for the absence.** If the absence is due to an appointment during the start of the school day the student **must present a slip from the appointment for documentation purposes.** If a student must leave during the school day for a scheduled appointment, please present the notification from that appointment to the attendance office within **twenty four hours** or the next scheduled school day. If the school has not been notified by phone or personal contact by 11:00 a.m., the Assistant Principal or his designee will call the parent. It is imperative that the school be provided with a phone number where a parent or guardian may be notified of the student's absence. **If the parent has not been contacted by phone, the student will need to bring a note from his/her parent(s) to the Attendance Office in order for the absence to be considered excused (if less than 10 days). This note needs to describe the nature of the absence and must be signed by a parent/guardian.**

COURSE CREDIT BASED ON ATTENDANCE

Attendance Requirement for All Courses: For a student to receive a passing grade and credit in a course, he/she must be in attendance in that class at least eighty-eight percent (88%) of the scheduled class time. Regular class attendance is critical for the student to receive full benefit of the educational program. Attendance records for students who transferred to Buckeye during a school year shall apply and absences at the prior school shall be added to the student's total number of days absent.

Medical (Extended Illness) Exemption from Attendance Requirement: Students who cannot attend school for an extended period of time because of an illness may be exempt from the eighty-eight percent (88%) attendance requirement for as many days as they were receiving home instruction by a tutor as approved by the Principal. The extended illness must be documented in writing by a physician or administrator. The home instruction must have the Principal's approval prior to the start of such tutoring in order for the student to receive course credit.

Suspension/Expulsion Exemption from Attendance Requirement: Days that students are absent because of an out-of-school suspension/expulsion will not count toward denial of credit.

Approved School-Related Absences Exempt from Attendance Requirement: Absences from class because of field trips or other school-related absences approved by the office will not apply. Students with excessive absences may not be approved for school-related activities or early release privileges.

Denial of Credit Because of Excessive Absences: A student who misses over 21 class periods in a one or a one-and-a-quarter credit course who does not qualify for the Medical (Extended Illness) Exemption, Suspension Exemption, or School-Related Exemption as defined above, shall receive no credit in that course regardless of grade average. A student who misses over 10.5 class periods in a 1/2 or 1/4 credit course who does not qualify for the Medical (Extended Illness) Exemption, Suspension Exemption, or School-Related Exemption shall receive no credit in that course regardless of grade average. Absences include both unexcused and excused absences (including those for doctor, dentist and court appointments listed under excusable approved absences). Time spent in the school clinic is considered an absence from class. **CAUTION: Students, you should be cautious about being absent, tardy, and leaving school. You never know what might happen later in the school year and should you unavoidably need to be absent for a class period or a school day, such absences will count toward denial of credit.**

Attendance Committee appeal:

In the event that a student has been denied credit due to his or her attendance, he or she may appeal the decision to the attendance committee. This request must be made in writing to the Assistant Principal five (5) days prior to the last day students are in session.

The conference will be scheduled with the student, secondary teacher(s) involved, parent/guardian, Assistant Principal and Guidance Counselor. After the conference, the committee will make the final decision and notify the student and parent/guardian in writing.

It is strongly recommended that parents/students bring as much documentation as possible to present to the Attendance Appeals committee.

The Attendance Appeals Committee will then determine whether to grant credit, deny credit, or in some circumstances, postpone credit. All **determinations** will be based on **documentation from health professionals**, etc. If credit is postponed, students will be required to meet strict attendance guidelines for the next semester, and may be asked to reappear with parents/guardian before the committee at the end of the following semester for a final determination.

Seniors and students who have been denied credit in semester long classes may appeal at the end of the first semester. Students in yearlong classes must wait until the end of the school year to appeal.

EXCUSABLE APPROVED ABSENCES

An excuse for absence from school may be approved on the basis of any one of the following conditions (Reasons as per stated in the Board Policy 5200 and Ohio Revised Code):

1. Personal illness. The approving authority may require the certificate of a physician.
2. Illness in the immediate family. The absence under this condition shall not apply to children under 14 years of age.
3. Death in the immediate family. This is limited to three (3) days unless reasonable cause can be shown for a longer absence.

4. Quarantine. The absence of a child from school under this condition is limited to the length of the quarantine as fixed by the proper health authorities.
5. Observance of religious holidays. Any student of any religious faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed or belief.
6. Emergency or set of circumstances which, in the judgment of the Superintendent of schools, or his designee, constitutes a good and sufficient cause for absence from school.
7. College Visits/Job Shadowing

The proper permission forms are available in the Guidance Office. Form must be filled out completely and returned to the Attendance Secretary. Students can be excused for up to three college visits / job shadowing days per year.

Once a student attains ten (10) days of absence (excused or unexcused), all subsequent absences may require a medical note in order to be classified as an excused absence.

If at all possible, prior arrangements should be made with the Superintendent or Principal.

Parents are encouraged to schedule their children's appointments with doctors and dentists during non-school hours to the extent possible.

An excused absence means that the student may make up the work that he/she missed during that time (see make-up formula below). **These days still count toward denial of credit if the number of days missed is over 21 for a yearlong course or 10.5 for semester courses.**

Excusable Non-Approved Absences. If a student is absent from school because of vacation (as further described below), the absence will not be considered a truancy but is still considered absent from class time.

Unexcused Absences. Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

If a student under the age of eighteen (18) is truant for more than five (5) consecutive days, seven (7) days within a month, or twelve (12) total days within the school year, he/she will be considered a habitual truant and will be reported to the Medina County Prosecutor's office and the Bureau of Motor Vehicles for suspension of his/her driver's license.

An excused absence allows the student to make up all possible work within the time calculated by the make-up formula below. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

MAKE-UP FORMULA FOR EXCUSED ABSENCES

Students will be given the number of days of excused absence to make up work (i.e. If a student is absent on Monday, the make-up work is due on Wednesday).

Note: Any assignment given in **advance** must be completed upon return.

If the absence is unexcused or unauthorized by the Principal/Designee, a student may not make up the work. The skipping of classes or any part of the school day is considered an unexcused absence and no make up of class work will be permitted. Disciplinary action will follow.

VACATIONS DURING THE SCHOOL YEAR

Parents are discouraged from taking their children 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. **Students returning from vacation must have assignments completed upon the day they return.**

Family vacations or hunting trips must be approved at least one week in advance of the absence. Vacation permission forms are available in the Student Information Center. Any vacation without prior approval will be considered an unexcused absence. Days missed due to vacation will count toward the student's total absences.

TARDY TO SCHOOL (and signing in late to school)

For the purpose of maintaining accurate records, students who arrive late but before 9:20 will receive an excused tardy if they present a note from a medical or court official indicating that the student has visited the doctor, dentist, or court that morning.

Students who are late to school for any reason will report to the main office (front table) to **sign in**.

On the **fourth tardy** in a semester, the student will not be admitted to his or her first period class that has already commenced, unless he or she presents medical or court documentation.

Consideration to allow make-up work and/or be issued a pass will be extended to each student until he or she has accumulated three (3) tardies to school. On the fourth and all subsequent tardies, there shall be no consideration for make-up work for the class period that is missed.

Medical or court-related late arrivals should have a pink slip from the office to show that they are excused.

Students late four times to their first period class in a semester will be assigned to an area designated by the Assistant Principal until the start of the next class. This is to minimize the number of class interruptions after classes have started. See Tardy Table Rules in Student Behavior for rules. A monitor assigned to the designated area will keep up-to-date records of all tardies. Students who are habitually tardy will be assigned the following penalties

Number of Tardies	Penalty
4-5	After school detention and zero credit
6-7	1 Saturday School or Wednesday School (3 hours)
8-9	2 Saturday Schools Wednesday Schools (3 hours)
10	1 day Out-of-School Suspension
11+	Consequence to be determined

The number of tardies is cumulative for the semester.

When there are late buses due to hazardous driving conditions, student drivers will be given the same consideration for admittance to class without penalty as those who arrive by bus.

TARDY TABLE RULES

1. After signing in, students may be permitted to go to their lockers, one at a time, with a pass from the monitor.
2. One student per table.
3. No talking.
4. No sleeping or putting heads down. Work on class work.
5. No eating or drinking (i.e., breakfast, vending machines, sodas).
6. No restroom pass.
7. Do not leave the table until the dismissal bell for that period.
8. Follow directions as instructed by the tardy table monitor.

TARDY TO CLASS

Students who are late to class without a pass will be subject to teacher discipline. Students who continue to be tardy or who demonstrate insubordination to the reasonable authority of the teacher will be referred to the Principal's office.

LEAVING SCHOOL BEFORE THE END OF THE SCHOOL DAY (signing out of school)

If it is necessary for a student to leave before the end of the day, he/she must bring a note prior to the beginning of the school day, signed by the parents, granting permission to release the student. The note must have the parent/guardian's signature, date, time leaving and the reasons for leaving. If a medical or court appointment is scheduled during the day, documentation from the appointment **must be submitted upon the student's return from doctor/dentist/court, upon the student's return, or it will be considered a truancy.** The note must be approved and signed by the Assistant Principal, Principal or their designee before reporting to the first period class in the morning. Students must have written permission in advance or be picked up by their parents in order to leave, unless sickness or other such emergencies occur. Parents should not grant their child permission to leave without first contacting the school.

The student is to sign out in the office just prior to leaving, printing legibly his/her first name, last name and time of departure. Students must have permission from the Principal or Assistant Principal in order to leave in compliance with school procedure, otherwise, disciplinary actions will be incurred.

Leaving the school or school grounds without permission violates the Student Conduct Code and state law. Once students arrive on school grounds, they may not leave again without first reporting to the Assistant Principal/designee and following proper procedures. Arriving, then leaving, prior to the start of school is also a violation.

Students must be present at least four (4) class periods in order to participate in an after-school activity. NOTE: Two of the three lunch periods equal one class period. If a student leaves school because of illness, he/she may not return to participate in any activities (including, but not limited to sports, NHS, band, etc.).

No student will be permitted to leave before the end of the school day for work purposes.

EARLY DISMISSAL/LATE ARRIVAL FOR SENIORS

1. Students must have gained senior class standing.
2. Students are required to: possess a GPA of at least a 2.5 the previous grading period, be enrolled in at least six (6) classes, have current employment, and have no failing grades.
3. Students may only be dismissed from study hall.
4. Students will only be dismissed at the end 8th period. Students are to go to their lockers, sign out, and immediately leave the premises.
5. Before participating in early release, students must return a signed parent permission slip.
6. Students must personally sign out on a daily basis before leaving school premises. Students must sign the Early Release Form sign-out sheet. **IF THE STUDENT'S NAME DOES NOT APPEAR ON THE LIST, THE STUDENT IS NOT ON EARLY RELEASE. IF A STUDENT SIGNS HIS/HER NAME AT THE BOTTOM OF THE SIGN-OUT SHEET AND LEAVES THE BUILDING, HE/SHE IS DOING SO WITHOUT PERMISSION.**
7. There should be no loitering at the lockers or anywhere else on school property.
8. If a student does not sign out, he/she is expected to report to study hall during these periods. **Students need to follow study hall rules when permitted to go to other locations.**
9. Students should leave school premises in their own vehicles or with a parent/guardian.
10. **Students leaving on early release that return for after-school events are not to return until after the end of the school day and after the buses have left (which is 2:25 p.m. for all school days except for early release days).**
11. Students may forfeit the privilege of early release for violations of the Student Conduct Code [**including parking lot rules, excessive absences (10 or more days) and/or tardiness**].
12. Students who violate the above rules may forfeit this privilege and/or face disciplinary action.

ENROLLING IN SCHOOL

Students are expected to enroll in the school district in which they live.

If open enrollment is an option, or other arrangements need to be made to attend a school outside the student's home district, it should be done through the home school.

Students who are new to Buckeye High School are required to enroll with their parents or legal guardian. When enrolling, parents/guardian will need to bring all of the following:

- a. A certified copy of the student's birth certificate – (a hospital certificate will not suffice)
- b. Court papers allocating parental rights and responsibilities or custody (if applicable)
- c. Proof of residency (utility bill or voter registration)
- d. Proof of immunizations
- e. The student's Social Security Card

In some cases, a probationary enrollment may be permitted and the parents will be told what records are needed to make the enrollment complete.

Students enrolling from another accredited school must possess an official transcript in order to receive credit from that school. The Guidance Counselor will assist in obtaining the transcript if it is not presented at the time of enrollment. School records may be held if fees are still owed to the previous school district.

TRANSFER

If a student plans to transfer from Buckeye to another school district, the parent must notify the guidance office. School records shall be transferred within fourteen (14) days to the new school district once the request has been received as required under Ohio law. School records may be held if fees are still owed. Parents are encouraged to contact the guidance office for specific details.

WITHDRAWAL

No student under the age of 18 shall be allowed to withdraw from school without the written consent of his/her parents. **A student who withdraws from school and is under age 18 shall be reported to the Bureau of Motor Vehicles for suspension of his or her driver's license.** Students who have been recommended for expulsion may not withdraw until expulsion proceedings are completed.

HOMEWORK DURING ABSENSE

In the case of extended illness (3 or more days), assignments may be requested through the main office. Please allow a day for this material to be compiled. It is the responsibility of the student or parent to make arrangements to collect these assignments.

SECTION 5: STUDENT BEHAVIOR

EXPECTATIONS

A major component of the educational program at Buckeye High School is to prepare students to become responsible adults by learning how to conduct themselves properly and in accordance with school policy.

Expected Behaviors

Each student shall be expected to comply with the following:

1. Abide by national, state, and local laws, as well as the rules of the school.
2. Respect the civil rights of others.
3. Act courteously to adults and fellow students.
4. Be prompt to school and attentive in class.
5. Work cooperatively with others regardless of ability, gender, race, ethnicity, or any other differences.
6. Complete assigned tasks on time and as directed.
7. Help maintain a school environment that is safe, friendly, and productive.
8. Act at all times in a manner that reflects pride in self, family, and in the school.

STUDENT DISCIPLINE CODE (CODE OF CONDUCT)

The Board of Education has adopted the following Student Discipline Code. The code includes the types of misconduct that will subject a student to disciplinary action. The Board of Education has also adopted a **ZERO TOLERANCE POLICY. Zero Tolerance shall be applied to any misconduct that is connected to activities or incidents that have occurred on property owned or controlled by the board of education.**

Italicized portions of the Student Discipline Code were added by the high school administration for further clarification of rules applying to unacceptable conduct.

The following policy sets forth rules prohibiting certain types of student conduct, either:

1. on school grounds, during, before, or after school.
2. on school grounds at any time when the school is being used by a group or organization.
3. off school grounds, if on a school bus or at a school activity, function or event.

A student found to be in violation of any of these rules may be suspended for a period of up to ten (10) days and/or be expelled for a period not to exceed eighty (80) school days. It shall be the decision of the proper school administrator, after carefully weighing the facts and the circumstances pertaining to an incident of misconduct, to use appropriate corrective measures.

VIOLATIONS OF THE CODE OF CONDUCT:

1. **Disruption of School** - A student shall not by his/her actions, dress or appearance, disrupt the normal operation of the school. A student shall not engage in any act that may be harmful to the health, welfare and safety of himself/herself or others.
2. **Electronic Devices**- *Most electronic equipment needed for educational purposes is provided by the school. Students are not permitted to bring radios, CDs, CD and/or MP3 players, iPods, PDAs, "boom-boxes", portable TVs, pagers and the like without the permission of the Principal or the Assistant Principal. Cellular phones may be used BEFORE OR AFTER SCHOOL HOURS ONLY. No cellular phones are to be in classrooms or hallways during school hours (Keep in your lockers). Any violation of this policy shall result in the confiscation of these items and disciplinary action will be taken.*

3. **Profanity/Disrespect** - Swearing, profane, vulgar, racially or religiously derogatory, abusive, or otherwise disrespectful language and gestures are not permitted. Nor shall any student possess any publication, picture or sign containing profanity, vulgarity pornography or inappropriate gestures. Students shall not engage in any socially or sexually improper activity.
4. **Insubordination/Failure to Comply** - No student, while under the authority of school personnel, shall refuse to comply with the reasonable request or direction of school personnel, including, but not limited to: teachers, student teachers, substitute teachers, teacher aides, bus drivers, principals, assistant principals or other authorized personnel.
5. **Truancy and Repeated Tardiness** - No student shall be truant or repeatedly tardy to school. Attendance laws require students to be in school all day or have a legitimate excuse otherwise.
6. **Leaving School Property** - No student shall leave school during the school day, for any reason, without permission from the school office.
7. **Dress and Grooming** - The student shall present himself/herself in attire that is neat and clean. No student shall wear any item of attire which is **offensive, distracting or disruptive to the educational process**.
 - Standard footwear is to be worn at all times.
 - Sleepwear, bathing suits, halters, midriff tops, tank tops, coats, see-through clothing, fishnet or mesh tops, transparent or see-through fabrics, sunglasses, clothing decorated with sexual or obscene language or gestures, symbols for drug or alcohol use, and items that promote self-destructive behavior or ridicule an individual or group **ARE NOT PERMITTED**.
 - No headgear or hats are to be worn by males or females in the building or carried to classes. Headwear in violation of this rule will be confiscated and held until the end of the school year.
 - Tight-fitting or excessively short skirts and/or shorts, spandex, sleeveless, low-cut shirts, or **torn clothing is not permitted**. Student shoulders should be covered at all times. **Shorts/skirts need to be closer to the knee than the hip area and comply with the "fingertip rule"**.
 - The display of cleavage is unacceptable. Low cut blouses, tops, sweaters etc. with plunging necklines are not permitted. Shirts with necklines that are more than four inches below the neck are not permitted.
 - Outer garments **MUST** cover undergarments.
 - Clothing associated with gangs, such as bandanas, shirts, and low-hanging pants is not permitted.
 - **Book bags or items used to carry books are not permitted outside of student lockers during the school day.**
 - The administration may direct that steps be taken to correct a hazardous or offensive condition regarding attire, personal effects, hygiene or grooming. Teachers may designate the criteria for proper dress in any lab or special situation. Any classes missed due to inappropriate dress will result in a "zero" for those classes.
 - Any new "fads" in clothing, or anything not specifically covered in the above guidelines, determined to be inappropriate dress, shall be dealt with at the discretion of the administrator/designee.

Any question as to the appropriateness of dress or grooming of a student shall be addressed by the administration.

8. **Excessive and/or Repeated Display of Affection** - No student shall engage in excessive and/or repeated displays of affection in any Buckeye School District building or at any school-sponsored activity.
9. **Loitering** - A student shall not loiter or delay in such a way that will cause disruption to an activity or function, including being in the cafeteria after 3:15 p.m.
10. **Cheating/Academic Dishonesty/Plagiarism** – No student shall fraudulently, dishonestly, or deceptively obtain and use the work of another, or otherwise violate a teacher's reasonable requirements, with respect to proper test-taking or the completion of work assignments. Students shall not assist in the pursuit of academic dishonesty by providing information to other students in any way. For purposes of this policy, work is broadly construed and includes without limitation, ideas, writings, works in progress, completed works, examination questions, examination answers, etc. Any student who is caught or found to be cheating, academically dishonest or plagiarizes shall receive an "F" for the work in question, be referred to an administrator, and may be subject to additional disciplinary action.

11. **Falsification or Misstatement of Facts or Other Information** - Students shall not forge the writing of another, falsely use the name of another person, or falsify times, dates, addresses, or other data on school forms or school-related correspondence. Students shall not alter or duplicate any school or student records.
12. **Failure to accept Discipline or Punishment**
No student shall refuse to accept discipline or punishment from teachers, school officials, teacher aides, or other authorized school personnel, nor shall any student violate the conditions of student suspension as specified in the student suspension notice to parents.
13. **Physical Violence or Harassment** - No student shall harass, fight, cause harm or threaten to cause harm to another person. Intentional injury to another may result in a felony charge and/or a cause for civil action.

HARASSMENT

Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment

- A. **VERBAL:** Making written or verbal sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.
- B. **NONVERBAL:** Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment, or making sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.
- C. **PHYSICAL CONTACT:** Causing or attempting to cause or threaten unwanted touching, contact, or attempts at the same, including, but not limited to, patting, pinching, pushing the body, or coerced sexual intercourse with a fellow student, staff member, or other person associated with the district. "Dating violence" is defined as "a pattern of behavior where a person uses or threatens physical, sexual, verbal or emotional abuse to control the person's dating partner." A "dating partner" is "any person, regardless of gender, involved in an intimate relationship with another (person) primarily characterized by the expectation of affectionate involvement, whether casual, serious, or long-term."

Gender/Ethnic/Religious/Disability Harassment

- A. **VERBAL:**
Making written or verbal innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, or other differences toward a fellow student, staff member, or other person associated with the district.
- B. **NONVERBAL:**
Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the district.
- C. **PHYSICAL**
Any intimidating or disparaging action, such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the district.

Reporting Procedure of Harassment

Any student who believes that he/she 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 should immediately take the following steps:

- A. If the alleged harasser is a student, staff member, or other person associated with the district, other than the student's principal, the affected student should contact his/her principal as soon as possible after the incident has taken place.
- B. If the alleged harasser is the student's principal, the affected student should contact the Superintendent as soon as possible after the incident has taken place.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to 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 shall discuss the subject outside of the investigation.

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

Given the nature of harassing behavior, the school recognizes that false accusations may result in harm to innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever presenting allegations or charges of harassment.

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

Hazing by any 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.

Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.

- 14. Vandalism and/or Destruction of Property** - At no time shall students cause or attempt to cause damage to school property or to private property on school grounds. Prohibitions include, but are not limited to, intentional damage or destruction of computer hard drives or materials stored on a hard drive, any form of computer piracy, and any improper usage of the Internet or other on-line agencies. If a minor willfully damages school property, the parent(s) of the minor may be liable for compensatory damages of up to \$10,000, as well as court costs. (R.C. 3109.09).
- 15. Theft** - No student shall take or acquire the property of others without consent. If a student is caught stealing property belonging to the school or another person, he/she will be disciplined and may be reported to law enforcement officials. The school is not responsible for personal property.
- 16. Unauthorized Touching/Physical Attack and/or Threat Thereof** - The act of unauthorized touching, physically assaulting or threatening to assault any person on school property, including vehicles owned by the Board of Education, or while in attendance at any supervised activity sponsored by the Board of Education is strictly prohibited.
- 17. Dangerous Objects** - No student shall bring, possess, give, throw or hide any dangerous objects capable of injuring himself/herself or others. Knives, guns, munitions, matches, lighters, firecrackers, stones, snowballs, or other dangerous objects have no use in a school setting. "Weapons" include, but are not limited to: guns, pellet guns, knives, club-type implements, any toy presented as a real weapon, and any toy reacted upon as though a real weapon. Any object converted from its original use to an object used to threaten or injure another, including, but not limited to, padlocks, pens, pencils, chairs, and jewelry is deemed a weapon. Not only may a student be suspended or expelled for possessing a dangerous object/weapon, law enforcement officials may be contacted and **criminal charges may be filed**. Unless otherwise authorized by law pursuant to Ohio Revised Code section 2923.122, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone.
- 18. Drugs, Over-The-Counter-Medications, Alcohol, Narcotics, or Unknown Substances** - Students in violation of this code will be counseled about the availability of services through the Student Assistance Program. Students shall not possess use, or be under the influence of alcoholic beverages, illegal drugs, narcotics, caffeine pills, stimulants, mood-altering substances and/or drug paraphernalia on school property or at any school-sponsored activity. This also includes "look-alike" or counterfeit drugs, as well as items used to smoke, inject, **absorb** or inhale substances. If caught, the student may be suspended and/or expelled and law enforcement officials may be contacted. Many drug abuse offenses are also felonies.
- 19. Distribution and Sale of Unauthorized Material** - No student shall distribute or sell unauthorized material on school property.
- 20. False Alarms** - No student shall give a false alarm of fire, bomb or other emergency. A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons within the building. What may seem like a prank can be a dangerous act and is against the law.
- 21. Extortion** - No student shall request money or other articles of value with a threat of force. Extortion is against the law.

- 22. Arson** - No student shall be involved in the unauthorized setting of a fire while on Board of Education property. Arson is a felony.
- 23. Complicity** - No student shall encourage others to violate the Buckeye Local Schools Code of Conduct.
- 24. Hazing/Bullying** - No student may coerce another to perform any act of initiation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.
- 25. Conduct Against Board of Education or Their Employees** - A student shall not physically assault, threaten to assault, vandalize, damage, or attempt to damage the property of a school employee or his/her family or demonstrate physical, written, or verbal disrespect or threats either on or off of school property or at school events. R.C. 3313.66
- 26. Failure to Follow School Rules and Policies**
- In recognition that any list of prohibitive conduct cannot encompass every conceivable action which may properly be subject to discipline, the authority to administer discipline for conduct not specifically set forth will be at the discretion of the administrator.

27. Possession and/or Use of Tobacco

The use of **any** tobacco product (cigarettes, cigar, pipe, snuff, chew, etc.) by students is prohibited. This applies to all extracurricular activities both on school property and away from school. Use includes possession. Smoking is defined as holding a tobacco product, whether lit or unlit, or having held it and tossed it aside. Students are not permitted to use tobacco on any area within sight of Buckeye's campus. Students using tobacco within 1,000 feet of Buckeye's campus or an adjacent property will be disciplined.

PROGRESSIVE DISCIPLINE POLICY STRUCTURE

Disciplinary action will generally be progressive in nature. If an infraction or similar infraction reoccurs, a more severe penalty will be imposed. The administration may repeat, add and/or omit steps in the process as it relates to specific circumstances. The decision will be based upon what is best for the student(s) on a case by case basis.

The following is an example of the steps that may occur in the following progression:

- A. Classroom discipline and detentions
After 5 office detentions, each proceeding violation shall result is a Wednesday/Saturday School.
- B. Saturday/Wednesday School(s)
After 3 Saturday/Wednesday detentions, each proceeding violation shall result in a suspension.
- C. 1 day Out-of-School Suspension
- D. 3 days Out -of-School Suspension
- E. 5 days Out-of-School Suspension
- F. 8 days Out-of-School Suspension
- G. 10 days Out-of-School Suspension and Recommendation for Expulsion

DISCIPLINE MEASURES EXPLAINED

The Buckeye Board of Education has established the following penalties in accordance with Ohio Law regarding infractions of the Student Conduct Code.

A. Detention

Detentions after regular school hours may be assigned to a student as a penalty for violation of the Student Conduct Code, violation of classroom rules or refusing to participate in assigned class activities. Detentions may be assigned by teachers. Supervision of the detention will be arranged by the assigning teacher. Students will receive notice of the detention and provided a white copy labeled 'For Parents' which should be promptly given to their parent/guardian upon arrival at home so that transportation arrangements can be made. There will be a minimum of one (1) day's notice between the date of the incident and the date the detention is to be served. Detentions may not exceed three (3) days duration for a single offense or infraction. Detention will last no longer than one (1) hour per day. It is the student's responsibility to serve the detention on the day and at the

place designated or a Saturday School may be imposed. **If a student is absent on the day he/she is to serve the detention, the student must serve the detention on the day of his/her return.**

DETENTION RULES

1. Detentions are to be served on the day when the teacher assigns them to be served.
2. The student shall be at the detention room prior to the tardy bell ringing.
3. The student shall come to the detention room with all books and materials needed to remain on task.
4. The student shall be on task during the entire detention. Talking, sleeping, eating or drinking, with the exception of water is not permitted during the detention. No student may leave the room during the detention unless requested to by the supervisor. No restroom pass shall be permitted during the detention.
5. The student shall cooperate with the supervisor at all times.
6. All school rules apply. Violations of the Student Conduct Code or the rules above will result in the student being dismissed and further disciplinary action shall be taken.

B. Revocation of Privileges

Revocation of privileges may result from failure to comply with the established rules and regulations applicable to those activities. These privileges include, but are not limited to, the following:

1. Riding a school bus to and from school
2. Driving a vehicle to and from school
3. Attending dances, assemblies and other extra-curricular activities
4. Participating in field trips designed to supplement the regular school program.
5. Early release

C. Wednesday Three Hour Detention

Students violating the Board-adopted student conduct code may be placed in the Wednesday Detention. The placement into this program will be by administrative decision and will not necessarily be assigned before the out-of-school suspension or other penalties. This program will be held on Wednesday Afternoon from 2:30 p.m. - 5:30 p.m. Specific guidelines governing Wednesday Detention are listed below and will be provided to the students assigned. Parents of students with Wednesday Detention will be notified by mail of the student's violation of the Student Conduct Code. Failure to serve an assigned Wednesday Detention will warrant Saturday detentions or suspension.

Wednesday Detention rules:

1. Detentions are to be served on the day when the teacher assigns them to be served.
2. The student shall be at the detention room prior to the tardy bell ringing.
3. The student shall come to the detention room with all books and materials needed to remain on task.
4. The student shall be on task during the entire detention. Talking, sleeping, eating or drinking, with the exception of water is not permitted during the detention. No student may leave the room during the detention unless requested to by the supervisor. No restroom pass shall be permitted during the detention.
5. The student shall cooperate with the supervisor at all times.
6. All school rules apply. Violations of the Student Conduct Code or the rules above will result in the student being dismissed and further disciplinary action shall be taken.

D. Saturday School

Students violating the Board-adopted student conduct code may be placed in the Saturday School program. The placement into this program will be by administrative decision and will not necessarily be assigned before the out-of-school suspension or other penalties. This program will be held on Saturday mornings from 8:30 a.m. - 11:30 a.m. Specific guidelines governing Saturday School are listed below and will be provided to the students assigned. Parents of students with Saturday Schools will be notified by mail of the student's violation of the Student Conduct Code. Failure to serve an assigned Saturday School will warrant additional Saturday detentions or suspension.

SATURDAY SCHOOL RULES

1. Be at the cafeteria door at 8:30 a.m. sharp.
 - a. Saturday School will run from 8:30 a.m. - 11:30 a.m. on Saturday mornings.

- b. Students arriving after the tardy bell will not be admitted to Saturday School.
 - c. Students need to make plans to leave at 11:30 a.m. sharp. A phone may not be accessible.
2. Bring all books and other materials with you. There will be no access to student lockers.
 3. Be on task at all times during Saturday School.
 - a. Students are not allowed to put their heads down to sleep.
 - b. Students are not permitted to talk.
 - c. No radios, cards, tape players, pagers, phones, or other recreational articles are permitted in the room.
 - d. No food, gum or beverages may be consumed during Saturday School, except during the 10 minute break period.
 4. Students must stay in the Saturday School room, except when permission is given by the supervisor to leave. This rule also applies to break time.
 5. Students are expected to follow all school rules, Saturday School rules and the Student Conduct Code.

Further disciplinary action may include the assignment of additional Saturday Schools, or a suspension (Additional punitive action may be issued if warranted by progressive discipline policy).

E. Suspension

Students may be suspended from school attendance for up to ten (10) days in accordance with the Ohio Revised Code. The procedure for suspension shall consist of the following steps:

1. Written notification of the reasons must be provided to the student.
2. The student must be given an informal hearing.
3. If the student has been suspended, the parent, custodian or guardian must be notified of the suspension by mail within twenty-four (24) hours.
4. Students may not make up academic credit for lessons and/or tests missed due to suspension. However, it is recommended that students complete missed assignments so they are prepared when they return to school.
5. Calamity days are not to be counted toward days of suspension.

Suspensions may be appealed to the Superintendent or his designee.

Buckeye Local Schools acknowledges the student discipline imposed by the Medina County Career Center; therefore, these students are not permitted on Buckeye Local Schools' property or at school-sponsored activities for the duration of the suspension/expulsion.

OUT-OF-SCHOOL SUSPENSION/EXPULSION RULES

Students who have received an Out-of-School Suspension must abide by the following rules:

1. Students are not to enter the school building or be on school premises throughout the duration of the Out-of-School Suspension.
2. Students are not to participate in any school related function throughout the duration of the Out-of-School Suspension.
3. Students are not permitted to make up any missed work/tests for credit throughout the duration of the Out-of-School Suspension.

F. Emergency Removal

A student disrupting the educational process, endangering other persons, or damaging property may be subject to immediate removal from school premises. The following procedures may be followed:

1. A hearing must be scheduled as soon as possible, but not later than three (3) school days after the initial removal and the student's receipt of written notice of the suspension or expulsion.
2. The individual who ordered, caused or requested the removal of the student must be present at the hearing.

If it becomes necessary to call the Medina County Sheriff's Office for assistance, charges may be brought against the student.

G. Expulsion

Ohio law authorizes the Superintendent of School to expel any student from school for a period not to exceed eighty (80) school days. Parents or guardians may appeal the expulsion ruling to the Board of Education. The Superintendent may order the expulsion to include school days that carry over into the next school year, as determined on a case by case basis. Expulsion rulings apply to Post Secondary Option and other educational programs affiliated with Buckeye Local Schools. Students are not permitted on Buckeye Local Schools' property or at school sponsored activities throughout the duration of their expulsion.

1. The student shall be suspended from school, as described above, pending the outcome of a request to the Superintendent for expulsion.
2. The parent/guardian shall be notified of the request for expulsion via certified mail within twenty-four (24) hours. The reason for the request shall be specified.
3. The Superintendent shall schedule a hearing within five (5) days upon request of the student and his/her parent/guardian. The student may argue his appeal at the hearing.
4. The Superintendent shall provide written notice of his/her decision regarding the expulsion to the student and his/her parent/guardian.

H. Permanent Exclusion

When a student 16 years of age or older is being considered for permanent exclusion, it is possible that he/she may be prohibited from returning to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated a delinquent child for committing one or more of the following crimes while on the property of any Ohio school.

1. Any possession or involvement with a deadly weapon
2. Drug trafficking
3. Murder, manslaughter, assault or aggravated assault
4. Certain sexual offenses
5. Complicity in any of the above crimes.

This formal process will usually follow an expulsion. Notification shall be provided to the parent/guardian.

Note to the parents

Buckeye Local Schools makes a sincere effort to apply disciplinary action which will allow the student to remain in school.

If a disciplinary action does not result in removal from school, an appeal is not afforded. Should a student or parent/guardian have questions regarding the propriety of a disciplinary action, he/she should contact the Principal.

I. Legal Action

Any student committing a criminal act related to the school shall be reported to law enforcement officials and subject to school disciplinary action.

Criminal charges may be filed and certain criminal acts may result in permanent exclusion. It is not considered double jeopardy when a student is subjected to both legal action and school disciplinary action.

ALTERNATIVES TO DISCIPLINARY MEASURES

A. Rehabilitation

Mandatory attendance in a drug treatment program may be substituted by the administration for suspension or expulsion.

B. Alternative Placement

A student in unusual circumstances may be given an alternate placement instead of suspension or expulsion. Alternative placement is frequently a more restrictive environment than a normal school setting.

The parent/guardian may be financially responsible for these alternatives.

General Guidelines for Administering the Student Discipline/Behavior Code

1. Teachers may revoke privileges or assign detentions.

2. Students who fail to meet obligations of teacher-assigned detention may be assigned a Saturday School.
3. Students who do not attend assigned Saturday Schools may be given additional Saturday detentions or suspension.
4. Generally, the penalties for violations of the Student Conduct Code are imposed in a progressive manner. Persistent negative behavior may result in further penalties increasing in severity.
5. **Administrators may impose penalties according to the nature of the violation. For example, students who have committed an offense for which suspension is possible should not expect a lesser penalty simply because it has not been previously imposed.**

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, upon reasonable suspicion that the student is in violation of the law or school rules. A search may also be conducted to protect the safety of others. All searches may be performed with or without a student's consent. If a student refuses a search, he or she will be identified as insubordinate and proper authorities will be notified.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time upon reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

The police K-9 unit may conduct searches on school property or at school functions upon the request of school administration or law enforcement.

Anything found throughout the course of a search that may be evidence of a violation of law or school rules may be taken and held or turned over to law enforcement. **The school reserves the right to withhold items which have been confiscated.**

The school has been equipped with surveillance cameras which may be used during disciplinary investigations.

TRESPASSING

Although schools are public facilities, the law does allow the school to restrict access onto school property. When a student has been removed, suspended, expelled or permanently excluded, the student is not permitted on school property without authorization of the Principal. Proper authorities may be notified and charges may be filed upon any violation of this policy. **No student shall be on the campus of any school, except the one to which the student is assigned during the school day, without the knowledge and consent of the officials of that school, unless for the purposes of attending or participating in a school sponsored event in which his/her school is involved or where students from his/her school have been invited to attend or participate.** Students who loiter at any school after the close of the school day will be considered trespassers. If the student does not leave when instructed to do so, he/she may be prosecuted. *This also applies to all individuals who have been sent written notification that they are prohibited on school grounds.*

STUDENT LOCKERS

Students are **NOT** to share lockers or locker combinations with others. Lockers assigned at the beginning of the school year must be maintained by the student, unless otherwise directed by school personnel. Students that fail to comply may face disciplinary consequences. Items or material stored in a student's locker are the responsibility of the assigned student. **Buckeye High School cannot accept responsibility for personal items that are misplaced, lost or stolen.**

Students are not permitted to go to their lockers following after-school activities, practices or games. Students are expected to retrieve all necessary items for preparation to complete assignments prior to leaving the building at the end of the school day.

CONDUCT IN THE HALLWAYS

The conduct of students in the hallway between classes should be consistent with their conduct at all other times during the school day. Respect should be shown to others, others' property, and to the staff. Student Code of Conduct rules apply in the hallways.

HALL PASSES

Students MUST have a hall pass to be in the hallways during classes. Hall passes are obtained from teachers. Upon request, students are required to show their hall pass. A written hall pass must contain the name of the student, date, time leaving and signature of the teacher. Students are NOT permitted to go to their cars during the school day without permission from an administrator.

CONDUCT IN THE CAFETERIA

While in the cafeteria, students are expected to behave in an orderly manner and to respect the rights of others. The following rules shall be followed at all times:

1. Students are not permitted to cut in line.
2. After eating, all trash is to be disposed of in the receptacles provided.
3. Students are not to beg for money or food from others.
4. Students shall use the restrooms adjacent to the cafeteria during the lunch period.
5. Students shall be respectful to cafeteria personnel.
6. Seniors may use the outside picnic area with permission.
7. Students are NOT allowed in the hallways without a pass. Student lockers are not accessible during the lunch period without a pass.
8. Inappropriate behaviors, such as throwing items will not be tolerated.

CONDUCT IN STUDY HALL

1. Students shall bring necessary study materials with them to Study Hall.
2. No cards or games are permitted.
3. **A written request is required to be excused from Study Hall. These requests are to be written on a daily basis and subject to the approval of the Study Hall monitor.**
4. Sleeping is not permitted in Study Hall.
5. Talking without permission of the Study Hall monitor is not prohibited.
6. Students shall sit in the seats assigned by the Study Hall monitor.
7. Students shall not place their feet on the tops of the chairs, tables, etc.
8. Use of the vending machines is not permitted during Study Hall.
9. Breakfast is a privilege for some Study Halls. This privilege may be revoked for an individual, a group, or the entire Study Hall if abused.
10. To use the Media Center during Study Hall, students must report directly to the Media Center, sign in and remain in the Media Center for the remainder of the period. The sign-in list will be given to the Study Hall monitor who will reconcile the sign-in list with the absence list.

CONDUCT IN THE MEDIA CENTER

The following procedures are in place for those wishing to use the Media Center:

1. Students from Study Hall are to **report** to the Media Center **before the tardy bell rings**.
2. Study Hall students **must sign in** on the attendance sheet; otherwise the student will be deemed truant.
3. Individual students from other classes must possess a pass from his/her teacher.
4. Students are to be quiet in the Media Center.
5. All library materials should be returned promptly to avoid fines.
6. A signed Internet Access Form must be on file prior to internet usage.
7. Students in violation of school policies and procedures, or students with unpaid fines may lose the privilege of using the Media Center for a specified length of time.
8. Students have no right to privacy when using school equipment.

CONDUCT AT ASSEMBLIES OR PEP RALLIES

Student behavior at an assembly is governed by the understanding that each student is to be responsive but respectful at all times. Participants are reminded to stand for the National Anthem, the Pledge of Allegiance, and the Alma Mater.

Individual students who do not wish to attend an assembly may request to report to the cafeteria for a quiet Study Hall. Acceptable reasons for this include religious beliefs or medical conditions. Students are to stay seated and remain quiet at the tables at the north end of the cafeteria. **Students who sign out for early release may not return until the end of the school day.**

CONDUCT AT SOCIAL/SPORTING EVENTS, CLASS TRIPS AND DANCES

The Board of Education and the administration recognize the value of student social/sporting events, class trips and dances in enhancing and enriching the school experience for the students of Buckeye High School.

As voluntary participants in school social/sporting events, class trips and dances, students shall comply with the rules set forth in the Code of Conduct. Rule infractions are subject to the same disciplinary measures as are applied during the school day.

Participation in school events is not a right. Participation may be denied to any student or guest who has demonstrated disregard for the rules of the school or who poses an immediate threat of causing disruption, damage or physical harm.

Dances are restricted to presently enrolled high school students or their guests in grades 9-12 as approved by the high school Principal or his/her designee. Guests who are not enrolled at Buckeye High School must show a picture I.D., have all appropriate paperwork completed and be under 21 years of age in order to be admitted to the dance.

Students who leave social events, dances, or sporting events will not be re-admitted.

USE OF SCHOOL EQUIPMENT AND FACILITIES

If a student damages or loses school property, the student or his/her parents will be required to pay for replacement or repair. If the damage or loss was intentional, the student may also be subject to discipline, in accordance with the Student Discipline Code. The prohibition of this section includes, but is not limited to, intentional damage or destruction of computer hard drives or materials stored on a hard drive, any form of computer piracy, and any improper usage of the Internet or other on-line agencies. If a minor willfully damages school property, the parent(s) of the minor may be liable for compensatory damages of up to \$10,000, as well as court costs. (R.C. 3109.09).

STUDENT RIGHTS OF EXPRESSION

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

A. Material cannot be displayed if:

1. It is obscene, libelous, indecent or vulgar.
2. It advertises any product or service not permitted to minors by law.
3. It intends to be insulting or harassing.
4. It intends to incite fighting or presents a likelihood of disrupting school or a school event.

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

Students questioning whether or not materials meet school guidelines may present them to the Principal 24 hours prior to display.

STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES

The School is here for the benefit of the students. The staff is here to assist students in becoming responsible adults. If a student has suggestions that could improve the school, he/she should feel free to offer them in a constructive and respectful way. Written suggestions may be presented directly to the Principal or to the student government. The administration meets monthly with the Student Advisory Council. Any student is free to attend this monthly meeting or is welcome to submit items of concern or suggestions to the Student Advisory Council. All concerns will be addressed each month. The monthly meetings will be held at 7:10 a.m. on the first Friday of every month.

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

A student has the right to a hearing if the student believes he/she has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a grade changed.

SECTION 6: STUDENT ACTIVITIES

SCHOOL- SPONSORED CLUBS AND ACTIVITIES

Buckeye High School 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 administration. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member. All students are permitted to participate in the activities of their choosing, so long as they meet the eligibility requirements. These activities include but are not limited to:

National Honor Society	Project Care	V.O.F.T.	S.A.C.
Prom Committee	Teacher Aides	S.A.D.D.	F.C.C.L.A.
Ski Club	F.F.A.	F.C.A.	Latin Club
Mock Trial	Newspaper	Yearbook	Drama
Academic Challenge	Peer Mediators	Huddle	Student Council
		Bowling Club	Dance Team

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. A Building Facility Use Form must be completed and approved prior to the meeting/activity.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

Only district-sponsored organizations may use the name of the school or school mascot.

ATHLETICS

Buckeye provides a variety of athletic activities in which students may participate, providing they meet the applicable eligibility requirements. The following is a list of activities currently being offered. For further information, contact the Athletic Director at (330) 722- 8257 ext. 3053.

Baseball
Basketball (Girls and Boys)
Bowling
Cheerleading
Cross Country (Girls and Boys)
Football
Golf (Girls and Boys)
Gymnastics
Soccer (Boys and Girls)
Softball
Track (Girls and Boys)
Volleyball
Wrestling

EXTRA-CURRICULAR/CLUBS/ORGANIZATIONS/ATHLETICS

ELIGIBILITY

To remain a member in good standing, students must:

1. Maintain proper character and conduct in order not to discredit themselves, their school, their club/organization, and/or their community.

2. Maintain the following academic criteria:
 - A. All students must pass a minimum of five credits.
 - B. Students must have a minimum GPA of 2.0 and not more than one failing grade in the previous nine weeks.
 - C. Club advisors/coaches will be responsible for monitoring their students' academic eligibility. This is to be verified with the Principal, Assistant Principal or Athletic Director/Designee within five (5) days after the report cards have been issued.
 - D. Penalty for academic failure results in a suspension from the activity for the current grading period.
 - E. Information on regaining eligibility is available through your coach or advisor.
3. Avoid unexcused absences. Students missing school due to unexcused absences or personal illness:
 - A. Are not permitted to participate during the absence.
 - B. Forfeiture of scrimmage participation does not negate the competition forfeiture.
 - C. Club advisors/coaches may implement their own attendance policies. Individual coaching policies may increase the penalty on athletic participation in practices and/or scrimmages. This policy serves as the minimum standard affecting all Buckeye Local School District students who are participating in athletics, clubs, and extra-curricular organizations.

DISCIPLINE

Students participating in EXTRA-CURRICULAR/CLUBS/ORGANIZATIONS/ATHLETICS are subject to all rules, regulations and consequences within the high school code of conduct.

STUDENTS SHOULD BE AWARE OF THE ABOVE ELIGIBILITY REQUIREMENTS AND ARE RESPONSIBLE FOR INQUIRING AS TO THEIR STATUS. COACHES AND ADVISORS WILL BE NOTIFIED OF AND EXPECTED TO ADHERE TO THE ELIGIBILITY REQUIREMENTS.

Students who have more than one failing grade or have below a 2.0 G.P.A. in the previous nine weeks are academically ineligible. Please contact your coach/advisor or the Athletic Director for additional information.

AFTER SCHOOL USE OF THE BUILDING

1. All meetings must have the approval of the administrative office of the school.
2. AN APPROVED TEACHER-SPONSOR MUST BE IN CHARGE.
3. The group sponsors shall properly notify school personnel of any meeting at least one (1) day in advance of the meeting.
4. Members of the group are asked to arrive at the scheduled time set by the sponsor.
5. **Students are to be admitted to the building by the sponsor.**
6. Students are to use only that part of the building where the meeting is being held. STUDENTS ARE NOT PERMITTED TO GO TO THEIR LOCKERS.
7. Any student staying after school must make proper transportation arrangements with his/her parents.
8. The teacher in charge is responsible for properly securing the building and verifying that the building is closed for the night with all faucets off, all lights out, windows and doors closed and locked, and the alarm set once the building is vacated.
9. Groups who meet once or more per week should establish a regular schedule.
10. At the end of the school day, students participating in activities after school are to retrieve their books, coats, etc. and proceed directly to the activity.

SECTION 7: GENERAL INFORMATION

CRISIS INTERVENTION

Under certain circumstances, it may be necessary to provide crisis intervention to students via a school crisis intervention team. Crisis intervention may be appropriate during events such as death or injury of a student or staff member or a natural disaster. Services may include one-on-one intervention, diffusing, debriefing, crisis management, or family support. **If you do not want your child to participate in crisis interventions, please notify us in writing.**

STUDENT WELL-BEING

School personnel are responsible for student safety. All staff members are familiar with emergency and reporting procedures. **If a student is aware of any dangerous situation or accident, he/she must immediately notify a staff member.**

State law requires that all students must have a completed emergency medical card, signed by a parent/guardian, filed with the School Office. Failure to provide the required emergency medical card may result in the student's exclusion from attending school.

INJURY AND ILLNESS

All injuries must be reported to a teacher or to office personnel. If injuries are minor, the student will be treated and may return to class. If medical attention is required, office personnel 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 with a pass. Office personnel will determine whether the student should remain in school, be sent home for the day, or whether medical attention should be summoned. No student shall be released from school without proper parental permission. Students may not be permitted to return to school or participate in any after-school activities once they have been released for medical reasons.

USE OF MEDICATIONS

Students with specific healthcare needs should submit those needs, in writing and with proper documentation by a physician, to the school office. **All medications, prescribed and non-prescribed, are to be delivered to the high school office and are to be taken only under adult supervision.** The Principal and Assistant Principal are available to discuss the procedure for dispensing medications and treatments. No medications or medical treatments are to be used in school without their knowledge. In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

Parents should determine with the advice of the student's physician, whether the medication schedule can be adjusted to avoid administering medication during school hours.

The ADMINISTERING MEDICATION FORMS (Board Policy 5330 for prescribed medication) must be filed with the respective building principal before the student will be allowed to receive medication during school hours.

All medications must be registered with the Principal's office.

Medication must be properly secured and delivered to the office in its original container/packaging. Medication must be received by school personnel directly from the parent. A two to four (2-4) week supply of medication is recommended. 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 the prescription is no longer to be administered or at the end of the school year.

The parent/guardian shall be responsible 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 dispensing the medication, as well as the date and time the medication was dispensed. This log will be maintained along with the physician's written request and the parent/guardian's written release.

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student unless the appropriate paperwork is completed.

Medications classified as narcotic pain relievers will not be administered and should not be brought to school. A student in need of narcotic pain relief treatment shall be brought to the Principal/Designee's attention.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the student body and staff 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 or highly transient pests, such as lice.

Communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, impetigo, pinkeye, ringworm and other conditions indicated by the Local and State Health Department.

Any removal will be for the duration of the contagious period. **A medical release is needed prior to the student returning to school.**

CONTROL OF NON-CASUAL 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 Medina County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. School personnel will strive 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 Virus), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by federal law, parents will be requested to obtain a blood test, checking for HIV and HBV, for any student that has bled at school when students or staff members have been exposed to the student's blood. Testing information is protected pursuant to confidentiality laws.

EMERGENCY DRILLS AND PROCEDURES

In the event of an emergency, Buckeye Local Schools will implement protocol determined by the Superintendent and emergency response agencies to ensure the safety of our children and staff members. Responding agencies such as Police, Fire and HAZMAT will act according to the level of threat posed by the incident. Our crisis teams and administrators have implemented a plan to ensure student safety. The following is a list of basic procedures that your student may be required to follow during safety drills and/or an emergency:

1. Should a situation arise prior to the beginning of the school day, classes **may be cancelled**. Cancellation of classes will be announced via the Buckeye Broadcast system and may be broadcast on local radio and television stations as well.
2. Should a situation arise during the school day requiring the **early dismissal** of students, normal procedures shall be followed and parents/guardians will be notified via the Buckeye Broadcast system.
3. Should it become necessary to keep all persons within any building for a period of time (i.e. medical emergency, chemical spill, terrorist threat, dog search, etc.), the **Shelter-In-Place** procedure will be implemented. When appropriate, the building principal or designee will call parents/guardians via the Buckeye Broadcast system with additional information.
4. Should an immediate threat of violence occur in or around a building the **Lockdown** procedure will be utilized. All persons shall be secured within the building. During the lockdown, there will be no movement of any person inside the building and no one will be permitted to enter or leave the premises. Normal operations will resume when determined to be safe by the Medina County Sheriff's Office and school administration. The Superintendent or his designee will notify parents/guardians of the situation as deemed appropriate.
5. Should imminent danger arise within a building (i.e. fire, bomb threat, explosion, etc.), **Evacuation** procedures shall be implemented. All students and staff will be removed from the premises to a designated safe area. The Superintendent or his designee will notify parents/guardians of the situation and give further instruction as deemed appropriate.

For the safety of all students, staff and community members, we ask that parents/guardians refrain from entering the building during an emergency until instructed via the Buckeye Broadcast system. Any person on the premises during an emergency will be required to follow the instructions of all law enforcement personnel and staff.

All parents/guardians should verify that each child's **Medical Emergency Card** is updated and accurate at the beginning of the school year and updated as necessary. The telephone number provided on the Medical Emergency Card will be the phone number utilized to provide notification via the Buckeye Broadcast system. In an emergency, **only authorized persons** with a **photo ID** designated on the Medical Emergency Card may pick up your child(ren).

If the National Threat Advisory is elevated during the school day, the following will occur:

- All buildings will be secured.

- Anyone entering a building shall immediately report to the building office and present photo identification. No one will be permitted to remove a child unless they are designated on the Emergency Release Form.
- The District may cancel planned trips with or without full refunds.
- Athletic events, concerts, or other school activities may be postponed or cancelled.
- If the National Threat Advisory is elevated during out-of-school hours, refer to local radio and television stations for further information.

During an emergency, it is important to remain calm. In some emergencies, travel on roads may be limited and communication devices may be inoperable. Should an emergency arise, please understand that Buckeye Local Schools has implemented this protocol to assure parents/guardians that their children will be cared for during a crisis and that our staff members are prepared to act in the best interest of your children.

FIRE AND TORNADO DRILLS

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 be responsible for the students' safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures required by the state. The alarm system for tornadoes, unlike the alarm system for fires, consists of a signal from a bullhorn.

Upon completion of the drill, students are to immediately return to their classrooms.

STUDENT RECORDS

Teachers, counselors and administrative staff keep student records. There are two basic kinds of records: directory information and confidential records.

Directory information can be given to any person or organization for non-profit-making purposes when requested, **unless the parents of the student restrict the information, in writing, to the Principal at the beginning of the school year.** Directory information includes:

Student's name, address, telephone number, date of birth, photograph, major field of study, participation in officially-recognized activities and sports, and awards and honors received. The student's weight, height and other statistics related to the sport may be included for sports activities.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information will only be released upon receipt of the written consent of the parent/guardian or the adult student, by the Principal. **The only exceptions to this are to comply with state and federal laws that may require release without consent, such as the Homeland Security & Solomon Acts.**

Included in the confidential record may be test scores, psychological reports, behavioral data, disciplinary records, and communications with the family and outside service providers. The school must have the parent/guardian's written consent to obtain records from an outside professional or agency. Confidential information found in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home files. Parent/guardian may also provide the school with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as to enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addenda to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired, please submit a written request, specifying the records sought, to the Guidance Department. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions.

PHOTO DISCLAIMER

Occasions may arise throughout the school year in which school personnel, photographers, or news media might photograph your child. Such photos, slides, or videotapes may be used by various types of media, such as a memory book or newsletter; *The Gazette*; *Rural-Urban Record*; *The Post*, or for a television feature.

If you have any objection to your child's identified photo or name being used in the media, **contact your child's principal in writing at the beginning of each school year.**

LOST AND FOUND

The lost and found area is in the cafeteria. Students who have lost items may retrieve their items upon providing a proper description of the item. Unclaimed items will be given to charity at the end of each semester.

MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to students for a minimal fee. Students may also bring their own lunches to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal and parent/guardian.

Each student is assigned a lunch period. All students are expected to eat in the cafeteria; however, seniors may use the picnic area with the permission of the lunchroom monitor.

NO FOOD OR DRINK (EXCEPT WATER) IS TO BE TAKEN INTO THE HALLS, CLASSROOMS, OR GYM AREAS.

Food shall NOT to be brought into Buckeye High School, other than by parent /guardian during lunch hours. Parents wishing to eat with their son or daughter must always sign in the office upon arrival.

Applications for the school's free and reduced-price meal programs are distributed to all students. If a student has not received the application and believes that he/she may be eligible, contact the high school office.

BOOKS

The books issued to students by each classroom teacher are the property of the Board of Education and must be handled with care. Fees will be assessed for rebinding, repair or replacement of damaged or lost books.

USE OF THE MEDIA CENTER

The facilities and services of the Media Center are available to all students from 7:30 a.m. to 2:25 p.m. The media specialist or the library aide is available to assist students.

The following procedures are in place for those wishing to use the Media Center:

1. Study hall students must sign in to be admitted to the Media Center.
2. Individual students from class must have a pass from their teacher to enter the Media Center.
3. The Media Center provides a quiet atmosphere for learning.
4. Students must have their I.D. cards when checking out materials.
5. All library materials should be returned promptly to avoid fines.
6. Students in violation of school policies and procedures or students with unpaid fines may lose the privileges of the Media Center for a specific length of time.
7. A completed Internet Access Form must be on file prior to using the Internet.
8. A request form for a USER I.D. must be on file prior to using a computer.
9. Students shall bring all necessary study materials with them to the Media Center.

Student computer use is limited to research purposes related to class assignments. Other students coming to the library during Study Hall must be ACTIVELY engaged in the use of library resources (e.g. reading library books, magazines or using library books or computers related to class assignments) or they will be sent back to Study Hall.

USE OF THE SCHOOL COMPUTERS AND THE INTERNET

Students and staff must understand and practice proper and ethical use of the computer. Prior to accessing the network and/or Internet services, student and staff must receive training in acceptable procedures, ethics and security involved in using the Internet. With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting. The district has taken precautions to restrict access to controversial materials; however, on a global network it is impossible to control all material. An industrious user may discover controversial information; hence, a significant burden rests with the user to avoid inappropriate material.

We firmly believe that the valuable information and opportunity for meaningful interaction available on this worldwide network far outweighs the possibility that users may encounter inappropriate material. Ultimately, parents and guardians of minors are responsible for setting and conveying standards that their children should follow when using electronic resources. Some material on the Internet may contain items that are inaccurate, inappropriate and potentially offensive to others. The Buckeye Local Schools support and respect each family's right to decide whether or not independent access to the Internet is appropriate for their children. A copy of the board policy is available upon request. (REF. Board Policy Section 7540.03)

STUDENT ASSISTANCE PROGRAM

The administration of Buckeye High School recognizes that there are multiple factors which can place a student at risk for drug and alcohol usage. Since this involvement can significantly impact academic progress and affect the student's quality of life, B.H.S. has made prevention and intervention efforts a priority. The district employs a student assistance counselor, and the Student Assistance Office offers the following services:

Individual Support Groups, Conflict Mediation and Awareness Programs

VISITORS TO SCHOOL

Buckeye High School and its Board of Education encourage parents and other citizens of the district to visit classrooms to observe the work of our students. Prior arrangements must be made and approval must be granted by the Principal/Designee.

To ensure that no unauthorized persons enter the building, all visitors to the high school must be admitted by office personnel. Instructions for admittance are posted at the main entrance. All visitors must report to the school office upon entering to receive permission and authorization before visiting elsewhere in the building. Unauthorized persons will not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings and loitering on school grounds. Visitors during the lunch periods must receive prior approval from the principal.

TELEPHONES

Students are not permitted to use cell phones during the school day. Students will only be permitted to use the office telephone for emergency calls and office personnel may monitor those calls. Students will not be excused from classes or Study Hall for the specific purpose of using the telephone. Students will not be called to the telephone during the school day. Emergency messages will be accepted and delivered by the Assistant Principal or Designee as the situation warrants. Messages will only be accepted from a student's parent or guardian.

SECTION 8: TRANSPORTATION

SELF-TRANSPORTATION TO SCHOOL

BHS STUDENT PARKING REGULATIONS

Driving to school is a privilege that may be revoked at any time. Students who are provided an opportunity to use school transportation are encouraged to do so. Students and their parent/guardian assume full responsibility for any transportation to and from school not officially provided by the school. This includes arriving at school on time.

If buses are delayed because of weather, student drivers will be given the same consideration to enter class as the riders on their assigned bus. With the limited amount of parking spaces, there will be no more than 240 parking permits issued. This should reduce congestion immediately before and after school and help promote the safety and welfare of our students and staff. Parking passes will cost \$25.00 for the year, \$15.00 per semester or \$10.00 during the 4th quarter and will be issued first to seniors then to juniors at the beginning of the school year.

Listed below are the rules that apply to all student drivers:

1. Students who desire to drive to school must register their vehicle each year with the office and purchase a Buckeye High School parking permit. Students are to return this form completely filled out and signed by a parent/guardian to the Assistant Principal's office.
2. Driving to school, if approved, is a privilege and, if abused in any way may be revoked at any time.
3. Parking permits are non-transferable. The permit may be used only in the vehicle(s) listed on the parking application.
4. Parking permits must be displayed on the inside rearview mirror bracket while on school grounds so that the permit number is visible from the front of the vehicle. Students are responsible for the security of their permits. Replacement permits will not be issued. Students whose permits are lost or stolen will be required to purchase a new permit at an additional cost. Students must have their permits displayed in order to avoid disciplinary action.
5. STUDENTS with parking permit numbers 1 through 156 ARE TO PARK IN THE STUDENT LOT IN FRONT OF THE HIGH SCHOOL WITHIN THE SPACE MARKED WITH THE NUMBER OF THE PARKING PERMIT. All other students with registered parking permits are to park in the marked spaces on the west side of the high school and along the grass edge of the parking lot in front of the

Administration Building so that as they pull in the parking space the vehicle will be facing the bus garage. Only staff members are to park in the other spaces in front of the district office building and behind the high school. Any exceptions must be cleared through the Assistant Principal's office.

6. Motorcycles must be a licensed motor vehicle and registered in the office. Motorcycles must be parked inside the student lots and require a parking permit.
7. The Board of Education does not assume liability for loss arising from damage or theft to vehicles parked on school property.
8. Vehicles should be locked at all times. Students whose vehicles have been used by students for violations of the Code of Conduct are guilty of complicity, may have their parking privileges suspended and may face further disciplinary action.
9. Students are not permitted to sit in vehicles before, during or after school. Students may not return to their vehicles during the day.
10. Any accident involving automobiles or motorcycles on school grounds or driveways must be reported to the main office. Police reports will be filed for all accidents. Failure to report any accident may result in the permanent loss of a student's parking privilege.
11. School buses must always be given the right of way. Please wait until all moving buses have passed to join the flow of traffic.
12. Drivers are discouraged from and may not be permitted to transport anyone to school in their vehicles, except members of their immediate family or members of the same household.
13. The student driver is responsible for his/her passengers and is expected to operate the vehicle in a safe manner. Vehicles are not to have more passengers than there are seatbelts and students shall not permit passengers to ride in the open bed of a pickup truck.
14. All state and local laws will be observed. Speeding and reckless operation may result in the loss of a student's parking privilege. The parking lot speed limit is 10 mph. Please come to a complete stop at all stop signs and comply with requests to yield the right of way.
15. The vehicle is to be driven to and from school only. Any other activities such as school-sponsored trips (field trips, music, sports programs, etc.) will utilize school district vehicles.
16. Student drivers are not to use the drive between the Junior High and the football field because of pedestrian traffic.
17. Failure to comply with a directive of the parking lot attendant(s) will be deemed insubordination.
18. No other students are allowed to be driven to a school-sponsored activity by a student driver without permission from a parent/guardian and approval by the Principal or Assistant Principal.
19. Students who drive to school while their parking privilege is under suspension will face additional disciplinary action.
20. The Principal and/or Assistant Principal are authorized to suspend the driving privileges to and from school of any student who violates the conditions within these regulations or other school rules contained within the Code of Conduct. Disciplinary action may include revoking of privileges, Saturday School, Suspension, or Expulsion.

VEHICLES PARKED IN VIOLATION MAY BE TOWED AT THE OWNER'S EXPENSE.



