

# **Benjamin Logan High School**



**2022-2023  
Student Handbook**

# **Benjamin Logan High School**

6609 SR 47 E.

Bellefontaine, OH 43311

937-592-1666

[www.benlogan.k12.oh.us](http://www.benlogan.k12.oh.us)

## **2022-2023 Board Of Education**

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Karen Dill-Vice President

Debra Johnson

Scott Spriggs

Mark Himmeger

The Board of Education meets the third Monday of the month at 6:00 p.m. in the Central Office conference room

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|                         |                     |
|-------------------------|---------------------|
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| DR. BRIAN POWDERLY      | PRINCIPAL           |
| MR. JEFF AMSPOKER       | ASSISTANT PRINCIPAL |
| MR. BEAU HARMON         | ACTIVITIES DIRECTOR |
| MRS. NICOLE FULLER      | COUNSELOR           |
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| MRS. ROSE OVERTURF      | GUIDANCE SECRETARY  |

CENTRAL OFFICE  
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BELLEFONTAINE, OH 43311  
937-593-9211

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## WELCOME

On behalf of the staff at Benjamin Logan High School, welcome to our school. This handbook was created to answer questions you might have concerning policy at the high school. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not create a contract between the school and the student and/or parent, but only reflects the current status of the Board's policies and the school's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. While every effort is made to ensure the accuracy of the information provided, the School reserves the right to make changes at any time without prior notice. Copies of current Board policies and administrative guidelines are available on the District's website. This book should be kept for further reference throughout the school year. We hope you will take advantage of all that Benjamin Logan has to offer and that your activities will credit yourself, your family, and your community.

### OUR COMMITMENT TO BENJAMIN LOGAN STUDENTS



### FIGHT SONG

Go, Mighty Raiders, on to Victory!  
Men of courage, always winning.  
Give a mighty cheer. Fight! Fight! Fight!  
We are the Raiders,  
Black and gold and white,  
Benjamin Logan, Loyal Raiders  
We are going to win tonight!

# 2022-2023 SCHOOL CALENDAR

|                       |  |
|-----------------------|--|
| SEPTEMBER 6           | FIRST DAY OF SCHOOL  |
| OCTOBER 20            | NO SCHOOL – P/T CONFERENCE DAY                               |
| OCTOBER 21            | NO SCHOOL FOR STUDENTS                                       |
| OCTOBER 25            | END OF 1 <sup>ST</sup> QTR                                   |
| NOVEMBER 4            | NO SCHOOL FOR STUDENTS - TEACHER PD DAY                      |
| NOVEMBER 18           | 2-HR EARLY RELEASE   |
| NOVEMBER 21-25        | NO SCHOOL - THANKSGIVING VACATION                            |
| DECEMBER 15-16, 19    | SEMESTER EXAMS   |
| DECEMBER 20           | MAKE-UP EXAMS / 2-HR EARLY RELEASE                           |
| DECEMBER 21-JANUARY 3 | WINTER BREAK   |
| JANUARY 4             | CLASSES RESUME   |
| JANUARY 4             | END OF 2 <sup>ND</sup> QTR / END OF 1 <sup>ST</sup> SEMESTER |
| JANUARY 16            | NO SCHOOL – MARTIN LUTHER KING DAY                           |
| JANUARY 23            | NO SCHOOL – TEACHER WORKDAY                                  |
| JANUARY 27            | NO SCHOOL FOR STUDENTS – TEACHER PD DAY                      |
| FEBRUARY 20           | NO SCHOOL - PRESIDENT'S DAY                                  |
| MARCH 9               | PARENT TEACHER CONFERENCES 3:30PM-7PM                        |
| MARCH 15              | END OF 3 <sup>RD</sup> QTR                                   |
| APRIL 3-7             | NO SCHOOL – SPRING BREAK                                     |
| MAY 17-19             | SENIOR EXAMS   |
| MAY 23-25             | SEMESTER EXAMS   |
| MAY 26                | LAST DAY FOR STUDENTS / 2-HR EARLY RELEASE                   |
| MAY 26                | GRADUATION 7PM   |
| MAY 30                | TEACHER WORK DAY   |

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# **Section I- Raider Behavior & Building Rules**

## **Bell Schedules**

| <b>Regular Schedule</b> |             |
|-------------------------|-------------|
| Warning Bell            | 7:55        |
| 1st Block               | 8:00-8:55   |
| AA                      | 9:00-9:30   |
| 2nd Block               | 9:35-10:30  |
| 3A Lunch                | 10:35-11:05 |
| 3A (Class)              | 11:10-12:25 |
| 3B (1st Half of Class)  | 10:35-11:15 |
| 3B Lunch                | 11:15-11:45 |
| 3B (2nd Half of Class)  | 11:50-12:25 |
| 3C (Class)              | 10:35-11:50 |
| 3C Lunch                | 11:55-12:25 |
| 4th Block               | 12:30-1:50  |
| 5th Block               | 1:55-3:15   |

| <b>2-Hour Delay Schedule</b> |             |
|------------------------------|-------------|
| Warning Bell                 | 9:55        |
| 1st Block                    | 10:00-10:30 |
| 3A Lunch                     | 10:35-11:05 |
| 3A (Class)                   | 11:10-12:25 |
| 3B (1st Half of Class)       | 10:35-11:15 |
| 3B Lunch                     | 11:15-11:45 |
| 3B (2nd Half of Class)       | 11:50-12:25 |
| 3C (Class)                   | 10:35-11:50 |
| 3C Lunch                     | 11:55-12:25 |
| 2nd Block                    | 12:30-1:00  |
| 4th Block                    | 1:05-2:07   |
| 5th Block                    | 2:12-3:15   |

| <b>2-Hour Early Release Schedule</b> |             |
|--------------------------------------|-------------|
| Warning Bell                         | 7:55        |
| 1st Block                            | 8:00-8:47   |
| 2nd Block                            | 8:52-9:40   |
| 4th Block                            | 9:45-10:30  |
| 3A Lunch                             | 10:35-11:05 |
| 3A (Class)                           | 11:10-12:25 |
| 3B (1st Half of Class)               | 10:35-11:15 |
| 3B Lunch                             | 11:15-11:45 |
| 3B (2nd Half of Class)               | 11:50-12:25 |
| 3C (Class)                           | 10:35-11:50 |
| 3C Lunch                             | 11:55-12:25 |
| 5th Block                            | 12:30-1:15  |

| <b>AM Assembly Schedule</b> |             |
|-----------------------------|-------------|
| Warning Bell                | 7:55        |
| AA/Assembly                 | 8:00-9:00   |
| 1st Block                   | 9:05-9:45   |
| 2nd Block                   | 9:50-10:30  |
| 3A Lunch                    | 10:35-11:05 |
| 3A (Class)                  | 11:10-12:25 |
| 3B (1st Half of Class)      | 10:35-11:15 |
| 3B Lunch                    | 11:15-11:45 |
| 3B (2nd Half of Class)      | 11:50-12:25 |
| 3C (Class)                  | 10:35-11:50 |
| 3C Lunch                    | 11:55-12:25 |
| 4th Block                   | 12:30-1:50  |
| 5th Block                   | 1:55-3:15   |

| <b>Pep Assembly Schedule</b> |             |
|------------------------------|-------------|
| Warning Bell                 | 7:55        |
| 1st Block                    | 8:00-8:55   |
| AA                           | 9:00-9:30   |
| 2nd Block                    | 9:35-10:30  |
| 3A Lunch                     | 10:35-11:05 |
| 3A (Class)                   | 11:10-12:25 |
| 3B (1st Half of Class)       | 10:35-11:15 |
| 3B Lunch                     | 11:15-11:45 |
| 3B (2nd Half of Class)       | 11:50-12:25 |
| 3C (Class)                   | 10:35-11:50 |
| 3C Lunch                     | 11:55-12:25 |
| 4th Block                    | 12:30-1:35  |
| 5th Block                    | 1:40-2:45   |
| Pep Assembly                 | 2:50-3:15   |

### **AFTER SCHOOL EXPECTATIONS**

Students are expected to exit the building and grounds at 3:15 pm in a safe and orderly manner, whether they drive, ride the bus, and/or get picked up by an adult. Students who stay at school after 3:15 pm are expected to be in one of the following areas no later than 3:30pm: detention; practice, rehearsal, or meeting; classroom (for academic makeup, tutoring, and/or support); the Library (for academic study and/or support); the Main Doors (waiting on rides); or the Commons (waiting on practice to begin or waiting on rides after practice). Students are expected to be in the designated areas where they will be under staff supervision.

### **ATTENDANCE POLICY & PROCEDURE**

The Board of Education requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. The District's educational program is based upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose. It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Chronic absences, tardiness, or early release disrupts the learning process. Make-up work is not a sufficient substitute for physical attendance in school. It is critical that the school and home come together to ensure students achieve a high attendance rate. Benjamin Logan Local Schools is required to follow the State of Ohio law - House Bill 410.

The following is a brief description of the requirements of the law and the guidelines that Benjamin Logan Local Schools will follow when communicating with families concerning student absences.

Benjamin Logan School District Board Policy 5200

|                            | <b>Consecutive hours</b>            | <b>Hours per school month</b>               | <b>Hours per school year</b>                 |
|----------------------------|-------------------------------------|---|--|
| <b>Habitual Truancy</b>    | <b>30</b> without legitimate excuse | <b>42</b> without legitimate excuse         | <b>72</b> without legitimate excuse          |
| <b>Excessive Absences</b>  | ---                                 | <b>38</b> with or without legitimate excuse | <b>65</b> with or without legitimate excuse  |
| <b>Chronic Absenteeism</b> | ---                                 | ---   | <b>10%</b> with or without legitimate excuse |

Benjamin Logan Local Schools will take several steps to engage the student and family. As a last resort, a complaint with the juvenile court will be filed.

**When a student is excessively absent or habitually truant, the following will occur:**

- The parent/guardian will be notified within 7 days of the triggering absence.
- The school will attempt to secure the participation of the student's parent/guardian on an intervention attendance team.
- The Attendance Team will select interventions at a hearing held at the school.
- The student will follow the plan for the absence intervention.
- The student/family may be referred to community resources.

**Examples of legitimate excuses (including but not limited to)**

- Medical excuse (a written physician's statement will be required for the student)
- Death in the family
- Court Proceedings
- Good cause as may be acceptable to the Superintendent

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused and unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law (see AG 5200).

### **ABSENCE PROCEDURE**

Attendance and promptness to school/class is the responsibility of each individual student and his/her parents or guardian. It is the Parent/Guardian responsibility to call **937-592-1666** each day to explain a student's absence, or the student must present an absentee note from their parent/guardian to the high school office on the day the student returns to school. A student will be considered unexcused until documentation is on file in the office. It is the school, not the parent or guardian that may determine whether an absence is excused or unexcused.

A medically excused absence occurs any time a student is out of school due to illness or medical visit (physician, dentist, mental health, etc.). A medical excuse for personal illness will be accepted in the form of doctor's note within five (5) school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit. A student may have up to five (5) medically excused absences without a doctor's note, but with a phone call from a parent/guardian.

If a student does not attend school due to illness, fever, or communicable disease; or has 45 minutes of unexcused absence at any time during the school day without a legitimate excuse approved by building administration, the student is not permitted to attend school/co-curricular/extracurricular activities on that day.

In accordance with the "Missing Child Act," parents should notify the school the day a student is absent. If no communication is had by the end of the school day, we will send a card in the mail. The parents or guardian will be required to provide a written note verifying their student's absence. No contact from the parent or guardian will result in an unexcused absence.

### **TARDY TO SCHOOL**

All students entering school after 8:00 A.M will be considered tardy and must report to the office to sign in, and receive a class admission slip. The teacher will not admit the student to class without a valid admission slip. **Students arriving after 8:00am will be considered Partial Day Unexcused. Any Partial Day Unexcused absence not accompanied by a note or parent/guardian phone call will accumulate towards discipline.** The discipline procedure for Partial Day Unexcused may be as follows:

- 4<sup>th</sup> and 5<sup>th</sup> tardy to school in a semester may result in an Administrative Detention for each tardy.
- 6<sup>th</sup> through 10<sup>th</sup> tardy to school in a semester may result in an After School Detention for each tardy.
- 11<sup>th</sup> or more tardies to school in a semester may result in progressive suspension from school with possible recommendation for expulsion.

### **TARDY TO CLASS**

For the purpose of consistency, classroom tardiness is defined as a student not being in his/her "assigned location" at the conclusion of the tardy bell. A teacher may define "assigned location" in her/his classroom rules. Students have the responsibility to be familiar with individual teacher expectations and teacher-imposed penalties for classroom tardiness. Discipline for Tardy to Class may be as follows:

- 1<sup>st</sup> through 3<sup>rd</sup> tardy to class in a semester – Warning
- 4<sup>th</sup> & 6<sup>th</sup> tardy to class in a semester – After School Detention.
- 7<sup>th</sup> tardy to class and above in a semester – Saturday School.

### **AMERICANS WITH DISABILITIES ACT**

ADA compliance officials are the Superintendent and Mrs. Sally Stolly. Any ADA compliance issues or concerns can be heard in their offices at (937) 593-9211.



## **ALERT NOW**

We have an automated telephone messenger system. In the event that we delay school, have an early dismissal and/or cancellation, you can receive an up-to-the minute phone call. Visit <http://www.benjaminlogan.org> => About => Important Information => Emergency Notification

## **ANNOUNCEMENTS**

Announcements will be made at approximately 8:01 a.m. All announcements must be cleared by the office. Announcements are posted daily on the student bulletin board and on the Benjamin Logan High School website.

## **ASSEMBLIES**

Periodically, assemblies will be held to benefit the students. Students are expected to behave properly. Please give the presenters your attention.

## **BULLYING POLICY**

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school sponsored, school approved or school related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or mental wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand held device) that a student or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member required, to report any student situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation, against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as the aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, the remedial action that has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of such finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

### **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery and disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site. The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

### **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

To the extent that State and Federal funds are appropriated for these purposes, the District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

## **CIVIL RIGHTS**

Civil Rights compliance officers for the district are the Superintendent and Mrs. Sally Stolly. All civil rights compliance questions and concerns can be handled through their offices at (937) 593-9211.

## **CLOSED CAMPUS**

No student, other than those students involved in the Ag. Capstone, Career Connections, Off Campus CCP, School to Work and ½ time JVS (P.M.) programs are permitted to leave the building and grounds area during the day. Permission to leave school must be gained from the building administration.

## CODE OF STUDENT CONDUCT

The items in the code are applicable to all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of the code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools.

The Ohio Hi-Point Career Center is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of either Benjamin Logan High School and/or the Ohio Hi-Point Career Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

This code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, librarians, or clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel, wherever the student's conduct may occur.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), including but not limited to student conference, warning, parental contact, Administrative Detention, After School Detention, Lunch Detention, Saturday school, In-School assignment, community service, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings. Students who are suspended or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school. The administration reserves the right to exercise flexibility in the assignment of all disciplinary action and **any step found in the student code of conduct may be waived by the administration**. A copy of the student discipline code is posted in the main office, the guidance office, and the library for students to review and read.

Each student must complete a yearly verification sheet. The verification sheet indicates the student has received, read and understands all of the contents in the student agenda/handbook. A parent signature is also required prior to submission.

- 1. THREAT OR AGGRESSION TOWARDS SCHOOL PERSONNEL:** No student shall threaten or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to any school employee. A student shall neither make what may reasonably be interpreted as a threat to do bodily harm to a school employee or his/her family, nor threaten to damage personal property of an employee in or out of the school setting.
- 2. THREATENING BEHAVIOR / INTIMIDATING ACTS:** No student shall verbally or virtually threaten, or behave in such a way as to attempt to threaten to cause physical injury to other students, school employees, or other persons while under the jurisdiction of the school and/or on school property. An individual whose deliberate behavior directly leads to a fight or physical aggression between other parties may be considered a participant.
- 3. PHYSICAL AGGRESSION:** No student shall be physically aggressive towards other students, teachers, student teachers, substitute teachers, educational aids, bus drivers, principals and other appropriate school personnel. Physical aggression is considered the act of touching, hitting or making a physical threat towards another individual while on school property or under the jurisdiction of the school.
- 4. FIGHTING:** Fighting is considered mutual combat in which both parties have contributed to the conflict by provocation or physical action. No two or more students on school property, (including buses) or at any school sponsored activity shall engage in fighting. This shall include inciting and/or encouraging others to fight.
- 5. USE/POSSESSION OF ALCOHOL:** No student shall use, possess, conceal, transmit, sell, be a spotter for others, or show evidence of consumption of alcoholic beverages. No student shall come to school, remain at school, or attend any School sponsored activity with the smell of alcohol on his/her breath/clothing or showing signs of consumption, regardless of when or where the alcohol was consumed. Students found in violation of this policy, may be suspended or expelled from school.
- 6. USE/POSSESSION OF NARCOTIC DRUG OR OTHER CONTROLLED SUBSTANCE:** No student shall use, possess, conceal, transmit, sell, be a spotter for others, or show evidence of consumption of any narcotic drug or other controlled substance, drug-of-abuse instrument/paraphernalia, any intoxicant, or any look-a-like substance of abuse. Including, but not limited to marijuana, as well as any counterfeit or "look alike" controlled substance or any prescription drug or medication which is not in its original container and prescribed for the student. Students found in violation of this policy may be suspended and/or expelled from school. Additionally, depending upon the nature of the offense, the student may be referred to law enforcement where any potential criminal charges may be filed.
- 7. USE POSSESSION OF TOBACCO/NICOTINE:** No student shall possess, use, transmit, sell, be a spotter for others, or conceal any tobacco/nicotine products, vapor devices, e-cigarettes, or other substitute forms of cigarettes whether they contain tobacco/nicotine or not on school premises, during school activities, or events off school grounds. Holding a lit or unlit tobacco/nicotine product may be interpreted as smoking. A tobacco/nicotine product is any product that is made from tobacco, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, or snuff, clove cigarettes, or hand-rolled cigarettes, e-cigarettes, vaporizers.
- 8. DISRUPTION OF SCHOOL:** No student shall by use of violence, force, coercion, horseplay, fear, threat, harassment, noise, disorderly conduct, induce-panic, or prevent or attempt to prevent any school class, activity or function. This shall include use of same to incite others toward acts of disruption.
- 9. DISRESPECTFUL BEHAVIOR:** No student shall behave in a disrespectful, belligerent, disruptive, or in an otherwise inappropriate manner towards other students, teachers, student teachers, substitute teachers, educational aids, bus drivers, principals and other appropriate school personnel. No student shall behave in any way that is indecent, profane, unreasonably loud, or other conduct that tends to cause or provoke a disturbance.
- 10. DISOBEDIENCE/INSUBORDINATION/NON-COMPLIANCE:** A student shall comply with directives and reasonable requests of district staff and other appropriate school personnel, such as aides and substitute staff.

11. **DISHONESTY:** Any forms of dishonesty including but not limited to lying, forgery, plagiarism, cheating, altering or using school documents with the intent to defraud, or providing false information to school personnel may result in disciplinary action.
- a) Lying – No student shall lie about, fabricate, distort or misrepresent in verbal or written form, information given to school employees.
  - b) Forgery - No student shall forge the writing of another or falsely use the name of another person. A student shall not falsify times, dates or their data on school forms or school related correspondence.
  - c) Plagiarism– No student shall deliberately or unknowingly use another’s work (author, critic, or peer) and pass it off as one’s own work.
  - d) Cheating – No student shall obtain or attempt to obtain, or aid another in obtaining credit for work, by any dishonest or deceptive means. Providing one’s own work to another student to copy is also plagiarism/cheating.
  - e) Falsely Reporting Incidents- No student shall falsely report, make accusations, or give false testimony to school personnel.
12. **DAMAGE, DESTRUCTION, DEFACEMENT OR MISUSE:** No student shall damage, cause destruction, deface, or misuse school property, or any other property, either on the school grounds (including buses) or during a school activity, function, or event off school grounds. A student who accidentally defaces or damages school property or the property of another is obligated to notify the office of this damage and is liable to pay expenses. Failure to report such damage could be grounds for disciplinary action.
13. **DISPLAY OF AFFECTION VIOLATION:** No student shall violate the established expectations as detailed in the display of affection section of the handbook.
14. **DRESS CODE VIOLATION:** No student shall violate the established expectations as detailed in the dress code section of the handbook.
15. **FAILURE TO ATTEND OR SERVE ASSIGNED DISCIPLINE:** Failure to attend a detention on the assigned date(s), except in extreme emergency approved by a building administrator, may result in further disciplinary action. Failure to serve the entire session of a detention may result in further disciplinary action. If a student is in violation of the rules of the detention room, that student may be removed from the detention resulting in further disciplinary action.
16. **PROFANITY AND/OR OBSCENE LANGUAGE OR GESTURE:** No student shall use profane, indecent, or obscene language, either written or verbal, in communicating with any other person. This shall include use of obscene gestures, pictures, videos, publications, or signs.
17. **ARSON OR ATTEMPTED ARSON:** No student shall cause intentional or purposeful destruction or damage to school or district buildings or property by means of fire. This includes but is not limited to the striking of matches and/or the lighting of lighters on school premises, during school activities, functions, or events off the school grounds. Anything, such as fire, that endangers school property and its occupants.
18. **POSSESSING, USING, TRANSMITTING, CONCEALING, OR THREATENING TO USE WEAPONS:** A student who brings a knife or firearm to a school operated by the Board of Education or onto any other property owned or controlled by it or to an interscholastic competition, an extracurricular event or any other school program or activity regardless of its location or who possesses a knife or a firearm at a school, on any other property owned or controlled by the Board of Education, any interscholastic competition, extracurricular event, or any other school program or activity regardless of its location may be expelled by the superintendent for a period not to exceed one year. The expulsion may be extended into the next school year. The superintendent may reduce, on a case-by-case basis, any expulsion imposed pursuant to the firearm provision based upon either:
- (a) Any other applicable legal requirements, including but not limited to circumstances subject to 20 U.S.C. 1400 et. seq. and/or R.C. Chapter 3323 in which the student is disabled and the incident giving rise to the one year expulsion is a manifestation of that disability insofar as such an expulsion is precluded by said law(s), or
  - (b) The superintendent’s determination is his/her discretion that the interest of the expelled student is served, and the interests of other students, school employees, and other members of the school community are not disproportionately disserved, by such a reduction.
- “Firearm” is defined as in 18 U.S.C. 921. “Knife” is defined as any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material and that is designed or can be used for cutting, slicing, or stabbing; this definition shall include but not be limited to straight razors, utility knives, box cutters, ice picks, pocket knives, switchblades, and buck knives.
19. **BOMB THREATS:** A student who makes a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat, may be expelled by the superintendent for a period not exceeding one year, which expulsion may be extended, as necessary, into the school year following that school year in which the incident that gives rise to the expulsion takes place.
20. **HARASSMENT:** No student shall harass, intimidate, bully, incite, provoke, or threaten any other student or school employee or otherwise disrupt the school environment. Sexual harassment includes but is not limited to, unwelcome sexual advances or any form of improper physical contact or sexual remark.
- Harassment or intimidation includes slurs; profanity; written information (includes cyber bullying); denigrating remarks or actions; obscene gestures; the wearing or display of insignia, signs, buttons, clothing, or apparel; or other verbal conduct including, but not limited to, those based on race, color, national origin, ancestry, citizenship, religion, sexual orientation, handicap, age or sex that have the purpose of:
1. Causing or intending to cause any other student or school employee to be reasonably placed in fear of his or her personal safety.
  2. Causing or intending to cause a hostile, intimidating or offensive educational environment for any other student or school employee.
  3. Causing or intending to cause material disruption of the educational process.
  4. Unreasonable interfering with a student’s co-curricular or extra-curricular performance, otherwise unreasonable impacting upon a student’s educational opportunities.

\*Benjamin Logan Local Schools and the Board of Education has adopted the Bullying Policy in accordance to the 3313 section of the Ohio Revised Code. This policy is located on the district website.

21. **CRIMINAL OFFENSE** A student may be expelled by the superintendent for a period not to exceed one year for committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or serious physical harm to property as defined under R.C. 2901.01 while the student is at school, on any other property owned or controlled by the board, or at any interscholastic competition, an extracurricular event, or any other school program or activity. Such expulsion may be extended, as necessary, into the school year following that school year in which the incident that gives rise to the expulsion takes place.
22. **TRUANCY / UNEXCUSED ABSENCES / TARDINESS / LEAVING SCHOOL PROPERTY-** No student shall be truant, have an accumulation of unexcused absences from school that is not accompanied with parental/guardian notification, have an accumulation of tardies to school or classes, or leave school property without parental/guardian or administration approval..
- Truancy/Unexcused Absence from school or class- When a student is absent from school, or any portion of the day, without school authorization and parental/guardian consent. This includes skipping any part of a class but staying on school grounds.
  - Tardy- All students entering school after 8:00 A.M will be considered tardy and classroom tardiness is defined as a student not being in his/her "assigned location" at the conclusion of the tardy bell.
  - Leaving school property: While under the jurisdiction of school authorities, a student may not leave school premises without proper authorization of an administrator or the school nurse. When leaving school, students are **required to sign out in the Office with a Secretary**. Failure to do so may result in an unexcused absence from school for the period of time that was missed.
23. **VIOLATIONS OF TECHNOLOGY**
- No student shall abuse or damage the school district's hardware or software. Any non-compliance with the school's policies will result in disciplinary action that is in accordance with the offense up to and including expulsion from school. Violations include, but are not limited to, the following: unauthorized access; tampering with computer programs, data disks and hard drives; using equipment to make unauthorized or illegal duplicate copies of computer software; damaging or destroying computer hardware or software; and using school district computer facilities for purposes unrelated to the instructional program of the district, unless written permission from a school official has been obtained. Equipment must be replaced or repaired at user's expense to include time and material costs.
  - No student shall use the photography or video applications of their cell phones or other personal electronic devices during the school day** without permission from a supervising teacher or principal.
  - No student shall "Sext": Sexting is defined as Students who "send, share, view or possess pictures, text messages, e-mails or other material of a sexual nature in electronic or any other form on a cell phone or other electronic device." Students may also be subject to criminal charges as defined by the law. If content could be a violation of any Federal/State law, then the device must be seized and turned over to law enforcement.
24. **THEFT / ATTEMPTED THEFT / EXTORTION:** No student shall cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district. In the event of theft, the student may be required to make full restitution. Criminal charges may be filed. No student shall receive, retain, or dispose of property of another knowing it to have been, or having reasonable cause to believe that it had been obtained through theft. No student shall obtain money, items of value, or special favors from anyone by implied force.
25. **PORNOGRAPHIC PUBLICATIONS/PICTURES:** No student shall possess, conceal, sell, or transmit pornography including but not limited to publications, images, or videos, in lockers, personal bags, on personal electronic devices, in possession of student, on a school issued technology account, or on the internet
26. **LOITERING, LITTERING, OR CAUSING A DISTURBANCE:** No student shall loiter, litter, or cause a disturbance on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities.
27. **PARKING LOT / MOTOR VEHICLE VIOLATION:** No student shall violate parking or motor vehicle guidelines as stated in the student handbook.
28. **SCHOOL BUS VIOLATION:** No student shall violate the School Bus Safety Guidelines as stated in the student handbook.
29. **REPEATED OR FLAGRANT VIOLATIONS:** No student shall have repeated or flagrant violations of any school rules or accepted standards of school behavior.
30. **INDECENCY:** No student shall knowingly or recklessly, under circumstances in which the person's conduct is likely to be viewed by and affront others engage in conduct that could be considered as indecent exposure or public indecency, Pursuant to R.C. 2907.09
31. **VIOLATIONS OF TERMS OF SUSPENSION:** No student shall violate the terms of suspension as stated in Board Policy 5610
32. **THOSE ACTS OR VIOLATIONS:** listed in the permanent exclusion portion of the Board policy on student disciplinary procedures.
33. **OTHER SITUATIONS** The administration has made every attempt to develop rules and regulations in the Student Code of Conduct, which would address most of the situations that could occur. Any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the administration and as outlined in the student/parent handbook for the building in which the student is enrolled may be grounds for disciplinary action. It should be noted that other possible student conduct, not mentioned specifically in the "Code of Student Conduct", but reaching the gravity outlined by these rules, in terms of persistent disobedience or gross misconduct as elsewhere defined may also be grounds for disciplinary action. It is the responsibility of the building administration to take sensible and responsible action to protect the educational process from disruption and/or safety and welfare of students and staff in the school building.

## **COMMONS/LUNCH**

Benjamin Logan High School has a closed lunch period. No student may leave the school property for lunch. Food should **not** be taken out of the commons. Students are expected to use appropriate manners and leave the commons in neat condition. Food from outside sources cannot be brought in without prior administrative approval.

## **DETENTION**

It is a two-hour, after school program held on Thursdays from 3:30pm-5:30 pm in which students will be supervised while studying in a stringent study hall environment.

## **DISPLAY OF AFFECTION**

Students are expected to refrain from any type of physical affection while on school property or in attendance at any school event, with the exceptions of holding of hands or short embraces such as a brief hug.

## **DISTRICT TECHNOLOGY**

Student use of the District's computers, E-mail, Network and Internet services ("Network") will be governed by the Acceptable Use Policy, the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users shall have no right or expectation to privacy or confidentiality when using the Network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network). Authorized Administrators, District Personnel, or the Director of Technology may, at any time, review the subject, content, and appropriateness of electronic communications or other computer files and may remove them, if warranted. Authorized Administrators, District Personnel, or the Director of Technology will report any violation of state or federal law or of district policy or regulation to the district administration or law enforcement officials as appropriate

### **General Email Guidelines for Students**

- Email is to be used for school-related communication. Email can be a powerful communication tool for students to increase communication and collaboration.
- Students are encouraged to check their email at least once per day.
- Student may receive email from their teachers to communicate reminders, course content, pose questions related to class work, etc.
- Students may send email to their teachers with questions or comments regarding class
- Students may send emails to other students to collaborate on group projects and assist with school classes.
- Students shall not send harassing email messages or content.
- Students shall not send offensive email messages or content.
- Students shall not send email containing a virus or other malicious content.
- Students shall not send email to share test answers or promote cheating in any way.
- Students shall not use the account of another person.

### **Student Emails to Staff**

- Students are encouraged to email staff concerning school-related content and questions.
- Teachers will not be expected to answer student email outside of their regular work day, although they certainly may do so. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.

## **DRESS CODE**

Students are expected to dress and groom in a respectable manner that is not disruptive to the business of education. In general, dress should be such that it ensures the health, sanitation, welfare, and safety of the members of the student body and staff. Dress should promote positive images of the students and the school. Dress and grooming may be regulated when it is bizarre, offensive, disruptive, or distracting to the educational environment. **It shall be the responsibility of the building administration to determine the appropriateness and acceptability of apparel. Exceptions to these rules may be made on designated days by the administration (Hat Day, Spirit Day, etc.)**

1. Dress and grooming will be clean and keeping with health, sanitation, welfare, and safety requirements and will not be such as to disrupt or interfere in the educational process.
2. No student shall wear a hat or any other type of headgear during the regular school day in the building (hair bands are permitted).
3. No student shall wear any type of clothing that has logos, print, or drawings that utilize symbols depicting drug, alcohol, tobacco messages, or include sexual innuendo, etc.
4. No student shall wear sunglasses, headphones, earbuds, and blankets inside the building.
5. Students must wear shoes of some type at all times.
6. Students must wear clothing that covers the midriff and lower back section of their body completely. Midriff is defined as the region of the body between the chest and the waist. (Tops and Bottoms must be touching or overlapping)
7. No student shall wear clothing that is considered an undergarment as outer apparel (i.e. boxer shorts) Undergarments may not be visible.
8. Dog collars, leashes, spiked bracelets, waist chains, chains (non-jewelry), chain wallets, exposed chains, spikes and other articles judged to be potentially harmful to students or a distraction to learning are not permitted.

Violations of the dress code may result in a warning, administrative detention, after school detention assignment, Saturday School assignment, or progressive suspension. A student may be asked to call home for a change of clothes or asked to wear other clothes that the school may provide. **A student who is sent home for a change in dress will be considered unexcused during his/her absence.**

## **DRUG-FREE SCHOOLS**

In accordance with Federal Law, the Benjamin Logan Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs includes any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

## **EARLY RELEASE**

Except for students enrolled in a state approved work-study program, no student shall be released early to work unless previously approved by the administration.

## **EMERGENCY DRILLS**

Fire and tornado drills are required by state law. Instructions are posted in each room. Your cooperation is expected and appreciated. Students are to remain quiet and proceed as directed by the staff.

## **EXTERIOR DOORS**

The front entrance is the only entrance that is permitted to be used between the hours of 8:00 am and 3:15 pm. Once the front doors are locked at 8:00 am, all visitors must push the security bell to be permitted entry and are required to report directly to office.

## **EXTRA-CURRICULAR ACTIVITIES**

Much of the enjoyment you will receive from attending Benjamin Logan High School will be the result of your involvement in the extra-curricular activities. These activities are designed to allow a student to pursue individual likes, and you are urged to take advantage of them. If a student does not attend school due to illness, fever, or communicable disease; or has 45 minutes of unexcused absence at any time during the school day without a legitimate excuse approved by building administration, the student is not permitted to attend school/co-curricular/extra-curricular activities on that day. Exceptions will be made with the approval of the administration. To participate in any extra-curricular activity a student must pass 75% of classes the preceding grading period and have a minimum 1.50 GPA.

CLUBS/ORGANIZATIONS: AFU, BPA, FCA, FCCLA, FFA, Gaming Club, High School Play, Interact, Key Club, Musical, National Honor Society, Pep Band, Quiz Bowl, Robotics, ROC, Science Club, Show Choir, Spanish Club, STEM Club, Student Government, United Way Youth Allocations Committee, Yearbook, & Youth Leadership.

ATHLETICS: Baseball, Basketball, Bowling, Competition Cheer, Cheerleading, Cross Country, Football, Golf, Soccer, Softball, Swimming, Track, Volleyball, and Wrestling

## **FERPA AND DIRECTORY INFORMATION**

Benjamin Logan Local Schools follows the guidelines of the Family Educational Rights and Privacy Act regarding all student records. The exception to disclosure of student information without consent is the release of "directory information." The district will make the information listed below as directory information available upon a legitimate request unless a parent/guardian or student 18 years or older notifies the District on FinalForms each school year that he/she will not permit distribution of the following information. Under Ohio law directory information includes the following:

|                         |  |
|-------------------------|--|
| Student name            | Participation in officially recognized activities and sports |
| Address                 | Weight and height of members of athletic teams               |
| Telephone listing       | Dates of attendance  |
| Date and place of birth | Date of graduation   |
| Major field of study    | Awards received  |

## **FIRE SAFETY EQUIPMENT**

Students are not to handle any fire equipment such as hoses or fire extinguishers at any time. It is imperative that all fire equipment be in working condition in the event of an emergency.

## **FIRST AID/ILLNESS**

If a student becomes injured or ill, report to the office. Do not stay in the restroom. If the student wishes to go home, **they must report to the office so school officials can contact the student's parent/guardian to secure permission for the student to leave school.** No one may leave the building without permission from the office.

## **LIBRARY SERVICES**

Any material taken out of the library must first be checked out at the circulation desk. Circulation time for books is two weeks although there are some situations where they will be checked out for a longer or shorter period of time. Books may be renewed as many times as necessary unless someone else has requested a particular book. Books should be renewed rather than left to become overdue.

## LOCKERS

Students' right to privacy with regard to hall lockers and gym lockers is limited to the concept that these lockers provide a secure place for students to store articles of personal clothing and scholastic materials. Hall and gym lockers are owned by the school district. They are provided to students for the aforementioned purposes. Students will be held responsible for the condition of their lockers. The school expects students to maintain their lockers in a manner befitting any school property. Graffiti, either inside or outside the lockers, is not allowed. Do not glue any objects to the lockers. Valuables are not to be stored in lockers. The school cannot be held responsible for loss of valuables stored in lockers. Valuables should be checked into the main office. Students should not share lockers or locker combinations. Such actions compromise the security of the student's lockers. If you have problems with your locker, see an administrator or the custodian.

Student lockers, desks, cabinets, and similar items are the property of the Benjamin Logan Board of Education provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the student who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning.

## LOST AND FOUND

All items found will be sent to the office. The school is not responsible for stolen personal belongings. Please check with the secretary for an item before you report it missing.

## MEDICATIONS

State law requires that schools have instructions on file when it is necessary for students to receive any prescribed or non-prescribed (over the counter) medication at school. A prescribed medication form must be completed and signed by the physician and the parent or guardian. A parent must sign the non-prescribed medication form. These forms are available in the office. The medication must be received in the original container in which it was dispensed/purchased by the prescribing physician, licensed pharmacist or pharmacy. Medication must be given to the office staff on arrival at school.

## PARKING LOT / MOTOR VEHICLES

All student drivers must purchase a parking permit in the High School Office that assigns them a parking spot. Students must also register their vehicle on FinalForms. Students must park in their assigned spaces in the student parking lot. The identification tag must be visible in the front window when the car is on school grounds. No student shall be in the parking lot during school hours (8:00am-3:15pm) without the permission of the principal or assistant principal. No student shall operate a vehicle in such a way as could cause physical injury to himself/herself, students, school employees, or other persons on school grounds. All vehicles are subject to random searches.

## PERSONAL BELONGINGS

Students are responsible for all belongings brought to school. The school is not responsible for stolen personal belongings. Valuable items should not be brought to school. In the event it is necessary to bring valuables to school, take them to the office for safekeeping.

## PERSONAL ELECTRONIC DEVICES & HEADPHONES/EARBUDS

Benjamin Logan High School does not assume responsibility for any personal electronic devices, at any time, brought onto school property, permitted or otherwise, that become lost, confiscated, damaged or stolen. Benjamin Logan High School reserves the right to review and revoke this policy at any time. A student's privilege of having a cell phone or electronic device may be revoked for an amount of time if the student violates this Personal Electronic Device Policy. Students may use cell phones and other portable electronic devices in the building as long as the teacher permits their use in class and they do not cause a distraction.

Headphones/Earbuds shall be removed once a student enters the building. Headphones/Earbuds shall not be worn in any fashion in the hallway at any time. If a student has their Headphones/Earbuds on in the building they will be asked to remove them. If they have to be continuously asked by staff to remove them, then they will be confiscated and taken to the office. In addition, Administrative Discipline may be issued.

The staff of Benjamin Logan High School recognizes the cell phone and other electronic devices as valuable learning tools when used appropriately in the classroom. Teachers may choose to incorporate the use of cell phones and electronic devices in their lesson plans. Teachers may grant permission for the use of headphones/earbuds during their regular class period. **Students who use their cell phones for reasons other than educational purposes during class time may lose the privilege and may have their phones confiscated by the teacher.** The classroom teacher has the right to set his/her policy for the usage of electronic devices in their classroom. The teacher will display a Red, Yellow, or Green sign to communicate the expectation for his/her classroom.

Green – The teacher is allowing the use of an Electronic Device and/or Headphones Earbuds. Students are expected to follow all expectations as to what they can and cannot do with their devices during this time. Students should be aware that when they leave a "Green" zone in the building, that their devices must be put away and not visible.

Yellow – At an appropriate time in class, the teacher is going to allow use of an Electronic Device and/or Headphones/Earbuds. No Electronic Device or Headphones Earbuds are to be visible in the classroom until the teacher states that the students may get the device out for use.

Red – No Electronic Device or Headphones/Earbuds are to be used or out in the classroom at any time.

In addition, students who violate acceptable standards when using a cell phone or electronic device for class work may have their network access denied or withdrawn, and they may be subject to additional disciplinary action. **Students are not permitted to use the photography or video applications of their cell phones during the school day** without permission from a supervising teacher or principal. **Students are not permitted to make personal calls at any time from their phones during the school day without Administrative permission.** If they need to make a phone call they should come to the office. Students are not permitted to use cell phones or other portable electronic devices as speakers for music in the building without permission from a supervising teacher or administrator. Students are not permitted to charge their devices unless they ask for and are granted permission by the classroom teacher.



If a student fails to follow the classroom policy of the teacher or the building wide expectations in the hallway, the discipline procedure may be:

1. **Warning by the Classroom Teacher**
2. **Device is confiscated and returned at end of the day**
3. **Any Additional Infraction(s) for the School Year – device is confiscated, taken to the office where a parent or guardian shall pick it up. Administrative discipline may be issued**

**NOTICE:** The use of electronic devices to record or share recorded inappropriate acts including but not limited to fighting, theft, harassment, and bullying beyond the intent of aiding authorities and administration in the identification of perpetrators while in school will result in disciplinary action. The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.

### **SAFETY EQUIPMENT**

Students are not to handle any fire equipment such as hoses or fire extinguishers at any time. It is imperative that all fire equipment be in working condition in the event of an emergency. Students are also not permitted to use or deploy the Anchorman door jamb device unless an emergency warrants its use.

### **SCHOOL BUS EXPECTATIONS**

Controlled and reasonably quiet behavior is required. Any misbehavior, which distracts the driver, is a very serious violation and jeopardizes the safety of everyone on the bus. Remember, riding the bus is a privilege which can be denied. Misbehavior on the bus may result in a denial of bus privileges.

#### **Responsibility of Parents and Pupils:**

1. Parents are responsible for the safety and actions of students while going to and from pick-up points and while waiting for buses.
2. Parents are responsible for any damage done to a bus by their children. Assessments will be made to reimburse the school district for damages.
3. Students and parents must consider the school bus as an extension of the classroom. Therefore, students must conduct themselves in a manner consistent with established standards for classroom teachers.
4. Students should go directly from home to pick-up points and return directly home from drop-off points.

#### **Regulations for Students:**

1. Students shall arrive at the bus stop five minutes before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and away from the bus stops. Students should respect the rights of property owners in the area.
3. Students must cross the street ten feet in front of the bus, in full view of the driver, and at the driver's signal indicating it is safe to cross.
4. Behavior at school bus stops must not threaten life, limb or property of an individual.
5. Students must go to their assigned seat so the bus may safely resume motion.
6. Students must remain seated keeping aisles and exits clear.
7. Students must observe classroom conduct and obey the driver promptly and respectfully.
8. Students must not use profane language.
9. Students must refrain from eating and drinking on the bus except as required for medical reasons.
10. Students must not use tobacco on the bus.
11. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student while on the bus.
12. Students must not throw or pass objects on, from or into the bus.
13. Students may not bring glass containers or balloons on the bus.
14. Students may carry on the bus only objects that can be held in their laps.
15. Students must exit or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
16. Students must not put head or arms out of the bus windows.
17. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by handicapped students.
18. Proper steps will be taken to collect, store and use medical information related to students known to have medical problems which may require driver attention.

### **SCHOOL CANCELLATION/DELAYS**

When school or any school related activity is in jeopardy of cancellation due to inclement weather or other circumstances, the Alert Now program will be activated and the phone number on file will be used to contact each family and the local radio and TV stations will be contacted. The Benjamin Logan School website will also have information regarding school delays/closings at [www.benjaminlogan.org](http://www.benjaminlogan.org)

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## **SCHOOL RESOURCE OFFICER (SRO)**

The mission of the SRO Program is to promote school safety by building a positive school climate in which everyone feels safe and students are supported to succeed. The SRO Program also seeks to reduce violent crime committed by and against youth in our community. The SRO Program accomplishes this mission by supporting safe, secure, and orderly learning environments for students, teachers and staff. SROs will establish a trusting channel of communication with students, parents, and teachers and establish regular feedback opportunities. The role of the SRO is not to enforce school discipline or punish students. SROs will serve as positive role models to instill in students good moral standards, good judgment and discretion, respect for other students, and a sincere concern for the school community. SROs will provide information on community resources available to students and parents. Goals and objectives are designed to develop and enhance rapport between youth, families, deputies, school administrators, and the community in order to promote overall student achievement and success.

## **SEARCH AND SEIZURE**

In order to insure the safety and well-being of all students, teachers, other school employees and guests, it is the policy of Benjamin Logan Local School District to authorize its administrators to search the clothing and personal effects of students where such a search is reasonably necessary under all of the surrounding circumstances. In order to conduct such a search, it is not necessary that the administrator have probable cause to believe that a crime or violation of a school rule has occurred. It is necessary only for the administrator to have reasonable grounds to believe that a search will produce evidence that a student has violated or is violating a law or school rule. If such reasonable grounds exist, an administrator may conduct a search of a student's person or personal effects. The search shall be reasonably intrusive in light of the age and sex of the student, and the nature of the possible infraction that may have or may be occurring. Unannounced and random canine searches may also be conducted.

## **NOTICE OF POLICY ON SEARCHING LOCKERS**

Section 3313.20 O.R.C. authorizes a school board of education to adopt a policy, which authorizes the administrative staff to search any pupil's locker and the contents thereof. All lockers made available for pupil use are the property of Benjamin Logan Local School District. All such lockers and the contents thereof are subject to random search at any time by appropriate school officials without regard to whether there is reasonable suspicion that any locker or the contents thereof contain evidence of a violation of a criminal statute or school rule. K-9 units from local law enforcement agency may be used in conducting searches.

## **NOTICE OF POLICY ON SEARCHING MOTOR VEHICLES ON SCHOOL PROPERTY**

Students have been granted a revocable privilege of using school property for parking vehicles. Search of a student and his/her possessions, including motor vehicles may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of school rules. A search may also be conducted to protect the safety of others. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration. Failure to comply with a reasonable search will be considered insubordination. Unannounced and random canine searches may also be conducted.

## **SIGN IN/SIGN OUT PROCEDURE**

Students arriving late or leaving the building for any reason must go to the office and sign in or out. Students may only be excused during the day if they have a written excuse or phone call/contact from the parents. Notes to leave must be signed by an administrator. This does not pertain to students on the work program.

## **SMART SENSORS**

For students' safety and welfare, HALO Smart Sensors are placed throughout the building. Actions recorded on these devices may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to law enforcement agencies.

## **STUDENT HAZING**

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students and Board employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

Administrators, staff members and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

## **STUDENT SERVICES**

Students have available to them services other than academic or vocational education. Listed below are services you may find useful and beneficial:

1. Counselor                                      Any time a student may need assistance in matters of a personal or academic nature, the student needs only to make an appointment.
2. Psychologist                                    The Benjamin Logan Board of Education provides a psychologist who is available to any student.
3. Speech & Hearing Therapy                Any student in need of special therapy may use this option provided by the Benjamin Logan Board of Education.

## **SUBSTITUTE TEACHERS**

Students are to show any substitute teacher the same respect shown a regular staff member. This is a difficult task for the substitute, and your cooperation is expected.

## **SURVEILLANCE CAMERAS**

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

## **TEXTBOOKS**

Textbooks are the property of the school, and are furnished for student use. Reasonable wear is expected through daily use. Unreasonable wear or damage will result in the student making appropriate payment for damages. Lost books must be replaced at the student's expense.

## **TRANSPORTATION**

Due to bus capacity, regular resident students of an assigned route will have priority; babysitting stops and open enrollment ridership will only be authorized on a space available basis. If a student has a change in pick up or delivery sites, a written note from a parent or guardian must be received five (5) days ahead by the Transportation Director. No transportation for a student to go to another student's home for social purposes will be permitted.

## **VACATION POLICY**

Parents are encouraged to plan vacations in conjunction with school vacations. Although students have the opportunity to make up work missed, it is never possible to regain the information and learning experience provided by daily classroom instruction. Whenever a proposed absence for vacation is requested, a vacation form must be filled out. After the form is filled out, it must be returned to the office at least one day before the student leaves. Administrators will determine whether the absence will be excused or unexcused.

## **VISITORS**

A visitor must register at the office before visiting a student, teacher, the commons, or a classroom. Those who do not register will be asked to leave. Those who refuse to register or continually reappear will be charged with trespassing. Visitors for students must be prior approved and is limited to lunch time only. Teachers may have approved visitors during their individual conference time.

## **WORK PERMITS**

Applications for work permits are available in the office. The application consists of (1) Student Application form, (2) Pledge of Employer, (3) and Physician's Certificate. After all parts are completed, the application must be returned to the high school office.

# **Section II- Raider Academics**

## **ADVANCED PLACEMENT POLICY**

Students who enroll in Advanced Placement courses are subject to the following:

1. Each student must take the appropriate AP Examination at the time and date assigned by the College Board.
2. The student must pay the exam fee prior to March 10.
3. Fee waiver reductions are available for students who qualify.

## **COLLEGE CREDIT PLUS**

College Credit Plus (CCP) allows high school students to earn college credit and apply that credit toward their high school graduation requirements. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Taking a college course (either online, on-campus, or at Benjamin Logan High School) from a public college or university is free (no cost for tuition, books, and/or fees) for those involved in the CCP program. Those students interested in taking advantage of this opportunity should review the following timeline and important notes:

- Talk with your school counselor! Discuss your interest in taking college courses and how it fits in with your overall academic plan and career goals.
- Prior to February 15th, the district will hold an informational session about the CCP program for all students in grades 9-12. If you cannot attend, schedule an appointment with your school counselor.
- By April 1st, notify your school counselor if you intend to participate in CCP the following academic year. After April 1st, you will need permission from the school district superintendent to participate.
- It is important to note, financial responsibility (tuition, books, and/or fees) for failed coursework will be passed along to students' class fees.
- For courses completed online or offsite at a college or university campus, students will be responsible for gathering information, completing an admission application, any additional criteria/ testing for acceptance into the CCP program. Once accepted, students will be responsible for registration as well.
- For courses completed through established university partnerships (University of Findlay, Columbus State Community College), the application and registration process will differ slightly. School counselors will supply students with admission applications and arrange any necessary college-ready testing. School counselors will also assist with the registration process.

## **COLLEGE REQUIREMENTS**

The standardized college entrance tests, SAT (Scholastic Aptitude Test) or ACT (American College Test), are given to help you find a college that fits your needs academically. These tests may point out areas of strengths and weaknesses that might not show on your school record. These tests are helpful in your selection of college courses and programs. Please check with the Guidance Office for dates and places for these tests.

Recommended high school courses for college admission are as follows: 4-English, 4-Math, (Algebra I, II, Geometry), 3-Science, 3-Social Studies, 2-World Language, and 1-Visual Art. Each college sets its own entry requirements. Check the college catalog to determine those requirements.

## **COLLEGE VISITATIONS**

Juniors and Seniors are permitted two campus visits per school year. Sophomores are permitted one campus visit during the 2<sup>nd</sup> semester of the school year. This will be considered a school activity as long as the permission slip signed by a parent and the Campus Visitation Verification form is returned to the Guidance Office. **No college visitations will be granted the first and last week of each semester. Additional days or exceptions may be granted with Administrative approval.**

## COMMENCEMENT

Attendance at graduation is not mandatory. Attendance at graduation is a privilege, not a right. Students may be prohibited from attending graduation for violating the student code of conduct, for failure to comply with the district dress code, and/or for failure to attend any graduation practices. Additionally, failure to adhere to the graduation ceremony dress code and acceptable expectations of behavior may result in a delay of receiving the graduate's diploma. If for some reason a student cannot or chooses not to attend, their diploma may be picked up in the high school office the week following graduation.

The Benjamin Logan Board of Education has adopted the following dress code for graduation ceremonies:

- A. Dresses, skirts, or dress slacks for women
- B. Dress pants or dress jeans for men
- C. No shorts or skorts
- D. Appropriate footwear for the occasion
- E. Shirts with collars and ties for men
- F. No sunglasses
- G. No headwear other than the graduating class' mortarboard - No decorations are permitted on the mortarboard
- H. Only the following designated Board of Education approved cords may be worn at the Graduation ceremony:
  - a) Top Ten Honors (Provided by BLHS)
  - b) National Honor Society/National Technical Honor Society (Provided by BLHS)
  - c) Spanish Seal of Bi-literacy (Provided by BLHS)
  - d) Enlisted Military (Provided by BLHS)
  - e) Cum Laude Recognition (Provided by BLHS)
- I. No explosive powder graduation cannons or launchers

## COURSE FEES

Fees for all students are \$100. Contact the Principal, Assistant Principal, or Counselors if fees are a financial concern.

## CREDIT FLEXIBILITY GUIDELINES

The requirements for graduation from high school include earning twenty-four credits in grades nine through twelve.

However, no student shall be required to remain in school for any specific number of semesters or other terms if the student completes the required curriculum early. To earn credits for graduation, students may:

1. Complete scheduled coursework;
2. Test out or demonstrate mastery of course content; and/or
3. Pursue one or more educational options in accordance with the District's Credit Flexibility Program.

If you have any questions about the Credit Flexibility program, please see a Guidance Counselor.

## CUM LAUDE RECOGNITION

Beginning with the Class of 2024, seniors may earn Cum Laude Recognition based on their 7th semester GPA. The Cum Laude Recognition will be an additional honor for students and does not replace the class Valedictorian/Salutatorian Recognition. Seniors may earn the following recognition at graduation:

|                        |                      |
|------------------------|----------------------|
| <b>Summa Cum Laude</b> | <b>4.0 GPA</b>       |
| <b>Magna Cum Laude</b> | <b>3.75-3.99 GPA</b> |
| <b>Cum Laude</b>       | <b>3.5-3.74 GPA</b>  |

## DROPPING A COURSE

If a student withdraws any time after the initial five days of a course, he or she will receive a "Withdraw / Failing" grade. The W/F will appear on a student's transcript and will be calculated into the GPA.

## EARLY GRADUATION

Early graduation is available to students who would like to early enlist into a branch of the military, or at administrator discretion.

## GRADE PLACEMENT

### 24 CREDITS REQUIRED

To be considered Grade 10—5 credits

To be considered Grade 11—11 credits

To be considered Grade 12—17 credits

## GRADING SYSTEM

Following are the two grading scales to be used at Benjamin Logan High School. One scale will be used for regular classes and the other scale is for college prep, AP, and Dual Enrollment (CCP) courses.

| Regular Scale |        | Advanced College Prep/AP Scale |        |
|---------------|--------|--------------------------------|--------|
| A             | 95-100 | A                              | 93-100 |
| A-            | 93-94  | A-                             | 90-92  |
| B+            | 91-92  | B+                             | 87-89  |
| B             | 86-90  | B                              | 83-86  |
| B-            | 84-85  | B-                             | 80-82  |
| C+            | 82-83  | C+                             | 77-79  |
| C             | 76-81  | C                              | 73-76  |
| C-            | 74-75  | C-                             | 70-72  |
| D+            | 72-73  | D+                             | 67-69  |
| D             | 67-71  | D                              | 63-66  |
| D-            | 63-66  | D-                             | 60-62  |
| F             | 0-62   | F                              | 0-59   |

### Classes identified as college preparatory, AP, or CCP are as follows:

Math: Calculus, Advanced Calculus/CCP, Pre-Calculus, Honors Algebra 2, Statistics/CCP, College Algebra/CCP

Social Studies: Sociology/CCP, General Psychology/ CCP, AP European History, Economics, AP U.S. History, AP Government

Science: Advanced Biology/CCP, General Chemistry I /CCP, AP Chemistry Physics, Anatomy & Physiology/CCP, Research, Genetics, Forensic Science, Aquatic Ecosystems.

Language Arts: Spanish III/CCP, Spanish IV/CCP, Spanish V/CCP, Advanced English 10, Advanced English 11, College Writing CCP, Principles of Speech CCP, Intro Literature CCP

Technology: Computer Software CCP, Intro to Programming CCP

Any student receiving a "D" in a course may retake the class and receive a higher grade. Only 1 credit shall be granted.

### Determination of Final Grades

Semester Long Course = Quarter (45%) + Quarter (45%) + Exam (10%)

Year Long Course= Quarter 1 (22.5%) + Quarter 2 (22.5%) + Exam (5%) + Quarter 3 (22.5%) + Quarter 4 (22.5%) + Exam (5%)

## MINIMUM ACADEMIC GRADUATION REQUIREMENTS GRADUATING

### CLASS OF 2023 AND BEYOND

|                    |    |         |  |
|--------------------|----|---------|--|
| English            | 4  | credits |  |
| Math               | 4  | credits | (Must include 1 credit of Algebra II)  |
| Science            | 3  | credits | (1 Physical, Biology, 1 Advanced <b>Science</b> )  |
| Social Studies     | 3  | credits | (U.S. History, World History, and Government)  |
| Health             | 1  | credit  |  |
| Physical Education | .5 | credit  |  |
| Financial Literacy | .5 | credit  | (Career Readiness)   |
| Fine Art           | 1  | credit  | (A Capella Ensemble, Band, Color Guard, Chorale, Jazz Ensemble, Art, Media Arts, Digital Imaging, Multi-Media Web Design, Music Theory & Appreciation, American Popular Music, Music Technology) |
| Elective Courses   | 7  | credits |  |
| TOTAL CREDITS      | 24 | credits |  |

To be eligible to participate in the graduation exercises all local and state requirements must be fulfilled. (i.e. minimum number of required credits earned, credits in required classes earned, earn competency scores in Algebra I and English II, and earn at least two diploma seals.

\*\*\*Alternative pathways may be available if applicable

### **MINIMUM VOCATIONAL (CAREER CENTER) GRADUATION REQUIREMENTS**

|                    |    |         |   |
|--------------------|----|---------|---|
| English            | 4  | credits |   |
| Math               | 4  | credits | (Algebra I, Algebra II, Geometry)         |
| Science            | 3  | credits | (Physical, Biology, 1 Advanced Science)   |
| Social Studies     | 3  | credits | (U.S. History, World History, Government) |
| Health             | 1  | credit  |   |
| Physical Education | .5 | credit  |   |
| Financial Literacy | .5 | credit  | Currently included in Government Course   |

Fine Arts Waived with the completion four Career Tech Courses

Elective Courses 8 credits

To be eligible to participate in the graduation exercises all local and state requirements must be fulfilled. (i.e. minimum number of required credits earned, credits in required classes earned, earn a minimum of 18 points on the End of Course Exams.

### **HOME TUTORING**

Students may be provided home tutoring if a doctor, licensed psychologist, licensed school psychologist, or a certified school psychologist determines and certifies in writing that the student will be unable to attend school for a minimum of two weeks. Parents should contact a guidance counselor to obtain form SE 10A to be filled out by the student's doctor. The form is to be returned to the guidance counselor who will arrange the tutoring.

### **HONOR & MERIT ROLLS**

A student must have 3.2 GPA to be included in the honor roll with no grades less than a C. The merit roll requires a 4.0 GPA

### **HONORS DIPLOMA - COLLEGE PREPARATORY**

Any student who completes the college preparatory curriculum in high school must meet any seven of the following eight criteria. The student must meet the requirements for the regular diploma plus criteria for honors listed below.

- A. Earn four units of English.
- B. Earn four units of mathematics that include Algebra I, Algebra II, and Geometry and another higher level or complete a four-year sequence of courses that contain equivalent content.
- C. Earn four units of science including two units of Advanced Science.
- D. Earn four units of social studies.
- E. Earn either three units of one foreign language or two units of two foreign languages.
- F. Earn one unit of fine arts.
- G. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year.
- H. Obtain a composite score of 27 on the American College Test (ACT) (excluding the optional writing test) or a combined composite score of 1210 on the Scholastic Assessment Tests (SAT) (excluding the optional writing test).

### **HONORS DIPLOMA - CAREER-TECHNICAL**

Any student who completes an intensive career-technical education curriculum in the high school must meet any seven of the following eight criteria. The student must meet the requirements for the regular diploma plus criteria for honors listed below.

- A. Earn four units of English.
- B. Earn four units of mathematics that include Algebra I, Algebra II, and Geometry or complete a four-year sequence of courses that contain equivalent content.
- C. Earn at least four units of science including two units of Advanced Science.
- D. Earn four units of social studies.
- E. Earn four units in the student's career-technical education curriculum.
- F. Achieve the proficiency benchmark established for the Ohio Career-Technical Competency Assessment or equivalent assessment aligned with state-approved and industry validated technical standards.
- G. Maintain an overall high school grade point average of at least a 3.5 on a 4.0-point scale up to the last grading period of the senior year.
- H. Obtain a composite score of 27 on the American College Test (ACT) (excluding the optional writing test) or an equivalent composite score of 1210 on the Scholastic Assessment Tests (SAT) (excluding the optional writing test).

## MAKE-UP WORK

Students who cannot contact the teacher via Email or connect on Google Classroom and have been absent for two or more days may call the school at 937-592-1666 to obtain assignments. Parents or students are asked to call before 9:00 a.m. to make sure assignments are ready to be picked up by 3:15 p.m. Students will be allowed to make up work when absent. It is the responsibility of the student to check for make-up work on his/her first day of return. The students will be given one day to make arrangements with the teacher for make-up work. Any work not made up will receive a "0".

## NATIONAL HONOR SOCIETY

The Logan County Chapter of the National Honor Society includes all Logan County schools. The National Honor Society is an organization to honor those juniors and seniors who rate highly in scholarship, leadership, character and service. Students must have a 3.5 GPA to be considered for membership. A five-member faculty council selects new members as mandated by the national governing board. All faculty members have input in the selection.

## PHYSICAL EDUCATION OPTION

Students who participate in interscholastic athletics, marching band, cheerleading, or show choir for at least two full seasons while enrolled in grades 9-12, and as documented by the principal, may be excused from the high school physical education class. Intent forms must be on file in the guidance office. Seasons are defined as Fall, Winter, and Spring.

## REPEATING A FAILED CLASS

Students who fail a course will be permitted to retake that course one time. After the second failure, the student will have to take the course in summer school or via a school-approved correspondence course.

## SCHEDULE ADJUSTMENTS

**Students are strongly encouraged to carefully select their courses as schedule changes will be very limited. In the event a change needs to be made, it must be done in the first five days of the school year. No schedule changes will be granted at the beginning of second semester with the exception of courses needed to meet graduation requirements.** Requests may be made for these reasons: master schedule conflict in classes chosen, unrequested course assigned to a student due to requested sections being full, academic purposes, and/or special cases deemed necessary by administration.

## SELECTING COURSES

We ask that you review course selections with your son or daughter and choose the courses that are best suited to their future plans. In addition, students will be required to schedule a minimum of 50% core academic courses (English, Social Studies, Science, Math, and Foreign Language), graduation requirements and/or courses needed for college and career readiness.

## TRANSCRIPTS

Copies of transcripts are available to students through the Guidance Office. The Guidance Office will send official transcripts directly to employers, scholarship organizations and colleges upon request of the student. Only test scores generated while in grades 9-12 will be printed on the transcript.

## VALEDICTORIAN POLICY

Students earning the first (valedictorian) and second (salutatorian) positions in the graduating Class of 2023,, shall be so honored. In the event the top position is shared, students would be co-valedictorians and there would not be a salutatorian. Students must have been enrolled at Benjamin Logan for a minimum of three semesters to be eligible.

**A senior may earn the title of Valedictorian if he/she:**

1. Attains the highest accumulative grade point average
2. Completes at least 8 advanced core courses in the areas below, with a minimum of 1 course from each category:  
**English:** College Writing I, AP English Lit. & Composition, Literature Appreciation  
**Math:** Statistics, Calculus, Advanced Calculus  
**Science:** Advanced Biology, Chemistry, Anatomy, Physics, Forensic Science  
**Social Studies:** AP US History, AP European History, Honors Government, Psychology  
(The list of courses may be modified in the event a course is not offered.)
3. Completes at least three (3) years of a foreign language or two (2) years each of two foreign languages.

College Credit Plus students completing college courses of similar standing with core criteria may substitute those courses for high school courses with the approval of the high school administration and guidance.

An approved on-line, Advanced Placement, or advanced course not offered in the high school curriculum may be included in the above courses with administration permission. If more than one (1) student attains identical grade point averages and meets the core criteria described above, each will be recognized as a Valedictorian. If there is only one (1) Valedictorian, the student who attains the second highest grade point average and who meets the core criteria will be recognized as Salutatorian.

**Top 10:** Seniors with the ten highest GPA's are honored. Students must have been enrolled at Benjamin Logan for a minimum of three semesters to be eligible.



# **Section III- Raider Athletics**

## **DEFINITIONS:**

In season - calendar year

Under the influence - inconsistent and incoherent behavior and/or aroma of alcohol, drugs, tobacco or nicotine

## **SCHOOL ATTENDANCE**

To participate in any school activity, contest, or practice, a student is to be present at school or a school related function if school is in session. If a student does not attend school due to illness, fever, or communicable disease; or has 45 minutes of unexcused absence at any time during the school day without a valid excuse, he/she is not permitted to attend school/co-curricular/extra-curricular activities on that day without permission from a building administrator. Any exception to this rule will be determined by the administration.

Additionally, if a student is truant for one or more classes during the school day, they will not be permitted to participate on that day. The question of participation on a day (i.e. Saturday or during a break) that is not a regular school day when the student was not present on the last day of school immediately preceding said day will be determined by the Athletic Director or Principal.

## **DETENTION**

Any athlete who has been assigned to detention must serve the assigned discipline. Having practice or a contest will not excuse the athlete from the disciplinary action. It is the responsibility of the athlete to inform their coach or advisor that they may be late. The coach or advisor may issue additional disciplinary measures for being late.

## **HAZING**

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to or associated with Board-sponsored activities (e.g., extracurricular teams, clubs, or groups) or incidents that have occurred on school property. No administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District shall encourage, permit, authorize, condone, or tolerate any hazing activities. The preceding prohibition includes recklessly permitting the hazing of any person associated with the District. Additionally, no student shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization or any act to continue or reinstate membership in or affiliation with any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse. No person shall recklessly participate in the hazing of another. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Violation may lead to suspension from school and or games, recommendation for expulsion, and/or legal action as contained in ORC 2307.44. Any instance of hazing should be reported to the Activities Director immediately. Students are to abide by the Benjamin Logan Local School District Bylaws and Policies (5516-Student Hazing).

## **SECTION I**

All athletes should conduct themselves with pride and decorum at all times so as not to reflect discredit upon themselves, their coaches, or the school they represent. They should strive to live within the guidelines of the regulations of each sport and those of the school.

## **SECTION II**

Any athlete who has violated the Student Code of Conduct (Major and Minor Misconduct) or any additional rules established by their coach may be denied participation in athletic competition. Except as otherwise provided in Section III, the principal will determine the length of exclusion from participation, not to exceed one year.

## **SECTION III**

The rules and regulations identified within this document are to become effective on the OHSAA mandated first official day of practice for fall athletes and **August 1, 2022**, for every other student who wishes to compete in interscholastic athletics. Any code of conduct violation(s) committed by a Middle School student will be expunged upon entering High School. A High School athlete currently under athletic disciplinary action, may petition the High School Principal to have their disciplinary record expunged 18 months from the most recent violation of the code of conduct. The code is to remain in effect throughout the calendar year until the individual is no longer a student at the school or he/she is no longer a participant in any athletic program.

## **Tobacco, Nicotine, Alcohol and Drugs**

Any offense dealing with tobacco, nicotine, alcohol, and/or drugs must be self-referred or reported by the school administration, staff members, legal custodian(s), or law enforcement officials. The sequence of violations of this code is to be accumulative in its consequences throughout the athlete's years of participation in athletics at Benjamin Logan Local Schools. Under the influence refers to inconsistent and incoherent behavior and/or aroma of alcohol, drugs, tobacco or nicotine.

Athletes are prohibited at any time from:

- A. Use or Possession of any tobacco or nicotine products.
- B. Use or Possession of any alcoholic beverages.
- C. Use or Possession of any drug, narcotic, steroids, or substances termed illegal by the laws of the state of Ohio, unless directly prescribed by a licensed physician.

**1st Offense** - Denial of participation in 50% of the total scheduled games in current sport, or if not currently active, the next active season. The athlete must complete a tobacco, nicotine, alcohol, drug program as required by administration. Failure to do so will result in the athlete losing eligibility for one (1) calendar year. Denial of participation with less than 50% of the season remaining, will carry over into the next sport that the athlete participates in. The athlete must successfully complete this next sport's season to fulfill the requirement.

Other than for sale or distribution, penalty may be reduced to 20% if the student athlete confesses the first time questioned by school officials. Denial of participation with less than 20% of the season remaining, will carry over into the next sport that the athlete participates in. The athlete must successfully complete this next sport's season to fulfill the requirement.

**2nd Offense** -Denial of participation in contests for one (1) calendar year and an athlete must complete a tobacco, nicotine, alcohol, drug program as required by administration within the calendar year of removal. Failure to do so will result in the athlete being declared ineligible for all Interscholastic athletics the remainder of their years enrolled in the Benjamin Logan Schools.

**3rd Offense** -Denial of participation in practices and contests for the remainder of the athlete's years enrolled in the Benjamin Logan Schools.

**Denial of Involvement** - If a student athlete denies their involvement in a drug/alcohol/tobacco substance related situation and is later found to have been involved, they will receive and serve the same discipline as the other students involved with no opportunity for a reduction of consequences.

\*Any of the above offenses may also result in the forfeit of all post-season awards. Any offense dealing with tobacco, nicotine, alcohol, and/or drugs must be self-referred or reported by the school administration, staff members, legal custodian(s), or law enforcement officials. The sequence of violations of this code is to be accumulative in its consequences throughout the athlete's years of participation in athletics at Benjamin Logan Local Schools.

#### **SECTION IV**

The following offenses are specifically prohibited at any time, and an athlete reported by the school administration, staff members, legal custodian(s) or law enforcement officials, may after a determination by the principal, that such offense (as described below) was committed by the athlete be denied further athletic participation for a period of up to one year from the date of the offense:

- A. Fighting
- B. Misconduct while engaged in athletic practices and events.
- C. Stealing while engaged in athletic practices and events.
- D. Destruction of Benjamin Logan School equipment or property as well as equipment or property of the schools the athletic teams visit.
- E. Acts of unsportsmanlike conduct toward staff members, teammates, opponents, game officials, fans, and opponent school officials.
- F. Unexcused or un-notified absence from practice or athletic events or sessions.
- G. Use of profanity while engaged in school athletic sponsored events.
- H. Hazing
- I. Bringing discredit to Benjamin Logan Local Schools.

#### **SECTION V**

Each prospective athletic participant and his or her legal custodian(s) are required to be familiar with the Athletic Code of Conduct. Both are to sign a certificate prior to the beginning of official practice, which certificate shall state that the participant and his or her legal custodian(s) have read and understand the rules and penalties for noncompliance.

#### **SECTION VI**

Participation in athletics is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, Principals, Assistant Principals, Athletic Director, and other authorized personnel employed by the District to supervise or coach a student activity program, to enforce this Athletic Code of Conduct. Students prohibited from participation in all or part of any athletic activity are not entitled to further notice, hearing, or appeal rights. This policy shall be posted in a central location in each school building and will be available to students upon request.

#### **SECTION VII**

If a student athlete is denied participation and does not serve the entire suspension, the suspension will carry over to his/her next active sport season.

#### **SECTION VIII**

Eligibility is set forth by the Ohio High School Athletic Association and is followed by the Benjamin Logan School System.

- A. To participate in extracurricular activities at Benjamin Logan Middle and High School, a student must possess a GPA of at least 1.50 for the preceding grading period and be passing 75% of courses taken for the grading period prior to the start of the activity (the five core classes at the Middle School).
- B. ADMINISTRATION – All students participating in extracurricular activities who have a GPA ranging from 1.5 to 1.75 may be required to attend intervention during academic assist.

**SECTION IX**

An athlete who begins pre-season practice and is not cut in one sport cannot go to another sport in the same season after the 1st contest in the sport he/she is part of has been played.