



# Bowling Green High School

## **STUDENT HANDBOOK 2021-2022**

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[www.bgcs.k12.oh.us/schools/highschool.html](http://www.bgcs.k12.oh.us/schools/highschool.html)

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# STUDENT ACKNOWLEDGMENT

I hereby acknowledge that I have received and read the Bowling Green High School student handbook issued for the 2021-2022 school year.

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Signature of Student

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Grade

---

Date

Foreword...

This booklet is presented to you with the hope that it will help you as you progress through Bowling Green Senior High School. Its purpose is to explain some of the important regulations concerning the operation of our school. It is the sincere desire of the entire faculty, guidance staff and principal to help you develop proper attitudes, skills and habits which will in turn enable you to experience a purposeful and enjoyable life.

We look forward to working with you this year and each succeeding year that you are enrolled in our school. By doing your best work and being a good citizen, you will be building a good foundation for a successful and happy life.

We at Bowling Green are very proud of the record and achievements of the many thousands of young men and women who have graduated from our school. We hope that you too will do well here and upon graduation leave Bowling Green High School even better than you found it.

This School Agenda is being presented to each student so that not only will each student have a copy of all rules and regulations, each student will have an assignment book. We hope all students will use this book to improve their performances. Best wishes for a most successful senior high career.

BGHS Administrative Team

## **MISSION STATEMENT**

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

## **VISION STATEMENT**

Provide excellent instruction and equitable opportunities for each student.

## **NON-DISCRINATION STATEMENT**

Bowling Green High School does not discriminate against students on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities or handicap in educational programs or activities. Bowling Green City Schools Compliance officers are Dawn Dazell, Human Resources Administrator, 419-352-3576, ext. 4015 or the Executive Director of Teaching and Learning, 419-352-3576, ext. 4020.

## **ACCIDENTS/ACCIDENT INSURANCE**

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

## **ATTENDANCE**

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

After an extended absence, a doctor’s excuse should be sent to school with the student. All students must report to the main office after an absence to secure an entrance form to be admitted to classes that were missed. One pass will be issued per excuse. Duplicate passes will not be rewritten for lost slips. Students

are responsible for getting slips back from teachers. If the office has parent permission the day of the absence, the student does not need to get an admittance pass.

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

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

Absences from school are treated in two ways:

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

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

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

**Unexcused** - F's for all class work missed, no make-up allowed. Students will be given zeroes for unexcused absences. The following examples are usually considered unexcused absences from school:

- |                       |                             |
|-----------------------|-----------------------------|
| 1. Working at home    | 5. Shopping                 |
| 2. Gainful employment | 6. Personal                 |
| 3. Missing the bus    | 7. Car problems             |
| 4. Oversleeping       | 8. Out of School Suspension |

## **ATTENDANCE PROCEDURES FOR BOWLING GREEN CITY SCHOOLS**

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

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

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

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

## **ACADEMIC MISCONDUCT**

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

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

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

### **ADVERTISING OUTSIDE ACTIVITIES**

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

### **ANTICIPATED ABSENCE**

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

Anticipated absences fall into two categories:

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

Parents are required to complete the Personal Convenience Absence (PCA) form prior to the absence. If the student has less than 7 absences in year-long classes after the PCA, the absences will be excused. If the student has more than 7 absences after the PCA, the proposed absences will be unexcused and work will not be taken for credit.

The maximum number of days a student may be absent, either excused or unexcused, from a class is seven (7) days in one school year. The exception to this policy would be extended periods of extreme illness and/or hospitalization with confirmation by an attending physician, or attending school-related activities.

### **BUILDING HOURS AND HALLWAY GUIDELINES**

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

### **BULLYING**

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

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

Dating Violence is also under the topic of Bullying. Dating Violence is defined as a pattern of behavior where a person threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner. A Dating Partner is defined as a person, regardless of gender, involved in an intimate relationship

with another person characterized by the expectation of affectionate involvement whether casual, serious, or long-term.

## **BUS RULES**

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

### **Students:**

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

### **Parents:**

1. Parents are responsible for the safety and discipline of students going to and from the bus stop.
2. Parents are urged to have their children at the bus stop five minutes ahead of time as buses operate on a time schedule. This schedule will not permit waiting for tardy students. If your bus is more than 15 minutes late, call the Transportation Department at 354-8509
3. Parents will be monetarily responsible for any damage done to a bus by their children.
4. The school does not enter disputes involving parents and students prior to pickup or after return to the bus stop.
5. Please do not discuss bus problems with the driver while he/she is on the route. This delays the schedule of the bus. Call the Transportation Department at 354-8509.

### **Discipline**

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

### **Discipline Code**

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

### **Discipline Procedure**

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

6. Major violations may result in bus/school suspensions, even if a first time violation.

### **Suspension Appeal**

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

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

### **CAFETERIA**

Our cafeteria offers a good, moderately priced menu daily. Change will not be given to students. Any change due will be put on the student's account. At the end of the year, the remaining balance will be refunded. You may pre pay for as many lunches as you wish. Please make checks payable to Bowling Green Board of Education. For all students to enjoy lunch, appropriate behavior must be observed in the cafeteria at all times. During lunch, students are under the authority of staff members who supervise the cafeteria. Supervisors will refer students to the office for serious disruptions or misbehaviors. Additionally, after the first week of each quarter, students will have assigned seats where they will eat every day. This helps to ensure a smooth lunchroom atmosphere and helps the supervisors to monitor student behavior. The following are important cafeteria rules and guidelines:

1. Enter and leave the cafeteria in an orderly fashion.
2. If you are buying food, wait courteously in the appropriate line as directed by the supervisor. Cutting in line or saving a place in line is not permitted.
3. When you have obtained your food, return to your seat and remain there. However, you may return for more food.
4. Common courtesy and good manners are always expected. Loud or boisterous behavior will not be tolerated.
5. Each student is responsible for properly disposing of his or her tray, wrappings, containers, and leftover food, and for making sure that the tables, seats, and floor in his or her area are wiped and clean.
6. Students must request permission from supervisors before they leave the cafeteria area.
7. There will be no food or drinks permitted in classrooms or hallways. Food and drink are to be consumed only in the cafeteria.

### **CARD PLAYING**

No card playing is permitted during school hours.

### **CARS**

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

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

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

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

### **CELLULAR TELEPHONE/WIRELESS COMMUNICATION DEVICES/OTHER ELECTRONIC GAMES OR TOYS**

See new Responsible Use Policy later in the handbook.

### **CLINIC USE**

The clinic is used only in an emergency. If a student is ill they are to get permission from a teacher, come to the office and call a parent on the school phone.



## **CODE OF CONDUCT FOR ATHLETES**

The Athletic Code of Conduct booklet has been prepared that is a reference guide for regulations, existing rules, and information in concerning the athletic policies and procedures of Bowling Green City Schools. This booklet is too detailed to print in its entirety in this student handbook. Each athletic coach will have a copy of the Athletic Code of Conduct and should distribute a copy to each athlete in their desired sport. Each athlete should take the time to read and know the rules as presented in the booklet. Athletes **must** be in school at least for a half day in order to participate in athletic events and/or practices.

## **CODE OF CONDUCT (GENERAL)**

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

## **COLLEGE CREDIT PLUS**

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

## **CONTROL OF BLOOD BORNE PATHOGENS**

See BOE Policy No. 8453.02

## **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASE**

See BOE Policy No. 8450

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

See BOE Policy No. 8453.

## **CREDIT FLEXIBILITY**

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

## **DRESS CODE**

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

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

## Students may not wear:

- ( Or carry) hats, coats, bandannas, headbands, sweatbands, or sunglasses to class.
- Piercings that are extreme, distracting, or present a safety hazard.
- Tank tops or muscle shirts
- Clothing that contains or promotes hate, violence, profanity, vulgar, or negative messages.
- Clothing that promotes, advertises, or relates in any way to the use of alcohol, tobacco, or drugs.
- Clothing that contains sexually explicit or implicit language or pictures.
- Biking pants without a cover-up
- Spandex clothing including leggings without a cover-up to at least fingertip length. • Tattered clothing that reveals undergarments
- Dog collars worn as jewelry.
- Spiked jewelry of any kind.
- Chains.
- Gang or cult-related clothing and/or other items.
- Hoods on sweatshirts worn up during school hours

## **DROPPING A CLASS**

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

## **DRUGS / ALCOHOL**

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

## **DRUGS / COUNTERFEIT**

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

## **EARLY DISMISSAL**

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

## **EARLY GRADUATION**

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

## **ELIGIBILITY RULES AND GRADE POINT REQUIREMENTS FOR ATHLETES**

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

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

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

These requirements may be subject to revision.

### **EMERGENCY CLOSINGS AND DELAYS**

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

### **EMERGENCY REMOVAL**

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

### **EQUAL EDUCATION OPPORTUNITY**

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

Dawn Dazell  
Human Resources Director  
419-352-3576

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

### **FIELD TRIPS**

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

### **FIRE AND TORNADO DRILLS**

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

### **GRADES**

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

## GRADES (INCOMPLETE)

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

## GRADING SCALE

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

## GRADUATION REQUIREMENTS

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

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

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

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

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

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

## **GUEST TEACHERS**

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

## **HANDBOOK UPDATES:**

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

## **HAZING**

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

## **HOMELESS STUDENTS**

See BOE Policy No. 5111.01

## **HOMEWORK POLICY – DUE TO ABSENCE FROM SCHOOL**

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

## **HONOR ROLL**

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

## **ILLEGAL ORGANIZATIONS/GANGS**

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

## **IMMUNIZATIONS**

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

## **INJURY AND ILLNESS**

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

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

## **INTERROGATION OF STUDENTS**

The school is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare

agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

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

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

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

### **LEAVING SCHOOL GROUNDS**

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

### **LOCKERS**

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

### **LOCKER LOCATIONS**

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

### **LUNCHES**

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

### **BREAKFAST AND LUNCH**

The cost for student breakfast is \$1.75. Lunch is \$2.35, including milk, \$2.55 for lunch with fries instead of the vegetable, \$2.85 for Premium Meals and \$4.00 for a 6" sub with fruit and/or milk. (High School only) Milk alone will cost 45¢. Reduced -price lunch is 40¢ and reduced- price breakfast is 30¢. Prepaying for your child's lunches is preferred, as it helps our lunch lines move faster. You may prepay for as many lunches as you wish. Checks are preferred since students may lose cash. Please make checks payable to Bowling Green Board of Education and write your child's name or student ID# on your check. You may also prepay for breakfasts. If you have more than one child, please write a note explaining how you want your funds divided. All money received will be placed on your child's account.

Our Café Enterprise system gives parents the option of paying for their child's meals online. There is a link to mySchoolBucks on our website – [www.bgcsfoodservice.com](http://www.bgcsfoodservice.com). There is no charge to the school district for this service. Parents pay a \$1.75 charge per transaction to cover costs. Payment amounts are

\$10 - \$150 per students. You may also view your child's balance and participation report online. Click on New User to set up a user name and password and get started.

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

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

### **MEALS – FREE AND REDUCED PRICES**

The Bowling Green City Schools participate in the National School Lunch Program providing free and reduced lunches to qualified students. A letter to households and the income guidelines are online at [www.bgcsfoodservice.com](http://www.bgcsfoodservice.com). Applications are available online also. **If your child received free or reduced meals last year, you must complete a new form this school year. Meals must be paid for until your application is approved.** You will receive a response within 10 business days. **Please save your notification letter to receive a waiver for school fees.** There is a random verification process each year when you may be asked to submit proof of income. Free or reduced status is good for the entire school year. There is no need to report a change in income to your school. **Directly certified students will receive a letter from the food service office within the first two weeks of August. If you do not receive a letter, you will need to apply online.**

### **MEDICATION (DISPENSING TO STUDENTS)**

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

### **NATIONAL HONOR SOCIETY**

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

- Cumulative grade point average of 3.8 by the end of first semester junior year
- Complete core courses from BGHS or an accredited school before transfer or enrollment in post-secondary classes with junior/senior academic standing
- Students must be in a diploma seeking course of study

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

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

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

### **OHIO STATE TESTS**

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

### **PARENT ACCESS**

The Parent Access allows parents to periodically check their child's academic progress and attendance. Student records are secure. Reports viewed on the system do not list student names, and records are only accessible by using the Student ID and PIN code, which students can acquire from the school guidance office.

The website is: <http://parent.bgcs.k12.oh.us/>. Please allow reasonable time for grades to be updated by each teacher. Time updates depends on the course and the nature of the assignments given. Please refer any questions about grades to the appropriate teacher.

### **PASS/FAIL COURSES**

Students may select elective classes beyond the five mandated courses per semester and take them pass/fail with Main Office approval. Students must declare that they intend to take a class pass/fail within the first fifteen school days of the class. Students may not take a core class as pass/fail. To receive passing credit for the class, the student must earn the equivalent of a C- letter grade or higher.

### **POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)**

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

### **PROMOTION, ACCELERATION, AND RETENTION**

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

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

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

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

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

### **SATURDAY SCHOOL**

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

### **SCHEDULING AND CLASS ASSIGNMENT**

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

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

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

### **SELF TRANSPORTATION TO SCHOOL**

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

### **SEXUAL HARASSMENT**

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



## **SMOKING / SMOKELESS TOBACCO POLICIES**

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

Section 3313.751 of the Ohio Revised Code prohibits pupils of any age from smoking and/or using and/or possessing tobacco in any area under the control of a school district or at any activity supervised by any school operated by a school district. Lighters/matches and candles are not permitted on school property. Students will be suspended 5 days for the first offense, 5-10 days for the second offense, and expulsion may be recommended on the second or third offense. Students may be assigned to attend Tobacco Cessation Classes provided by a medical facility and referred to law enforcement authorities.

## **SPORTSMANSHIP**

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

### **Coaches**

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

### **Players**

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

### **Parent and Student Fans**

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

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

## **STUDENTS AS ADULTS**

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

## **STUDENT FEES AND FINES**

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

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

## **STUDENT FUND-RAISING**

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

## **STUDENT IDENTIFICATION CARDS**

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

## **STUDENT MARRIAGE AND PREGNANCY**

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

## **STUDENT RECORDS**

Notification rights under FERPA

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

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

## **Directory Information**

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

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

## **STUDENT RESPONSIBILITIES**

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

## **STUDENT SPEECH**

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

## **STUDENT VISITORS**

### **A. During School**

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

## **B. During Dances and/or Extracurricular Activities**

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

## **STUDENT WELL BEING**

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

## **STUDENTS WITH DISABILITIES**

See BOE Policy No. 2460

## **SURVEILLANCE CAMERAS**

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

## **SUSPENSION**

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

In-School Suspension (ISS) Supervised In-School Suspension Program housed within the district for non-violent infractions. Students report to school during this suspension and receive credit for schoolwork during this time. Students who fail to follow the rules of this program will be removed and will have the suspension reverted to an out of school suspension with no make-up work privileges.

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

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

## **TARDINESS**

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

## **Accumulation of Tardies**

- 6 or more-Saturday School
- 12 or more-2 Saturday Schools
- 18 or more-1 day of ISS
- 24 or more-2 days of ISS
- 30 or more-3 days of ISS

## **TELEPHONES**

Only school business calls should be made on the office phones. Teacher permission must be obtained to use phones. Cell phones are not to be used during school hours and will be confiscated with disciplinary action. During tests and other evaluations students using cell phones will be charged with an academic integrity violation and appropriate action will be taken.

## **TEXTBOOKS**

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

## **TRANSCRIPTS**

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

## **WITHDRAWL/TRANSFER FROM SCHOOL**

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

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

## **WITHHOLDING GRADES**

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

## **WORK PERMITS**

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

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

## **ZERO TOLERANCE**

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

# **BOWLING GREEN HIGH SCHOOL CODE OF CONDUCT**

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

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

## **SCOPE OF JURISDICTION:**

- During regular school hours;
- On the school bus or other transportation sanctioned by the school district;
- At times and places where the principal or other school official has jurisdiction over the students;
- During district and/or school-sponsored events;
- When going to and from school;

- During other activities associated with the school;
- With respect to any misconduct toward any school employee or damage to his/her property, whether on or off school premises;
- On school property 24 hours per day

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

### **DUE PROCESS RIGHTS**

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

#### **STUDENT:**

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

#### **PARENT:**

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

## **LEVEL 3 ASSIGNMENT OF CONSEQUENCES**

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

- Suspension up to 10 days
- Recommendation for expulsion
- Police Notification
- Charges filed in Juvenile Court
- In School Suspension
- Counseling
- Restitution

1. **Drugs:** Using, selling, purchasing, distributing, possessing, or attempting to possess mood altering chemicals or substances, (including counterfeit or look-alike substances); narcotics, prescription and non-prescription drugs, controlled substances, alcoholic beverages, intoxicants and/or paraphernalia.
2. **Inflicting bodily harm;** striking with a weapon with the intent to harm.
3. **Bomb Threat or False Alarms:** Making a knowingly false statement regarding the possession or location of explosives or incendiary material, activating the fire alarm system, or making false "911" calls.
4. **Breaking and Entering:** Breaking into and/or entering any school building, facility, office, room, storage space, or other enclosure without authority to do so.
5. **Explosive Device:** Using, possessing, attempting to possess, brandishing or concealing any destructive device which includes but is not limited to, any explosive, incendiary, or poisonous gas, bomb, grenade, mine, missile, rocket or device similar to any of the devices described above.
6. **Firearm/Dangerous Weapon:** Using, possessing, attempting to possess, brandishing or concealing any weapon (including a starter gun) which can expel a projectile; or any destructive device or dangerous weapon or look alike. A definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle.
7. **Unauthorized Touching:** Inflicting or attempting to inflict bodily harm; striking with a weapon or object with the intent to harm.

8. Sexual Offense: Raping, molesting, or sexually assaulting another. Other behavior not specifically described in the policy.
9. Unauthorized use of fire: Utilizing unauthorized fire, smoke or explosives which present a risk of danger to life or property.
10. Vandalism: To cause or to attempt to cause or destroy, damage, or deface school or private property in a willful or malicious manner.
11. Terroristic Threat: Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.
12. Other: Any behavior not specifically described in policy or patterns of misconduct

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

- Suspension 3- 10 days
- Recommendation for expulsion
- Police Notification
- Charges filed in Juvenile Court
- In School Suspension
- Counseling
- Saturday School
- Restitution
- Detention

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

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

- Verbal Reprimand
- Notification to parents
- Student mediation contracts
- Detentions
- Separation from peers
- Denial of school privileges
- Counselor Referral
- Saturday School
- In School Suspension

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

### **SEARCH AND SEIZURE**

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

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



# **BOWLING GREEN CITY SCHOOL DISTRICT**

## **RESPONSIBLE USE POLICY FOR TECHNOLOGY AND NETWORK USE**

Technology tools and resources profoundly influence education, the work place, and everyday life. Users of technology are challenged with discerning appropriate boundaries of use and recognizing potential risks of constantly emerging technologies. It is the Bowling Green City School District's intention to provide a framework of digital citizenship by which all technology users within the District will co-exist. This document establishes a standard of expected behavior of good digital citizens.

### **ELEMENTS OF DIGITAL CITIZENSHIP**

#### *I. Guiding Question: Does your behavior represent good work ethic and productivity?*

##### **A. Identify appropriate uses of technology**

- **School Work.** Use of devices, network, and services is for school work and school-related purposes only. Students in grades 6-12 may use a personally owned device for school work as authorized by staff. All technology use is monitored and no privacy should be assumed. The District owns all data on the network and provided services.
- **Personal.** Use of school devices, network, or services for entertainment or social purposes is prohibited. Use of school technology resources for political, religious, or commercial purposes is strictly forbidden.
- **Separate work and personal.** BGCS staff and students are expected to use District provided and authorized accounts and services for school work and personal accounts for personal activities. Staff should limit online communication/interaction with students to BGCS provided or authorized services.
- **Access appropriate material.** While Internet access in District schools is filtered, it is possible that users might access inappropriate material deliberately or by accident. Users may not create, access, distribute or share information about unsuitable material. If a student encounters questionable material, he/she should exit the material and report the incident to the teacher.
- **Students should only use technology under teacher supervision.**

#### *II. Guiding Question: Does your behavior diminish technology resources for other users in the District community?*

##### **A. Care for technology resources**

- **Leave resources in good working condition for next user.**
- **Report technical problems to teacher or Helpdesk so that problems can be fixed.**
- **Avoid any behavior that interferes with the operation of school technology and network services.** Disconnecting, changing configurations, hacking, breaking, mishandling, or other alterations will be viewed as vandalism.
- **Users must report any misuse of technology to a teacher or administrator.**

##### **B. Conserve resources**

- **Bandwidth.** Our Internet and network bandwidth is shared among nearly 3500 users. Video, audio, games, and animations consume a large amount of bandwidth, limiting network and Internet speed for other users. Use only what is needed for educational purposes.
- **Server space.** Users have plenty of server space to store their school work. Only store files necessary to do your work and clean out obsolete files. Users may not store anything that is not directly related to their school work on school drives or school-provided services.
- **Consumables.** Please do not waste consumables (paper, ink, etc.). Create, edit, submit, and present electronically when possible. Only print portions needed and final products. Printing and copying is limited to school work. Personal use of school resources is not permitted.
- **Energy.** Turn off equipment when it will not be used again that day.



*III. Guiding Question: Does your product improve knowledge and understanding?*

A. Create responsibly

- Be sure projects and presentations shared with your classmates and with others in the online community contain well-documented, well-researched, accurate, and reliable information that is cited when appropriate.
- Proudly cite the work you have relied upon from other authors to build your knowledge base.
- Learn the difference between synthesizing from others' work and plagiarism. Never plagiarize.
- When publishing your own work online, include your first name, the date, and your grade level. When others find your work online they will know how to evaluate and cite it.

B. Communicate and collaborate effectively

- Use technology to collaborate in solving problems and creating products.
- Use technology as a tool whenever possible to create a polished, effective product.
- Keep in mind your potential audience (online or in-school communities) and purpose (to inform, to persuade, etc.).
- Communicate professionally using proper grammar, spelling, content and tone with classmates and staff.

C. Teach each other

- Remember that the work you learn, create, and share with others is more than "just a project"; it is a contribution to the body of knowledge from which the in-school and online community can learn and pass along.

*IV. Guiding Questions: Does your conduct impact the safety, security or reputation of yourself and others? Is your behavior honest and legal?*

A. Safety

- Keep private or personal information offline.
- Be careful how you present yourself online. What you post may be viewed by anyone, including potential employers, etc.
- Treat others with kindness and respect.
- Protect yours and others' personal and professional reputations. High standards of online manner and conduct are expected from all users. Users should refrain from any behavior/activities that would reflect negatively on themselves, others and/or the District.
- Create a positive environment. Bullying, harassment, intimidation, tricking, or any behavior which disrupts a safe and positive learning/working environment is strictly prohibited. Report abusive behavior to a teacher or administrator.
- Students will participate in Internet safety instruction integrated into the district's instructional program in grades K-12.

B. Security

- Protect your network accounts. Do not share usernames or passwords; do not leave an account unattended or allow others to use it. Always choose the sign out / log off links instead of just closing windows.
- Create secure passwords with letters, numbers, and special characters.
- Only access your accounts and network locations. You may not use or access others' accounts. Do not access, modify, forward, or delete files created by another user without their permission.
- Be watchful to prevent viruses, spyware, and other malware from infecting the computer/network.
- Privacy of email or any electronic communication is not guaranteed and may become public information.
- Users are responsible for maintaining security of student information and other personally identifiable data and for upholding FERPA (20 U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations regardless of how information is accessed, transmitted, or stored.

C. Law and Ethics

- Users are responsible for following District rules and guidelines and state and federal law in their use of technology.
- Users will respect the ownership rights of work, ideas, or products and comply with plagiarism, copyright, and/or piracy laws. No illegal copying is permitted. Citing sources of information is expected.
- Users will not use technology devices for any type of academic dishonesty.

PLACE / TIME OF DEVICE USE	PERMITTED?
Classrooms	Staff discretion
Restrooms, Locker Rooms, Changing Rooms (real or make-shift)	No
Middle School Hallways / Class Change or Hall Pass	No
Middle School Cafeteria / Breakfast, Lunch	No
High School Hallways / Class Change or Hall Pass	Yes (no ear-buds/headphones)
High School Cafeteria / Breakfast, Lunch	Yes (no ear-buds/headphones)
School sponsored extra-curricular	Staff discretion
School buses or other transport	Staff discretion
During State Assessments	No - leave device in locker

## **BGHS SCHEDULE**

### **MONDAY, TUESDAY, AND FRIDAY SCHEDULE**

Period 1

7:50-8:37

Period 2	8:41-9:28
Period 3	9:32-10:19
Period 4	10:23-11:10
Lunch A	11:10-11:40
<b>Period 5 for Lunch A</b>	<b>11:44-12:50</b>
Lunch B	11:45-12:15
Period 5 for Lunch B	11:14-11:45 and 12:15-12:50
Lunch C	12:20-12:50
Period 5 for Lunch C	11:14-12:20
Period 6	12:54-1:41
Period 7	1:45-2:32

### **WEDNESDAY (ODD NUMBERED PERIODS) SCHEDULE**

Period 1	7:50-9:20
Academic Assist	9:25-9:55
Period 3	10:00-10:52
Lunch A	10:52-11:22
Period 5 for Lunch A	11:25-12:57
Lunch B	11:42-12:12
Period 5 for Lunch B	10:57-11:42 and 12:12-12:57
Lunch C	12:27-12:57
Period 5 for Lunch C	10:57-12:27
Period 7	1:02-2:32

### **THURSDAY (EVEN NUMBERED PERIODS) SCHEDULE**

Period 2	7:50-9:20
Academic assist	9:25-9:55
Period 3	10:00-10:52
Lunch A	10:52-11:22
Period 4 for Lunch A	11:25-12:57
Lunch B	11:42-12:12
Period 4 for Lunch B	10:57-11:42 & 12:12-12:57
Lunch C	12:27-12:57
Period 4 for Lunch C	10:57-12:27
Period 6	1:02-2:32

### **2 Hour Delay Schedule**

#### **Monday, Tuesday, and Friday**

Period 1	9:50-10:17
Period 2	10:21-10:48
Period 3	10:52-11:19
Period 4	11:23-11:50
Lunch A	11:50-12:20

Period 5 for Lunch A	12:24-1:30
Lunch B	12:25-12:55
Period 5 for Lunch B	11:54-12:25 and 12:55-1:30
Lunch C	1:00-1:30
Period 5 for Lunch C	11:54-1:00
Period 6	1:34-2:01
Period 7	2:05-2:32

**2 Hour Delay Schedule**  
**WEDNESDAY AND THURSDAY**

Period 1/2	9:50-10:50
Academic Assist	10:50-11:20
Period 3	11:25-11:55
Lunch A	11:55-12:25
Period 4/5 for Lunch A	12:27-1:27
Lunch B	12:30-1:00
Period 4/5 for Lunch B	11:58-12:30 and 1:00-1:27
Lunch C	1:00-1:30
Period 4/5 for Lunch C	12:00-1:00
Period 6/7	1:32-2:32

**INSERT**

**BOWLING GREEN CITY SCHOOLS**  
**Student / Teacher Calendar 2021-2022**









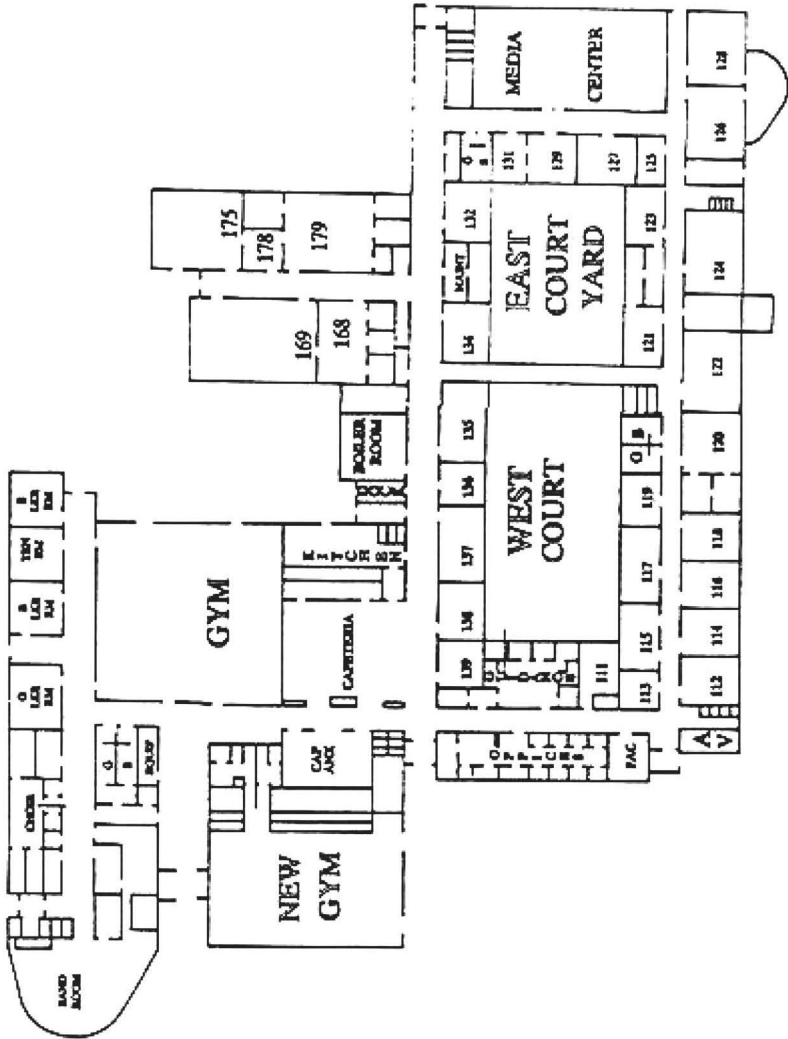


**BGHS ALMA MATER**

Hail to thee old high school

Our dear ole' high school

Scarlet and the gray  
 Fair to us above all others  
 Homage now we pay  
 Song of love and loyalty  
 Now we raise to thee



## **FIRST FLOOR**

**SECOND FLOOR**

