

Bristol High School

Student Handbook

2018-2019

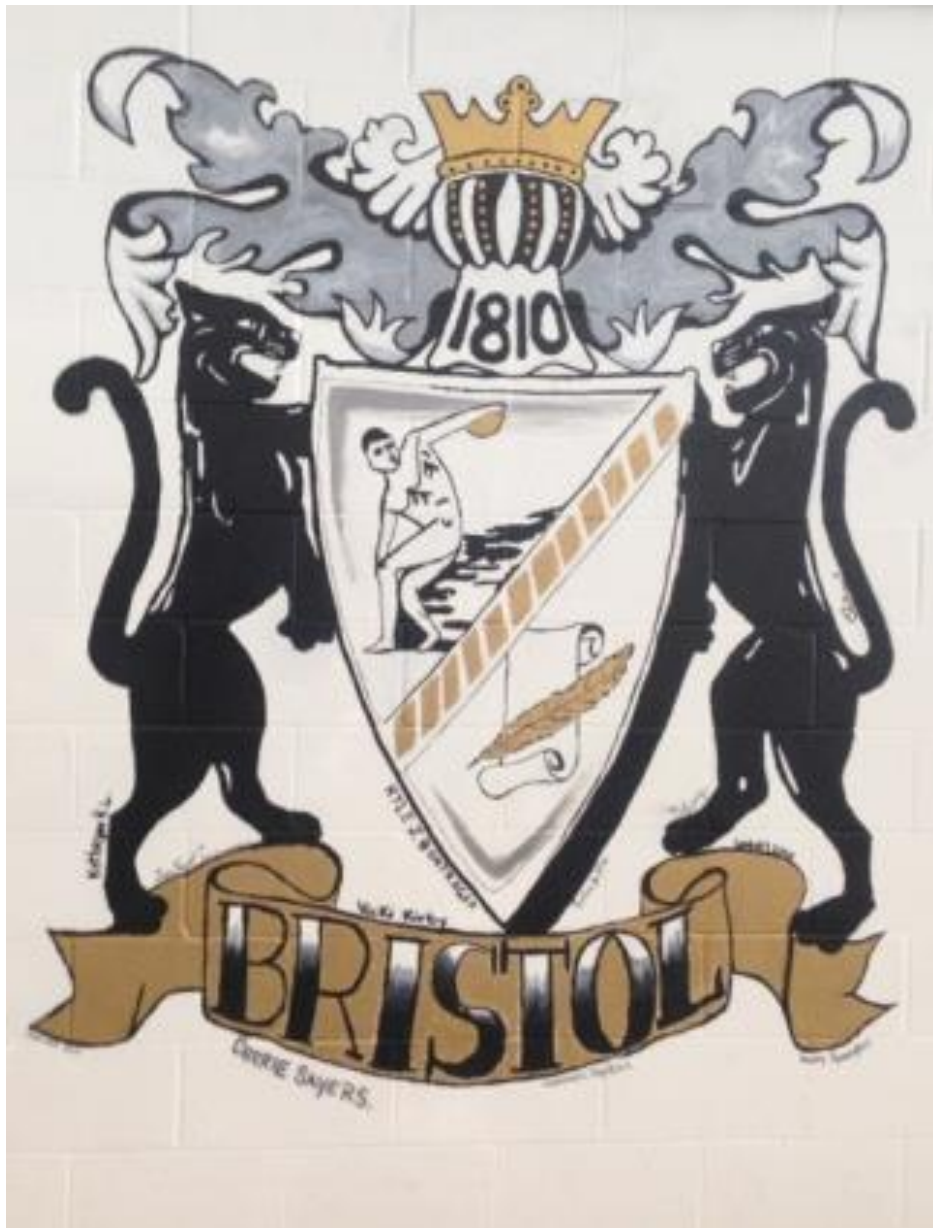


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**STUDENT FEES FOR
WORKBOOKS, SUPPLIES AND MATERIALS**

The following courses will require additional costs for workbooks, supplies and use of materials. Students will be informed of the costs at the start for the academic year.

Art Fee 9 – 12.....	\$15.00
Art Fee 7 – 8	\$7.50
Industrial Tech	\$20.00 plus material
Computer 9 – 12	\$10.00
Computer 7 – 8	\$5.00

PLEASE NOTE: Prices of workbooks and fees will be announced by your individual teachers.

BRISTOL LOCAL SCHOOL

School Calendar

2018-2019

August 14th, 2018	Tuesday	Floating Teacher Inservice Day
August 15-16, 2018	Wednesday & Thursday	Teacher Inservice Days
August 20, 2018	Monday	Students' First Day
September 3, 2018	Monday	Labor day / NO SCHOOL
October 11, 2018	Thursday	Early Dismissal - HS 1:10 Elem 1:50
Parent Conferences - HS 2:00-8:30 Elem 3:00-9:30		
October 12, 2018	Friday	NEOEA Day/No School
October 22, 2018	Monday	End 1st Nine weeks
October 26, 2018	Friday	Early Dismissal - HS 11:50 Elem 12:30
November 21, 22, & 23, 2018	Wed.,Thurs. & Friday	NO SCHOOL Thanksgiving Break
December 20 - January 1		NO SCHOOL Winter Break
January 9, 2019	Wednesday	End 2nd Nine Weeks
January 11, 2019	Friday	Early Dismissal - HS 11:50 Elem 12:30
January 21, 2019	Monday	Martin Luther King Day NO SCHOOL
February 14, 2019	Thursday	Early Dismissal - HS 1:10 Elem 1:50
Parent Conferences - HS 2:00-8:30 Elem 3:00-9:30		
February 15, 2019	Friday	NO SCHOOL
February 18, 2019	Monday	Presidents' Day NO SCHOOL
February 19 - February 22	Tuesday - Friday	Kindergarten Registration 10 A.M. - 2 P.M.
March 14, 2019	Thursday	End 3rd Nine weeks
March 15, 2019	Friday	Early Dismissal - HS 11:50 Elem 12:30
April 19 & 22, 2019	Friday & Monday	NO SCHOOL - Spring Break
April 25, 2019	Thursday	Kindergarten Screening
May 16, 2019	Thursday	Tentative Senior Last Day
May 21, 2019	Tuesday	Last Day for Students
Early Dismissal - HS 11:50 Elem 12:30		
May 22, 2019	Wednesday	Teacher Inservice - Last Day
May 24, 2019	Friday	Graduation 7:00 PM
May 27, 2019	Monday	Memorial Day
May 22 - May 29, 2019		Calamity Day Make Up - If needed
May 30, 2019	Thursday	Calamity Teacher Inservice - If needed

Adopted 2/14/18

BRISTOL HIGH SCHOOL
1845 GREENVILLE RD. N.W.
P.O. BOX 260
BRISTOLVILLE, OHIO 44402

Welcome to Bristol High School and a new school year. The staff and I want your school year to be happy and positive and we will do our best to create this type of school climate. With your help, we can.

To benefit from the many opportunities available at Bristol High School, approach each day with the necessary motivation and determination to do your best. With this attitude in mind, you will realize and receive the best education you are capable of attaining.

Students of Ohio's high schools have many new and challenging opportunities that will affect their future. Open Enrollment, Post-Secondary Enrollment Options, mentorship programs, business partners, and the AIR proficiency and end of course exams.

The administration and staff at Bristol High School are dedicated to the pursuit of excellence in all phases of our school program. We nurture an academic atmosphere, but also realize clubs, service organizations, and athletics have an important role in your total educational experience. We encourage you to participate in one or more of these extra-curricular activities.

While we have a student code of conduct established for the benefit of all students, it is our belief that students should have learned proper behavior by the time they enter our building and we expect them to conduct themselves accordingly while at Bristol High School.

This handbook has been carefully prepared to help you become acquainted with your school. Please read it thoroughly and carefully so you will be fully informed of your privileges and responsibilities.

On behalf of the entire staff at Bristol High School, I extend to you our best wishes for a successful school year. May it be both enjoyable and rewarding for you.

Have a good year!

Timothy Fairfield

Bristol High School Principal

OUR SCHOOL'S HISTORY

In 1803, Alford Wolcott, a surveyor for the Connecticut Land Company, received a parcel of land as payment for surveying an area in Trumbull County of the Western Reserve. On this land he erected a building and named the township Bristol in honor of his former home in Bristol, Connecticut.

In the next five years, many pioneer families moved from the East Coast to the area. The people recognized the need for schooling for their children; therefore, the first school was started in 1810. The first school house was made of logs. Its light came from the sun shining through small windows of greased paper.

As the township grew, several one-room schoolhouses dotted the township area. Near the end of the nineteenth century, a limited program of secondary education was added; the first students graduated in 1888. Centralization of township school facilities came in 1915 and has continued as such to the present time.

In July 1988, a merger occurred with the Farmington Local School District, which added an additional building and 400 students to the Bristol Local School District. Today a full comprehensive elementary, middle and high school are provided for its pupils.

BOARD OF EDUCATION PHILOSOPHY

The Bristol Local School System exists to meet the needs of the pupils and the needs of society. Hence the needs of pupils and the needs of society become the center about which the school functions.

Pupils have common as well as individual needs. The district is responsible for ascertaining and meeting these needs. The personality of the pupil is to be respected, but such respect must be conditioned by the ideals of this democratic society of which he/she is a part. Learning is an active and passive process. The student learns most readily through participation. Individuals differ in interests, abilities, aptitudes, and learning styles, and insofar as possible, the district makes provisions for these differences.

The curriculum includes all the experiences, which the district provides for the growth of the student. The content of the curriculum is developed by studying the needs of the individual and society. The curriculum shall be dynamic and flexible and continually strives for improvement.

As a general statement of philosophy, the Board of Education encourages research experimentation, and innovation.

The student is the primary person in the school system and the principle party in the learning process. The student is expected to be actively involved in their learning.

The teacher is the most important factor in the teaching process. He/she shall have appropriate academic and professional training and a genuine concern for students. The teacher is of excellent character, high ideals, dynamic personality and shall evidence a spirit of service. Teachers are encouraged to be active participants in the community.

The district, as a whole, shall be united, friendly, lively, and sensitive to the needs of its pupils and community. The district provides training in basic skills, problem solving, citizenship, personal adjustment, and career education. The goal of the district is to help each child develop into a critically thinking citizen who can act independently at an optimum level within the bounds of socially accepted criteria.

The Board of Education recognizes the value of continuing education to improve the quality of instruction and to promote the professional growth of its staff through appropriate means; which may include, but not limited to, in-service programs, staff meetings, graduate study, workshops, local area meetings, and visitations to other schools. Beneficial human and physical resources of the community and region may be used in appropriate circumstances to enhance the instructional program.

BRISTOL HIGH SCHOOL PHILOSOPHY AND OBJECTIVES

It is our belief that we have a privilege and responsibility to guide our students towards becoming productive citizens now and in the challenging world of the future. We also want you to be college and career ready. Our objectives, therefore, must be directed toward the following aims:

1. To provide a curriculum that allows individual growth development. Such a curriculum should challenge the students in all areas of school life.
2. To provide the opportunity to test vocational skills or to provide guidance toward vocational training.
3. To provide the best possible instruction by availing ourselves of opportunities to enrich ourselves intellectually.
4. To keep abreast in current thought concerning youth's needs and to weigh carefully what procedures should be accepted to meet those needs.
5. To study critically new educational trends as part of a changing society and to be willing, after careful study, to accept the changes that will benefit the student.
6. To provide our students with well-developed programs of both individual guidance and group guidance, including the identification of employment needs and assist pupil's placement in these areas.
7. To provide the physical classroom environment that will stimulate the students to learn.
8. To cooperate with community organizations whose aim is to provide educational strength for our students.
9. To provide effective library services and instructional materials for all students.
10. To accept radio, television, audio-visual materials, and other technical aids as means of contributing to the efficiency, depth, and variety of teaching and learning.
11. To be knowledgeable about our school community and to seek the cooperation of the home represented to our school by keeping these homes well informed about the school's curriculum and its activities.
12. To be aware of the physical well-being of our students and to provide the necessary assistance in helping those students whose physical being may interfere with their abilities to learn.
13. To provide an adequate program geared toward building strong bodies as well as alert minds.
14. To offer individual counseling that would provide the student with an awareness of the various educational occupational opportunities offered through the Trumbull County Career and Technical Center.
15. To provide well-balanced extra-curricular programs which will enable students to develop social interactions, to gain valuable leadership experience, and to develop various fields of student interests.
16. To develop, in pupils, an understanding of community and world-wide problems and responsibilities so that they will have an intelligent understanding and sincere appreciation of American citizenship responsibilities.
17. To help students develop respect for other persons, to gain insight into ethical values and principles, and to be able to live and work cooperatively with others.
18. To keep ever before us the knowledge that a school is not stronger than its administration and staff, to maintain an "esprit de corps" that challenges and optimism that will not quit.
19. To provide students the opportunity to participate in the aesthetic appreciation of music and the arts.

OHIO EDUCATIONAL LAW

Ohio Law (O.R.C. 331 3.20) recognizes the right and obligation of the Board of Education to adopt rules regulating the behavior of pupils. Other laws have been enacted to assist in maintenance of order and the enforcement of school rules:

1. Compulsory Attendance - O.R.C. 3321 states that prompt and regular attendance is mandatory:
 - a. "A child between six and eighteen years of age is of compulsory school age . . ."who is not employed under an Age and Schooling Certificate and who has not determined to be incapable of profiting substantially by further instruction, must send such child to a school, which conforms to the minimum standards prescribed by the State Board of Education for the full time the school is in session."
2. Vandalism, Assault of School Employees, Officials Off School Property - P.R.C. 69-02 states:
 - a. ". . . any conduct away from school which has a detrimental effort on school discipline and welfare may come within the scope of the school's authority.
3. Liability of Parents for Vandalism - O.R.C. 3109-09 **makes parents liable for acts of destruction committed by their children:**

". . . any owner of property is entitled to maintain an action to recover compensatory damages in a civil action in an amount not to exceed two thousand dollars and cost of suit in a court of competent jurisdiction from the parents, having custody and control of a minor under the age of eighteen years, who willfully damages property belonging to such owner, . .
4. Liability of Parents for Assault - O.R.C. 3109.1 0 makes parents liable:

". . . in an amount not to exceed two thousand dollars and costs . . . in cases where their children commit a..... willful and malicious assault..... by means of force or likely to produce great bodily harm . . ."
5. Delinquent Child- O.R.C 21 51 defines a delinquent child as:
 - a. ". . . any child who violates any law of this state, the United States, or an ordinance or regulation of a political subdivision of the state, which would be a crime if committed by an adult, except as provided in Section 2151.021 of the O.R.C.;
 - b. ". . . who violates any lawful order of the courts made under this chapter.'
6. Unruly Child - O.R.C 21 51.022 defines an unruly child as ". . . any child:
 - a. who does not subject himself to the reasonable control of his parents, teachers, guardian or custodian, by reason of being wayward or habitually disobedient;
 - b. who is habitually truant from school;
 - c. who departs himself as to injure or endanger the morals or health of himself or others.

ATTENDANCE AND ABSENTEEISM POLICY

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session or during the attendance sessions to which he/she has been assigned.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or an adult student who has been absent from school or from class for any reason, a (**written**) statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Repeated infractions of Board policy on attendance may result in suspension or expulsion.

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

1. personal illness (a written physician's statement verifying the illness may be required)
2. illness in the family necessitating the presence of the child
3. quarantine of the home
4. death in the family
5. necessary work at home due to absence or incapacity of parent(se)/guardian(s)
6. observance or celebration of a bona fide religious holiday
7. out-of-state travel (up to a maximum of four (4) days per school year) to participate in a District approved enrichment or extracurricular activity (Any classroom assignment missed due to the absence shall be completed by the student)
8. such good cause as may be acceptable to the Superintendent
9. medically necessary leave in accordance with Policy 5751
10. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725.

Definitions

Absence means failure of a student to report to school or class when assigned for instruction.

Early Dismissal means a parent/guardian request for a student to leave school due to an excusable reason.

Early Release means only students approved in a work-study program will be granted permission for dismissal from school for the purpose of work.

Extended Chronic Illness means a period of **certified** absences of fifteen (15) consecutive days caused by a medical problem which has been confirmed in writing by a student's physician. The school will arrange for alternative educational instruction to take place in the home at no cost to the parent/guardian.

Tardiness to School means arrival to school after its official designated starting time.

Tardiness to Class means arrival to a scheduled class after its official designated starting time. The bell schedule or an individual teacher's classroom policy may extend this definition.

Truancy means being absent without excuse or having an excusable reason.

Truant is any student who is absent from school or class without expressed knowledge and/or permission

from a parent/guardian or school official. Five (5) minutes or longer from a class will classify the student as truant.

Unexcused Absence means any absence that does not meet standards as defined by Section 3301.51.13 of the Ohio Administrative Code and/or any absence that is not preceded by notification on the day(s) of absence and followed by a written excuse from a parent/guardian within a twenty-four (24) hour period after the student returns to school

Excused Absence means any absence that does not meet standards as defined by Section 3301.51.13 of the Ohio Administrative Code but is followed by a written excuse from a parent/guardian within a twenty-four (24) hour period after the student returns to school.

Certified Absence means any absence that does meet the standards as defined by Section 3301.51.13 of the Ohio Administrative Code and is followed by a written excuse by an official person (i.e. doctor, judge, etc.) within a twenty-four (24) hour period after the student returns to school.

Habitual Truancy

The State of Ohio has implemented new legislation that will take effect for the 2017-18 school year regarding students who are habitual truancy. A child is designated as “habitually truant” when he/she reaches any of the following levels of absenteeism:

- Thirty (30) or more consecutive hours. (Approximately five days).
- Forty two (42) or more hours in a school month. (Approximately seven days in a one month period.)
- Seventy two (72) or more hours in a year (Approximately twelve days.)

The school is to notify you with seven (7) working days if your child becomes habitually truancy. You will be invited to participate in a truancy intervention team meeting to address the cause of your child’s absenteeism and a truancy intervention plan will be written. The plan will be monitored for sixty (60) days.

The school will file a court complaint on the sixty first (61st) day of implementation of the truancy intervention plan if all of the following apply:

- The student was absent without legitimate excuse from the public school for 30 or more consecutive hours, 42 or more hours in one school month or 72 or more hours in a school year.
- The school has made meaningful attempts to re-engage the student through the absence intervention plan or other intervention strategies and any offered alternatives to adjudication.
- The student has refused to participate in or failed to make satisfactory progress on the plan.

Vacation – Parents are encouraged to schedule vacations during periods when school is not in session. We understand that is not always possible. A student must inform the office 2 weeks in advance of any period of vacation. At the discretion of the principal; up to 5 (five) school days may be excused for vacation. Any additional days beyond 5(five) will be considered unexcused. It is the students responsibility to secure work to be done while on vacation. Any work and or tests and quizzes missed while on vacation shall be made up and or turned in the day the student returns to school.

STUDENT TARDINESS

Students arriving late to school after 7:48 should first report to the High School Office before going to their locker.

Students need to provide a written excuse from their parent/guardian for their tardiness. Failure to do so will result in an unexcused tardy. A student will have 24 hours to submit written excuse for his/her tardy. A student will have 48 hours to submit a medical confirmation for a tardy.

The following are legally acceptable reasons for tardiness:

1. personal illness
2. serious illness in family
3. death in the family
4. medical appointment
5. emergency family situation (explanation required)

Tardy—All excuses not meeting the above standards will be declared unexcused.

The classroom teacher will treat all excused tardiness as an excused absence. A student will be permitted to arrive late to school on three occasions during a semester without penalty. On the fourth tardiness in the semester, a detention penalty will be assigned. As additional tardies accumulate the punishments will become harsher. The exception to this policy will be for confirmed medical appointments. If principal feels it is necessary a referral will be made to the County Attendance Officer.

Tardiness to school will impact upon a student losing credit in a class due to excessive absences (see Attendance Policy).

Tardiness to class: arrival to class after the late bell sounds for the beginning of class. **INDIVIDUAL TEACHER POLICIES EXTEND BEYOND THIS DEFINITION.** The classroom teacher (note classroom violation Rule C) will handle tardiness.

If a student has been detained in the office or by a teacher causing the student to report to the next period after the tardy bell has sounded, the student should ask for a pass from the teacher who detained him/her.

Class changes: a four-minute interval is provided for students to pass from one class period to another. The time provided is more than sufficient to adequately allow for the changing of classes. It does not provide time for loitering. A five-minute passing interval is allotted between lunch periods.

Late to school: arriving after the official start of school until 8:45A.M.

One half-day absence: missing 3 hours and 30 minutes of the school day.

Full day absences: missing more than 3 hours 30 minutes.

STUDENTS and ATHLETES must be in attendance for ½ day in order to participate or attend any after school or extra-curricular activity. The half day absence must be excused for participation to occur. If a student is unexcused she/he may be denied the privilege of participating or attending extra-curricular activities.

EARLY DISMISSAL FROM SCHOOL

On occasion there are legitimate reasons for requesting to leave school early. Students are to obtain an early dismissal slip from the attendance office upon arriving at school. An early dismissal request must have the following:

1. a stated reason for leaving school;
2. the time necessary to leave school;
3. a phone number where a parent may be contacted;
4. the parent's signature.

The student's name will be placed upon the daily attendance sheet giving the time for the early dismissal.

All early dismissal resulting from medical appointments will require a note from the physician's office.

A student will not be permitted to leave school premises early without a written permit from the parents.

In cases of emergency the school must contact a parent/guardian or other AUTHORIZED PERSON noted on the student's Emergency Medical Authorization Form. The school has no legal authority to dismiss a student except to persons duly authorized on the Emergency Medical Authorization Form. All students are required to have filed with the high school office an Emergency Medical Authorization Form within the first two weeks of the current school year.

COLLEGE VISITATION

COLLEGE VISITATION: with parent, guardian, family or school official. A student with junior status shall be granted one (1) college visitation day; a student with senior status shall be granted two (2) college visitation days. Both juniors and seniors must meet the following conditions:

1. A letter of request must be submitted and approved by an administrator at least 24 hours in advance.
2. Students must have a 2.0 or higher cumulative grade point average;
3. The student's current grades in English must be satisfactory;
4. The student must present evidence of attendance to the high school office upon their return to school.

An absence due to a college visitation will be considered an excused absence and so noted on the student's attendance record.

CODE OF CONDUCT

Board of Education Policy in Compliance with Ohio Law 3313.661

The Board and Administration recognize their obligation to all students and adults of Bristol and Farmington Townships. Therefore, pupils who will not apply themselves and who hinder the efforts of others shall be dealt with accordingly. Discipline problems with no physical basis for undesirable behavior will not be tolerated when interrupting the education of other students. Good and sound discipline is an objective in promoting academic success.

EIGHTEEN YEAR OLD STUDENTS

Eighteen year old students are required to follow all policies and procedures adopted by the Bristol Local Schools Board of Education.

Points To Keep In Mind With Regard To Misconduct

1. Every attempt shall be made to be as fair as possible, as well as firm as possible.
2. Self-discipline is something we must all learn. It is perhaps the most important.
3. The administration and teachers do not punish students when they show improper conduct. They only take corrective action in holding undesirable behavior accountable so as not to interfere with the education of others.
4. A constant effort will be made to keep a few students from giving the entire student body a negative image and poor reputation.
5. Please note that this Local Board adopted policy is in compliance with Ohio Law 331 3.661.
6. All possible misconduct could not possibly be listed. In other cases of misconduct the corrective action taken will relate as closely as possible to the offense.
7. Rules and regulations defining every type of pupil behavior are neither practical nor possible. Students are expected to behave and obey school rules, regulations, and procedures, and to practice good citizenship at all times in school and school-related extracurricular activities and will be suspended or expelled for misconduct engaged in a way from board-owned property if the misconduct is related to activities.
8. In order to provide an efficient school, a certain level of student discipline is necessary in providing this environment; we feel that rules and regulations can act as a positive guide.
9. The violations involve corrective action for one school year at a time except in expulsion cases. Truancy offenses are cumulative throughout the student's school career.
10. Parents are to be notified whenever possible of serious or repetitive infractions.
11. Repetitive infractions of school rules and regulations may result in eliminating steps to expulsion.
12. The Board of Education will suspend or expel students from school for misconduct directed at board employees or their property, regardless of where misconduct occurs.

CODE OF CONDUCT

A. POLICY

In order to ensure an environment that is conducive to the educational process, students are expected to act and behave accordingly. The following conduct code specifies the expectations for Bristol students.

1.0 - There is no division of authority among members of the school faculty and staff. All teachers and support staff have authority over students. All teachers have legal authorization to reprimand or correct misbehaving students at any time or any place during the school day or school activity. Teachers, according to state law, also have authority over students to and from school.

2.0 - Failure to comply with rules and regulations of Bristol Middle or High School will result in disciplinary action. This may be in the form of oral reprimand, referrals, conferences, detention after school, removal from class not to exceed 24 hours, denial of participation, behavioral contracts, emergency removal from school, Saturday morning, out-of-school suspension, court referrals and/or recommendation for expulsion to the superintendent of school.

2.1 - **Detention** is an extension of the school day. It is a means of correction for improper behavior or a penalty for minor violations of school rules and regulations. Detentions are held Monday, Wednesday, and Thursday evenings from 2:30-3:10 p.m., or on Tuesday and Friday mornings from 7:00-7:40 a.m. Study materials are to be brought to detention. Students arriving late to detention (after three minutes) will not be permitted to enter and will be considered

truant. Failure to attend detention will result in being assigned Saturday School for the number of detentions not served.

2.2 – Saturday morning: Certain infractions as per policy will require students to serve Saturday morning. Saturday School is an alternative for students who would have otherwise been suspended out-of-school, to have the opportunity to remain in classes and keep abreast of their assignments. It is the intent of the Saturday School Program to promote an academic setting for all students at Bristol High School while obtaining the desirable behavioral modifications within our classrooms, and within the framework of the normal school day. Failure to attend an assigned Saturday School or causing a disruption in Saturday School will result in the following:

1st offense: 1 day out of school suspension

2nd offense: 3 day out of school suspension.

3rd offense: 5 day out of school suspension

4th offense: 10 day out of school suspension and a recommendation for expulsion to the Superintendent

Other points about Saturday School:

- a. Students are responsible for bringing work and/or acceptable reading material for the entire assigned time.
- b. Any student who commits a classroom violation, as per policy, will be assigned an extra Saturday morning. These violations include talking, throwing objects, gum chewing, disruptive behavior, and failure to comply with any standard behavior established by the supervisor.
- c. Any student who commits a Minor, Major, or Severe Violation during Saturday morning will be removed immediately from Saturday morning and given Out of School Suspension.
- d. Refusal to take Saturday morning will be considered truancy and will result in a report to the Trumbull County Truancy Officer.

2.3 – Out of School suspension is the official removal of a student from attending school for a specified period not to exceed ten (10) school days. All due process procedures will be followed according to law for all suspensions. The parents/guardian will receive written notice of the suspension via mail. The principal will also make an effort to contact the parent/guardian by phone prior to the student being removed from school.

2.4 - Emergency removal and denial of participation are means for the school to remove student(s) from the premises (can be immediately) if the student's behavior poses continuing danger to persons or property or is an ongoing threat of disruption to the academic process either within a classroom, building, school bus, or at a school related function/activity. The following may apply:

- a. A principal or superintendent may remove the student from curricular, extra-curricular activities, or from the school premises.
- b. A teacher may remove the student from curricular or extra-curricular activities under his supervision;
- c. A written statement with reason or misconduct must be submitted to the principal by the teacher making an emergency removal;
- d. A principal or superintendent may reinstate a student removed by a teacher prior to the official hearing. Reasons in writing must be submitted to the teacher upon request.

2.5 - Expulsion of a student may take place for severe and/or repeated violations of school rules. Only the superintendent or his designee may expel a student. All due process procedures will be followed.

3.0 - The principal has the discretion to vary any discipline measure in order to make all discipline fair to each individual case.

4.0 - **All out-of-school suspensions will be considered unexcused absences.** On the day that a student is absent due to being suspended, they will be penalized 10% on all ANNOUNCED tests, homework, projects, quizzes, presentations, and other work that is due on a day they are out. They may turn in the work, take the test, etc., but their grade will be reduced by 10% of the total point value for the assignment. (So, if a test was worth 100 points and the student scored a 90/100, their final grade would be an 80/100 with the 10% deduction.)
For classwork that is assigned and completed within the class period, the student will receive a ZERO on that work. Students will not be allowed to regain points for classwork that is done on a day when they are suspended. For any basic homework assigned on a day when they are suspended, they will also receive a zero on that assignment and will not be allowed to make that up for points.

5.0 – A student may be required to return to school after its official closing date to fulfill all violation of the conduct code.

6.0 - Graduation ceremony is a privilege. A graduating senior may be denied the privilege of attending and participation in the graduation ceremony due to inappropriate behavior.

7.0 - All disciplinary action for minor, major, or severe violations shall be cumulated. That is, the disciplinary consequences will increase with each successive offense in that category.

7.1 - Cumulative schedule of disciplinary violations:

- Minor Violation: first offense
- Minor Violation: second offense
- Minor Violation: third offense

The next violation of the discipline code (either a Class I or Minor Violation), advances to the next appropriate cumulative level in the schedule.

- Major Violation: first offense
- Major Violation: second offense
- Major Violation: third offense

The next violation of the discipline code advances to the next appropriate cumulative level in the schedule.

- Severe Violation: first offense
- Severe Violation: second offense

8.0 The Board of Education recognizes disciplinary actions taken by other school districts and may deny admittance to any student who has been suspended from another public school district if the suspension/expulsion has not yet expired.

B. TERMINOLOGY AND PROCEDURE:

CLASS ROOM VIOLATIONS: Disciplinary action may include any of the following: oral reprimand, referrals, conferences, detention after school, removal from class not to exceed 24 hours, and Saturday morning. Teachers will assign the penalty except for Saturday morning.

- A. Excessive Talking
- B. Throwing Objects
- C. Tardy to Class
- D. Gum Chewing
- E. Disruptive Behavior
- F. Failure to Comply with any Standard Behavior established by an individual teacher
- G. Minor Violation of Cafeteria Regulations
- H. Excessive Classroom Violations will result in the student being assigned to Saturday School or suspended

MINOR VIOLATIONS

	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
A. Loitering	1 Detention	1 Saturday	1 Day OSS
B. Cheating*	1 Detention	1 Saturday	1 Day OSS
C. Dress Code Violation	1 Detention	1 Saturday	1 Day OSS
D. Food/Drink in unauthorized areas	1 Detention	1 Saturday	1 Day OSS
E. Public Display of Affection	1 Detention	1 Saturday	1 Day OSS
F. Improper Use of a Pass**	1 Detention	1 Saturday	1 Day OSS
G. Truancy from Class***	1 Detention	1 Saturday	1 Day OSS
H. Student Pranks of a Less Severe Nature	1 Detention	1 Saturday	1 Day OSS
I. Use of Inappropriate Language	1 Detention	1 Saturday	1 Day OSS
J. Rowdyism(Pushing, Shoving, Horseplay)	1 Detention	1 Saturday	1 Day OSS
K. Leaving Class without permission	1 Detention	1 Saturday	1 Day OSS
L. Unauthorized use of a cell phone/ possession of an electronic device (**** See note below.)	1 Detention	1 Saturday	1 Day OSS

After the third offense, any additional offense goes to Severe Violation Item A.

The above discipline is a guideline for Minor Violations. Depending on the circumstance, the violation may become a Major Violation with appropriate discipline.

*Zero on the assignment.

**No further issuance of passes.

***Zero on any assignment for that class period.

**** Cell phone collection: On the first offense, the teacher will collect the student's cell phone and turn it in to the high school principal. At the end of the day, the student can pick it up. On all future offenses after the first time, the parent or guardian must come in and pick it up from the principal.

MAJOR VIOLATIONS

	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
A. Lighting of Matches or Lighters	3 Saturdays	3 Day OSS	5 Day OSS
B. Disrespect for School Personnel	1-2 Days OSS	3 Day OSS	5 Day OSS
C. Vandalism*	3 Saturdays	3-5 Day OSS	5-10 Day OSS
D. Theft**	3 Saturdays	3-5 Day OSS	5-10 Day OSS
E. Student Prank of a Major Proportion	3 Saturdays	3 Day OSS	10 Day OSS
F. Truancy from School ***	3 Saturdays	3 Day OSS	5 Day OSS
G. Cafeteria Disruption	1 Saturday	1 Day OSS	3 Day OSS
H. Disruptive Behavior in Detention	1 Saturday	1 Day OSS	3 Day OSS
I. Unauthorized Departure from School ****	3 Saturdays	3 Day OSS	5 Day OSS
J. Forgery of School Personnel Names/Documents	1 Saturday	1 Day OSS	3 Day OSS
K. Bullying/Harassment/Hazing	1 Day OSS	3 Day OSS	5 Day OSS
L. Racial/Ethnic Slur or Joke	1 Day OSS	3 Day OSS	5 Day OSS
M. Insubordination/Flagrant Failure to Comply with a Reasonable Request	1 Saturday	1 Day OSS	3 Day OSS
N. Use of Profanity or Vulgarity – Written, Pictorial, Spoken	1 Saturday	1 Day OSS	3 Day OSS
O. Provoking a Confrontation	1 Saturday	1 Day OSS	3 Day OSS
P. Aiding or Abetting in the Commission of a Major Violation	1 Day OSS	3 Day OSS	5 Day OSS
Q. Use of a Cell Phone	1 Saturday	1 Day OSS	3 Day OSS
R. Use of a Laser	1 Saturday	1 Day OSS	3 Day OSS
S. Extortion	3 Saturdays	3 Day OSS	5 Day OSS
T. Unauthorized Use/Misuse of School Equipment	1 Saturday	1 Day OSS	3 Day OSS
U. Disruptive Behavior for Substitute	1 Saturday	1 Day OSS	3 Days OSS
V. Violation of the Computer Use Policy	1 Saturday	1 Day OSS	3 Day OSS

After the third offense, any violation goes to Severe Violation: Item A

First offense for the above infractions may result in an out-of-school suspension with possible recommendation for expulsion if the infraction is deemed flagrant/serious

* - Restitution must be made for all damages

** - Restitution must be made for the value of the items stolen

*** - **Zero on all classwork done during the truancy and homework assigned for the next day. A 10% deduction for all announced tests, projects, homework, etc., due the day of the truancy.**

Possession or use of Tobacco Products and Paraphernalia (including cigarette lighters, matches, e-cigarettes or vapor devices and accessories)

First Offense— 3 days OSS

Second Offense— 10 days OSS and a recommendation for expulsion

Students under 18 years old will have their name forwarded to the appropriate law enforcement authority under SB 218 Youth Possession Law

The suspension for the second offense will be held in abeyance if the student completes a smoking cessation course at no cost to the Bristol Local Schools within a time frame established by the Principal. Information may be provided by the school resource officer.

**SEVERE VIOLATIONS
MAXIMUM OF 2**

	<u>1st Offense</u>	<u>2nd Offense</u>
A. Continuous Disregard of School Rules	3-5 Days OSS	5-10 Days OSS
B. Flagrant Disregard of School Rules	3-5 Days OSS	5-10 Days OSS
C. Bomb Threat	10 Days of OSS - *	Expulsion
D. Activation of Fire Alarm	10 Days of OSS - *	Expulsion
E. Threatening School Personnel	10 Days of OSS - *	Expulsion
F. Assault	10 Days of OSS - *	Expulsion
G. Possession of any Weapon and/or Ammunition(Guns, Knives, Explosives, Chemical Sprays)	10 Days of OSS - *	Expulsion
H. Any Conduct that Violates Local, State, Federal Law	10 Days of OSS	Expulsion
I. Sexual Harassment/Indecent Exposure	3-5 Days OSS	5-10 Days OSS/Expulsion
J. Possession of or under the influence of drugs Alcohol, prescription drugs, drug paraphernalia, Counterfeit-look alike drugs.	10 Days OSS	Expulsion
K. Profane/Abusive Language directed at Teachers, etc.	5 Days OSS	10 Days OSS
L. Prank/or Event which causes a threat/or panic for Bristol High School students toward the security or safety of the Bristol Schools, and/or staff.	5 Days OSS	10 Days OSS
M. Physical Abuse of a Student (includes fighting, hitting, punching, and kicking)	3 Days OSS	5 Days OSS
N. Selling or Distributing alcohol, prescription drugs, drug paraphernalia, counterfeit or look-alike drugs	10 Days OSS/ recommendation for expulsion	

First offense for the above infractions may result in a 10 day out-of-school suspension and a recommendation for expulsion.

MISCELLANEOUS

Failure to comply with registration of motor vehicles, reckless operation, excessive speed, or loitering in automobiles.

CONSEQUENCES:

First offense = forfeiture of driving privileges for 5 school days

Second offense = forfeiture of driving privileges for 20 school days.

Third offense = forfeiture of driving privileges for the semester.

Tardy to School

Students are permitted 3 unexcused tardies each semester:

4th Tardy	1 detention
5th Tardy	2 detentions
6th Tardy	Conference with Principal
7th - 8th Tardy	1 Saturday School
9th - 11th Tardy	2 Saturday Schools

Students who are excessively tardy will be subject to the habitually truant guidelines. Tardy time counts towards hours of absenteeism.

CODE OF BEHAVIOR FOR ATHLETES

Athletics are a privilege for each participating individual. It is extremely important for student, parents, and interested persons to be aware of necessary rules and regulations governing a student's participation in a sport.

Each coach will conduct a meeting at the beginning of the sport season to inform students of rules, regulations, and procedures of discipline. Regulations will be printed and a copy given to every student athlete. After receiving the copy, the student and the parent are required to return the signed copy to the coach. A student cannot participate in the sport until the signed copy is received.

Athletes represent themselves, their team, school and community. Their appearance and conduct must reflect this responsibility. Rules of grooming are also necessary to maintain good health standards in the locker room and in the use of equipment. It is understood that coaches will enforce grooming rules as is necessary for their particular sport.

Bristol High School and its students are members of the Ohio High School Athletic Association and will meet the regulations so established by that organization.

Below are the rules and regulations that must be followed:

1. The athlete/cheerleader using and/or possessing chemical substance, controlled substance, controlled narcotics and/or alcohol will be immediately dismissed from the team for the remainder of the season. Students successfully completing a treatment program approved by the school administration will be reinstated to participate in the sport as well as be permitted to participate on other athletic teams. The student who elects not to complete a treatment program will not be permitted to join an athletic team for the remainder of the academic school year.
2. The athlete/cheerleader using and/or possessing tobacco in any form or involved in any criminally related activity not mentioned in the first regulation above will be suspended from participation in the activity for two weeks (first offense). A second violation will result in immediate dismissal for the activity season. A third violation will result in immediate dismissal from any activity for the remainder of the academic school year.
3. Any athlete/cheerleader violating school rules will be held accountable for disciplinary action according to the student conduct code. A student suspended out of school will not be permitted to participate in any extracurricular activity.
4. Abuse or misuse of Social Media (Facebook, Snapchat, Instagram, etc.). Student athletes represent Bristol Local Schools at all times. As an athlete and a student of Bristol Local Schools you are held to a higher standard. Posting derogatory remarks, questionable pictures and/or images, or engaging in behavior on social media that reflects negatively upon yourself or Bristol Local Schools is not permitted. Students who are found to abuse social media will be subject to disciplinary action up to and including removal from the activity for the season.
5. A coach may establish additional rules and regulations for his/her team not listed in this section. Those rules and regulations must be given to each participant at the pre-season meeting and a copy must be filed with the athletic office.

The Bristol Athletic Department believes that by enforcing the rules and regulations mentioned, our student participants will create a positive self-image, gain peer acceptance, learn self-control, self-discipline, and establish a positive set of values for their future involvement in our society.

STUDENT RESPONSIBILITIES

TRANSPORTATION

A school bus is an extension of the Bristol Local School System, with its rules and regulations applying to all students. Failure and/or refusal to obey the rules and regulations will result in disciplinary action which may include the denial of transportation or other consequences. While on the bus, students are under the direct responsibility and control of the driver.

Bus Regulations:

1. Students must remain seated at all times.
2. Students are not permitted to eat, drink, or litter while on the bus.
3. Opening the emergency door is prohibited.
4. Students must refrain from loud and boisterous conduct. The same behavior expected on a bus is the same behavior expected in the classroom.
5. Absolute quiet is required at all railroad crossings and other places of danger as designated by the drive.
6. Students are prohibited from throwing any objects at any time on or out of the buses.
7. Students are prohibited from extending any part of the body outside the windows or doors of the bus.
8. Students are subject to all rules and regulations so listed in the Code of Conduct. Shaving cream, squirt guns, water bottles and other instruments used for student pranks are prohibited on the buses. Students may also receive those penalties listed.
9. Ride the assigned bus. Load and unload at the assigned stop.
10. When debarking from the bus at school, students must enter the school building and not leave school or loiter outside.
11. When dismissed from school, students should promptly board the bus. Students leaving school grounds after school will not be permitted to board the bus for transportation home.

Disciplinary consequences for students when riding school buses are the following:

First Offense: a warning, a three day suspension of student's transportation privilege, or consequences according to the discipline code. The parent/guardian will be notified by telephone or by mail in reference to the disciplinary action taken.

Second Offense: a five day suspension of student's transportation privilege and a letter to parent/guardian describing the violation.

Third Offense: a suspension of transportation privileges for the remainder of the semester and a letter to the parent/guardian describing the violation.

Bicycles: Students who desire to ride bicycles to school should obtain permission from the school to do so. Such permission will be granted only if the student has written consent of the parent/guardian. Bicycles must be parked in the bike rack located in front of the building. It is recommended that bicycles have a security chain and lock to prevent theft.

Student Driver Privilege: driving to school is a privilege granted by the administration to those students who must do so out of necessity.

Driver application forms are available in the High School Office upon request. Student must have a completed application. A fee of \$10.00 will be assessed to pay for the parking permit and lot striping. Permits will remain effective for the academic year when issued and are not transferable. Parking spaces are numbered and assigned on a first come first served basis. Students must park in their assigned parking space.

1. All cars parked on school property must be registered and display the parking permit.
2. Students must park in their designated parking space within the lines. Students are not to park in the three rows closest to the building, but are required to park in their designated numerically assigned parking space. Students must obey the directive of the faculty supervisor.
3. Students are not permitted to loiter in their cars before, during, after school, or during school sponsored activities.
4. Students will refrain from reckless or dangerous operation and/or excessive speed upon entering or leaving school property.
5. Students will refrain from playing the car radio at excessive loudness levels or from blowing the car's horn.
6. Students and student athletes are not permitted to park along the building in the fire lane during or outside of the normal school hours. Student athletes should continue to park in their designated parking space or in the student lot during practice times and game times.

Driver Consequences: Refer to Miscellaneous (a) in Discipline Code

Failure to comply with registration of motor vehicles, reckless operation; excessive speed; or loitering in automobiles.

CONSEQUENCES:

First offense: forfeiture of driving privileges for 5 school days

Second offense: forfeiture of driving privileges for 20 school days.

Third offense: forfeiture of driving privileges for the semester.

STUDENT GROOMING AND DRESS CODE

School personnel have the right and authority to adopt reasonable rules and regulations in the exercise of their power and duties. A student dress code and its enforcement fall into that scope. Teachers and administrators are responsible for evaluating dress, grooming, and personal appearance as well as for taking the necessary disciplinary action when dress, grooming and personal appearance is considered below adopted standards. The following guidelines are considered when implementing a dress code:

1. Any policy of dress, grooming, and personal appearance is approached on a positive level;
2. Proper dress and grooming are the responsibility of the parents, but the school does have the right to set basic standards and to provide consequences when standards are not met;
3. Individual rights must be respected but the educational environment must be considered;
4. Any dress policy must be general enough to allow for personal taste and fashion, yet be specific enough to eliminate subjective interpretation;
5. Fundamentally, all students are expected to appear in school clean, groomed, and in attire that is morally proper;
6. A student shall not appear or dress in fashion deemed inappropriate because it either interferes with the health, welfare, and safety of the students and others, and causes disruption and interferes with the educational process.

SPECIFIC GUIDELINES:

1. Hair should be well-groomed, clean; length should be left to the parents and students discretion. Hair cannot interfere with the educational process of other students.
2. Clothing must be clean and neat.
3. Students must wear appropriate footwear throughout the school day.
4. Hats, hoods and head coverings are not to be worn in school.
5. Skirts, shorts, and dress lengths must be reasonable and within the bounds of decency. A minimum six-inch inseam is required for shorts. Skirts and dress lengths must not be more than three inches above the knee.
6. Clothing with tears, slits, or holes above the six-inch inseam are not permitted unless skin or undergarments are not visible.
7. Piercings, other than the ears, must only be studs.
8. No large metal chains, chokers, or dog collars worn as necklaces.
9. All shirts, blouses must be sleeved.
10. Necklines on girls must be within the bounds of decency and shall not expose cleavage.
11. No undergarments (bras or underwear) should be visible when standing, sitting, or bending over.
12. No coats are to be worn during the school day.
13. Book bags are not to be carried between classes, they must remain in lockers after arrival.

Examples of attire unfit for school are: dog collars, heavy neck chains, gang related apparel (T-shirts, colors, etc.) sleepwear, bathing suits, halter tops, bare midriff tops (both male and female), see-through clothing, sunglasses, handkerchiefs worn on the head, lycra shorts (bicycle shorts) and pants, running shorts; suggestive or obscene language in the form of statements, pictures, patches, flags, emblems, or symbols as well as reference to chemicals, alcohol, or any tobacco products. Baggy clothing is permitted, however, the pants must be worn and belted at the waist.

In cases where the dress code has been violated, the student must change into appropriate clothing or the parents will be called to bring in a change of clothing. If appropriate clothing cannot be brought in by the parent, the student will be placed in the high school office for the day. Repeated violations of the dress code will then follow the normal progression of disciplinary violations.

GUIDANCE

The Guidance Department at Bristol High School functions for the purpose of giving personal assistance to students toward making their plans and decisions concerning their education, vocation, employment, life skills and all personal adjustments.

Students are encouraged to visit the school counselor for assistance in making adjustments to school, for determining progress in academic work, for getting information about job opportunities, assistance in the choice of colleges, application for scholarships, and materials concerning pre-college testing programs.

Any discussion with the counselor is considered confidential at the discretion of the student.

Students should keep in mind that the principal and teachers are willing to assist them in guidance capacity and should never hesitate to seek their advice or recommendation.

Students wishing to speak with the counselor should make an appointment to meet with the counselor before or after school or during a study hall. Students are not permitted to leave an academic class to meet with the counselor except in extreme cases. If such a circumstance would arise, the counselor will notify the student's teacher of the student's absence from class.

Parents are invited to make appointments with the counselor regarding their children and their concerns.

STUDENT SCHEDULING

Bristol High School has available to all students and parents a complete course catalog description of all courses offered.

Scheduling of students for the next school year begins in late January. Students are advised to consult the course catalog booklet, counselor, teachers, and their parents before selecting their courses of study. Careful planning for future vocational and educational experiences should be foremost in the minds of students and their parents.

Information pertaining to graduation requirements, curricular fields, subject areas, vocational programs and college entrance requirement is contained in the Course Catalog.

PROMOTION: The number of units of credit necessary for promotion to grades 10 through 12 are:

SOPHOMORE (grade 10)	5 $\frac{3}{4}$	credits
JUNIOR (grade 11)	11	credits
SENIOR (grade 12)	14	credits
	20	credits to graduate

GRADING SCALE:

A=90-100

B=80-89

C=70-79

D=60-69

F= 0-59

Credits are awarded in $\frac{1}{2}$ credit increments for yearlong courses. Ex. – A student taking Algebra I will receive $\frac{1}{2}$ credit for passing quarter 1 and quarter 2. He/she will receive a FINAL grade for Algebra I part 1. He/she will receive $\frac{1}{2}$ credit for passing quarter 3 and quarter 4 and receive a FINAL grade for Algebra I part 2. As of the 2018-19 school year there are NO SEPARATE MIDTERM or FINAL exam grades.

CREDIT: Courses must be taken at an accredited high school or through the College Credit Plus program in order to receive credit. Credit will not be accepted from correspondence schools, etc.

TUTORING CREDIT: Board of Education Policy permits tutoring. No student may be tutored without approval from the building principal. **A maximum of two (2) credits will be accepted toward graduation requirements.** Prior approval in writing from the principal must be received before the tutoring is started. Tutors must hold an Ohio Provisional, Professional or Permanent Certification or License.

SCHEDULE CHANGES

No schedule changes will be made after August 1, unless the guidance counselor or principal made the error.

The deadline for withdrawing from a course without penalty is Friday, of the first week of the school year or semester, whichever is applicable. Withdrawals after the deadline result in a withdrawal failing (WF). A "WF" will have a negative impact upon a student grade point average.

STUDENT ARRIVAL AND DEPARTURE

Students are not permitted outside the cafeteria before 7:35 a.m., unless attending a morning detention session. All students are to report to the cafeteria upon arrival to school whether they rode a bus or drove their car.

All students are expected to leave the school premises immediately after school unless involved in a supervised activity. Loitering in the building after school is not permitted.

Students are not permitted to loiter outside the school building or on school property.

Students are not permitted to depart from school grounds after they have arrived at school.

SCHOOL BUILDING

High School students are not permitted to use the elementary school halls unless they are scheduled to attend a class in that portion of the building.

REGULAR BELL SCHEDULE

Schedule A

7:25 AM— STAFF IN THE BUILDING

Period	Begin	End	Length
1st	7:48	8:33	45 min.
2nd	8:37	9:19	42 min.
3rd	9:23	10:05	42 min.
4th	10:09	10:51	42 min.
5th lunch	10:51	11:21	30 min.
5th class	10:56	11:38	42 min.
6th lunch	11:38	12:08	30 min.
6th class	11:26	12:08	42 min.
7th	12:13	12:55	42 min.
8th	12:59	1:41	42 min.
9th	1:45	2:27	42 min.

DETENTION PERIOD

Students scheduled for evening detention should report to the detention room immediately after the end of period 9. Students arriving late to detention (after three minutes) will not be permitted to enter the detention session.

Weekly Detention Schedule

A.M. (7:00-7:40)- Tuesday, Friday

P.M. (2:30-3:10) - Monday, Wednesday, Thursday

OPENING EXERCISES

Each morning the school day is started with the Pledge of Allegiance. Students are expected to show reverence by standing and reciting the pledge with their fellow students.

Students are also informed of school information through announcements over the public address system. Teachers and students may have announcements made upon completing the request form in advance of the morning announcements. Office approval by the building principal is required before an announcement can be delivered over the public address system. The school will not permit the announcing of student birthdays or messages by other students over the public address system. The technology classes are working on live broadcast with video clips of school activities. Announcements are made twice per day; once at the beginning of first period and once at the beginning of 8th period.

STUDENT LOCKERS

At the beginning of the school year each student will be assigned a locker in which they may keep their personal belongings. New lockers have been installed throughout the building. Tape, decorations and such are prohibited on/in the lockers as they may damage the finish. No student shall cause damage to a locker. A student will be responsible for damages and/or replacement of a locker. Students should use only the locker assigned to them. Do not take an unassigned locker, for such lockers are kept for new students enrolling after the start of the school year.

Junior high students (grades 7 & 8) are advised to limit the need for going to you locker to the following: **1) before first period class; 2) during the activity/lunch periods; 3) right after lunch and; 4) at the end of the school day.*** Students should develop the practice of carrying morning class materials with them until the lunch periods and afternoon materials with them until the end of the school day. This procedure will do much to eliminate congestion in the halls during class changes, as well as insure students arriving on time to their next period class.

***Students in grades 7 and 8 cannot be at their lockers except for the times above.**

To insure a student's personal property all hallway lockers have locks. **Students found jimmying the locks so they won't automatically lock will be issued detentions.** Students enrolled in physical education classes are also advised to protect their personal property by having a lock for their physical education locker. The combination or extra key must be filed with the physical education teacher. The school district does not condone the theft of any person's property. Every attempt will be made to stop the theft of another's property. (please refer to the student conduct, Major Violation, Rule b). However, the school and staff can only do so much. It is imperative that students lock their property. Students should report any theft to school authorities immediately.

Lockers are not owned by the student. They are public property held in trust by Local Boards of Education. School administrators act as agents of the owners while regulating and supervising their use. School personnel have the legal authority to search lockers to insure school safety and student welfare. This authority is often exercised to determine if students are violating school rules or as part of an inspection to rid the building of hazards.

TEXTBOOKS AND SUPPLIES

Teachers will distribute textbooks to all students during the first week of school. A careful record of textbook number and the condition of the textbook at the time of issuance will be kept. Workbooks, where required, will be sold to the student. Payment for such materials should be made at the time of purchase.

Each student is responsible for the textbook issued to him/her. Their name should be placed in ink in the place provided on the inside front cover. The student will be expected to return the text issued him/her at the close of the school year in a condition that reflects normal school wear.

Any book damaged through abusive use will require the student to make restitution. A new textbook will require the student to pay the manufacturer's cost. Used textbook costs will be adjusted accordingly by the number of years used in proportion to the manufacturer's cost.

The school is authorized to withhold grade cards, student transcripts, and other school records or documents for students who owe fees or fines until payment has been received. Parents should contact the school to make arrangement for payment of such fines/fees.

Pencils, pens, erasers, and paper must be supplied by each student for his or her own personal use. Students can purchase such supplies outside of school.

FINES AND FEES

Any outstanding fines or fees due to the office, teacher, librarian, etc., will result in the withholding of grades, diplomas, transcripts, and/or records.

Students may receive fines for textbook abuse and misuse or late library fines. Students may need to purchase workbooks for some academic classes. Industrial art classes must purchase kits as well as wood for projects. A student in Industrial Arts will have five days grace period after starting their project or be removed to study hall. The student will receive an F for each day in study hall.

All fees can be paid in the High School Office. A receipt is issued for all money submitted to the school.

CLASSROOM PREPAREDNESS

A student is to come prepared for each and every class every day. Bring the necessary supplies and materials so classroom activities can be completed.

Students will not be permitted to go to their lockers because class materials were “left in their lockers”.

Teachers will review all expectations and classroom procedures for their students at the beginning of the school year.

Be on time for class. The teacher has the right to further extend the guidelines for tardiness. **The teacher**, not the bell, initiates and terminates each class.

PASSES

Students may obtain passes from a teacher for a conference, extra work, permission to see the guidance counselor, etc. The pass should originate with the teacher wanting the conference. Students **will not** be released from academic classrooms **only from study halls or lunch.*** In other words, conferences will occur only when the student has a study hall. Teachers will use discretion to allow a student to use the restroom facilities during class time. Ample time is given between the change of classes for restroom use.

***Substitute teachers have been instructed not to accept any passes for students to leave their academic class unless co-signed by high school secretary, guidance counselor or principal.**

STUDY HALL REGULATIONS

Students are assigned to a study hall when not scheduled for an academic class. A student may not have any study halls or may have as many as one or two study halls, depending upon the number of subjects the student has elected to carry during the academic year. Students are required to carry a minimum of six academic classes.

The study hall is a place to complete independent study. It is directed just as any other class is directed. The teacher assigned to study hall is to maintain an atmosphere conducive to study and to assist students, whenever possible, with their assignments.

Students are to report to study hall at **all** times. A teacher may excuse a student from study hall if the student has a pass from another teacher, the guidance counselor, or from the high school office. All students should report to study hall first before requesting permission to use the library (**see** Library).

The following guidelines and procedures are to be followed for study halls:

1. Students will sit in assigned seats.
2. Students will bring study or reading materials to study hall.
3. No passes will be confirmed until attendance has been taken.
4. No students will be excused from study hall unless they have secured a pass from teacher.
5. **Talking, playing games, card playing, etc., and other disruptive behavior will not be permitted in study hall.** The study hall teacher may grant permission for two students to study or confer quietly.
6. At the discretion of the teacher, students may be permitted to leave study hall. Students will be required to sign out and back into study hall with appropriate times on the sign sheet.

LIBRARY

The library is a storehouse of knowledge and information and a place of research and leisure time reading. The library is therefore a quiet room where students are welcomed to work and read.

Bristol High School uses the facilities of the Bristol Public Library in liaison with the community. All students are encouraged and entitled to use the library and to borrow its materials. Reference books, encyclopedias, etc., however, may not be taken from the library. Books and periodicals should be returned promptly when due or when you are finished with them, so that everyone's right to use them is insured.

Instruction in the use of the library will be given to all students. If you have reference problems or need help to find materials that you may need, ask the librarians for assistance.

Proper behavior is to be displayed at all times in the library. All school rules and regulations apply.

Students are permitted to go to the library during study hall if they have a pass from a teacher.

Students owing a library fine may be excluded from library privileges until all obligations have been met.

The library will possibly be closed during some periods of the day.

LUNCH PERIOD AND CAFETERIA REGULATIONS

The school operates a state approved lunch program. Pupils may apply for a reduced or a free lunch provided through a special federal aid program. Applications are made available at the beginning of the school year, or can be picked up at the high school office.

No student is permitted to leave school during the lunch periods. Students are not permitted to order food and have it delivered to the school. All lunch periods last 30 minutes. Students may purchase their lunch at school or bring their lunch from home. A dining room atmosphere is maintained at all times in the cafeteria. All food is to be eaten in the cafeteria. Please clean your place and deposit all trash in the containers.

Students may use the first floor restrooms during the lunch periods. Receive permission from your lunch supervisors before leaving the lunchroom.

NO FOOD OR BEVERAGE WILL BE PERMITTED IN THE HALLS OR CLASSROOMS. STUDENTS ARE NOT PERMITTED TO BRING OPENED BEVERAGE BOTTLES OR CANS ONTO SCHOOL PROPERTY OR INTO THE SCHOOL BUILDING.

INTERVENTION CLASSES

Students who fail any portion of the **AIR TEST or END of COURSE EXAM** are required to take an intervention class. Students will be scheduled into a class(s) every day during the first and third grading periods until they pass the area. Students will receive a pass/fail grade and no credit units will be earned. Parents will not have the option to remove their child from intervention class.

SCHOOL COMMUNICATION

Students are informed of school information through the following means:

1. Daily announcements
2. H. S Faculty Bulletins
3. School calendar information
4. Morning/afternoon-announcements via the public address system
5. Individual teacher announcements
6. Bulletin boards
7. Cafeteria menu
8. Principal's newsletter
9. Local newspapers, radio and television stations
10. School district newsletter
11. Outside school announcement board
12. Automated school-wide telephone messaging system

ANNOUNCEMENTS/COMMUNICATIONS

The Bristol Local Schools have a right and obligation to its constituency to monitor information made available to its student population. Any organization not associated with the school system must have office approval by the building principal for signs to be posted (or announcements to be made over the public address system).

WITHDRAWALS OR TRANSFERS FROM SCHOOL

The Board of Education affirms that, while statute requires attendance of each student from six (6) years of age, or five (5) years of age if enrolled in kindergarten, and not formally withdrawn, until eighteen (18) years of age, it is in the best interests of both students and the community that they complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the schools. A child enrolled in kindergarten is deemed to be of compulsory school age unless the child's parent or guardian, at the parent or guardian's discretion and in consultation with the child's teacher and principal, formally withdraws the child from kindergarten.

The Board directs that whenever a student wishes to withdraw, effort should be made to determine the underlying reason for such action and the resources of the District should be used to assist the student in reaching his/her career goals. No student under the age of eighteen (18) will be permitted to withdraw without the written consent of a parent and in compliance with State law unless enrolling in a GED program with parental permission.

Whenever a student under the age of eighteen (18) withdraws from school without moving out of State, transferring to another approved school, being granted an age and schooling certificate, or enrolling in and attending an approved program, the Superintendent shall notify the Registrar of Motor Vehicles and the Judge of the Juvenile court.

Such notification is to be given within two (2) weeks after the Superintendent confirms the student is not properly enrolled in and attending another approved school or program or has moved out of State.

The Superintendent shall ensure, through administrative guidelines, that proper procedures are established so that such notification complies with the provisions of R.C. 3321.13 (B) (1)

All necessary forms can be picked up in the High School Office. Forms must be completed and appropriately signed by all parties. Outstanding fees will delay the process of withdrawal or transfer.

WORK PERMITS

Work permit applications are available in the High School Office.

ACCIDENTS OR INJURY

Report any injury or accident while on school property to your teacher, bus driver or other school personnel as soon as it occurs.

SAFETY DRILLS - FIRE AND TORNADO

Fire and tornado drills are held regularly for the safety of the students. Teachers will review directions for safety drills with their students. Directives for fire and tornado drills are posted in all rooms. Become familiar with each of your classrooms' directions for safety.

During any safety drill students should move quickly, quietly and in an orderly fashion. Students should remain with their teacher and class so accurate attendance can be taken.

TELEPHONE USE

The school phones are not for student's use. If an emergency exists, it is the school's responsibility to contact parents or guardians. The office will not permit students to use the phone for personal calls nor will the office permit incoming calls to students **unless the call is of an emergency nature from the parent or guardian.**

LOCK DOWN DRILLS

The building will occasionally have lock down drills in case we ever have unwanted visitor(s) in the building. Our intent is certainly not to upset or scare any students but to prepare the staff and students. Your teacher will ask you to do the following things:

- Move away from the door and turn off the lights.
- Move to the corner of the room, out of the view of the window of the classroom door.
- Lock the door

MEDICATION POLICY

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, “medication” shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. “Treatment” refers both to the manner in which a medication is administered and to healthcare procedures which require special training, such as catheterization.

Before any medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs accompanied by the written authorization of the parent. These documents shall be kept on file in the High School Office, and made available to the persons designated by this policy as authorized to administer medication or treatment.

Only medication in its original container, labeled with the exact dosage will be administered. Parents may administer medication or treatment. Additionally, the students may administer medication or treatment to themselves (i.e., asthma inhalers, epi-pen) if authorized in writing by the parents and a licensed health professional. No student is allowed to provide or sell any type of over-the-counter medication to another student.

Only employees of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and are designated by the Board may administer prescription drugs to the students in school.

STUDENT ACTIVITIES

Extra-curricular activities provide for the development of character, self-discipline, motivation and educational opportunity. Students at Bristol High School are encouraged to participate to their fullest capabilities. The cost of participation for a high school athlete will be \$100.00 per sport and \$75.00 for a junior high athlete with a family maximum of \$300.00 per school year.

The following activities are sponsored for Bristol students:

CO-CURRICULAR ACTIVITIES

National Honor Society Club Yearbook	Student Council Chorus	Beta Band
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SPORTS

Cross Country Boys Varsity & Junior Varsity Basketball Boys Freshman Basketball Baseball Girls Varsity Soccer Track	Volleyball Girls Varsity & Junior Varsity Basketball Cheerleading Softball Boys Varsity Soccer Golf
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Determination of whether or not these sports or activities will depend on the number of students interested.

SCHOOL SPIRIT: School spirit encompasses four areas:

1. Courtesy - toward teachers, fellow students, opponents, officials and guests of athletic activities;
2. Loyalty - be loyal to all facets of our school. A loyal student supports his school and does his utmost to keep his standards at the highest level;
3. Pride - in all our school, endeavors to accomplish, and has accomplished;
4. Sportsmanship - the ability to win or lose gratefully; be humble in victory, hold your head up in defeat.

ALMA MATER

HERE'S TO OUR BRISTOL, THE BLACK AND THE GOLD,
STAND UP AND CHEER BOYS, HER COLORS UNFOLD.
LONG MAY SHE PROSPER, AND GUIDE US ON OUR WAY.
OH LET US CHERISH HER FOREVER AND FOR AYE.
BRISTOL, BRISTOL, BRISTOL, GRAND,
TO THEE WE PLEDGE OUR HEART, OUR HAND,
AND PRAY THAT WE MAY UNDERSTAND
AND TO OUR PLEDGE BE TRUE.

BRISTOL FIGHT SONG

WERE GOING TO FIGHT THAT TEAM ACROSS THE COURT,
SHOW THEM THE PANTHERS ARE HERE.
WE'RE GOING TO SEND THE EARTH REVERBERATING
WITH OUR MIGHTY CHEER- -RAH! RAH! RAH!
HIT THEM HARD AND SEE HOW THEY FALL.
NEVER LET THEIR TEAM GET THE BALL
HAIL, HAIL, THE GANG'S ALL HERE,
WE'RE GOING TO BEAT OL "ROCKETS" NOW. HEY!

ATHLETIC SPECTATOR AND SPORTSMANSHIP: Enthusiastic spectators can help our athletic teams as well as show support for Bristol athletes. It is expected that our spectators be considerate and kind and display good sportsmanship to our opponents and their guests. Improper behavior at any school activity will not be tolerated. Normal school policies prevail and will be enforced at home and away. School personnel, athletic officials, or law enforcement officers may remove students, as well as adults, from any activity.

STUDENT COUNCIL: (One of the most important organizations in school.) Its president, by virtue of his position, is the president of the student body. Each class elects representatives to the council. The council is representative of the entire school and its purpose is to create better relationships between student and teacher, to improve management and self-discipline of our students in school, provide an atmosphere for student expression, and attempt to better the atmosphere and welfare of Bristol High School.

Election of representatives and officers takes place in the fall of the current school year. All representatives chosen to serve on the council must meet eligibility requirements established by Board of Education Policy.

NATIONAL HONOR SOCIETY: The National Honor Society is an academic honor group of junior and senior students founded and chartered by the National Association of Secondary Principals. Membership is based on scholarship, service, leadership, and character.

Election to the society is based upon criteria established by the National Association. Faculty members consider all eligible candidates who have the required cumulative grade point average. A committee of five (5) faculty members makes up the selection committee.

BETA CLUB: Beta Club is a national academic honor society, which encourage scholarship, leadership, and service to the school and community. Students with a minimum of 3.0 cumulative grade point average and having sophomore status are eligible to apply for membership.

SCHOLASTIC HONOR AWARDS: Honor Awards are given in all academic subject areas and curricular departments in order to recognize those students who have excelled. Selection takes place at the Awards Assembly prior to the close of the year.

VARSITY LETTER FOR ACADEMIC ACHIEVEMENT: The following guidelines apply for the awarding of the Letter of Academic Achievement:

Grades 7 & 8

Certificates will be presented to students who earn 3.5 or above for each of the first three grading periods.

Grades 9-12

First Award—Academic Letter—Given when a student first earns a 3.5 or above for each of the three grading periods of that school year.

Lamp of Knowledge Pins—Given to students who have an Academic Letter and have earned a 3.5 or above for each of the first three grading periods of that school year.

Engraved Plaques—Given to seniors who have received recognition in all four years.

VALEDICTORIAN AND SALUTATORIAN:

The Valedictorian and Salutatorian will still be awarded to the top honor students in the graduation class, but they must meet the following **additional** criteria to qualify as a Salutatorian and Valedictorian:

1. Four units of English which must include 9th and 10th grade Academic English, AP English, **and** the dual credit Eastern Gateway Community College British Literature class. If a student is doing College Credit Plus with an approved college, English classes taken for college credit will be allowed in lieu of the AP English, dual credit British Literature class, and the 9th and 10th grade Academic English classes (if applicable). If a student is enrolled at TCTC, they must take **both** 11th and 12th grade Honors English at TCTC in order to qualify and must have taken both the 9th and 10th grade Academic English at Bristol High School or receive credit through PSEO English classes (if applicable) at the 9th and 10th grade level.
2. Four units of mathematics which must include **all** of the following: Algebra I, Geometry, Algebra II, and Advanced Math.
3. Four units of science, 2 of which must be lab science classes (i.e. physics, chemistry, or biology—each with a lab period component).
4. Three units of social studies.
5. Two units of a foreign language (must be the same language).

RAY E. THORNTON OUTSTANDING GOOD CITIZENSHIP AWARD: One main purpose of any school is to develop good citizens. This award is given in recognition of the outstanding citizen in the graduating class of Bristol. It signifies the highest award given by the school. All seniors are considered for nomination who have actively contributed to the well-being of the school, who have maintained a satisfactory grade point average and who have demonstrated an excellent record of self-discipline. The principal shall provide a ballot of students to the teachers who will make a final selection as the recipient of this award.

SCHOOL DANCES: Dances, except Homecoming and the Junior-Senior Prom, are open to all Bristol students in grades 9-12. A Bristol student may bring one guest to Homecoming and Prom. Guests must be registered with the High School Office during the week prior to the dance, a guest verification from **MUST** be provided prior to a ticket being purchased. The student is responsible for the action of their guest. Regulations that apply to school are in effect at all dances. **Once a student leaves a dance, the student is not permitted to return.**

HOMEcomings: Homecoming is sponsored by the Senior Class and is held in the fall. A queen and her escort are elected from the senior class by the student body. Class attendants and their escorts are elected by the respected classes. **Once a student leaves, the student is not permitted to return.**

JUNIOR-SENIOR PROM: Prom is a formal dance sponsored by the Junior Class. It is held in April or May and may be held off of school property. Each junior and senior may invite one guest from the sophomore, junior, or senior class. **Once a student leaves, the student is not permitted to return.**

Even though the dress code is modified for Homecoming and Prom, keep in mind they are semi-formal events (i.e. bare midriffs will not be tolerated). Administration has the right to deny access or remove any student not properly attired.

BRISTOL LOCAL SCHOOL DISTRICT STUDENT CHEMICAL ABUSE POLICY

The Bristol Board of Education recognizes the serious social problem of chemical abuse and dependency and that the dependency state of chemical use is a primary illness, which is treatable. Health problems of youth are primarily the responsibility of the home and community. Schools share in that responsibility because problems related to chemical use, abuse, and dependency often interfere with behavior, learning, and the fullest possible development of each student.

The district will take a comprehensive, progressive, age appropriate approach in the development of curricula and programs which address the legal, social, and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs for all students in all grades of the schools operated and served by the Bristol Board of Education, from early childhood level through grade 12. Opportunities for continued alcohol and other drug use prevention and intervention staff training awareness will be made available in order to enhance the consistent implementation and success of this policy.

The Bristol Board of Education recognizes the use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful for students. The school should play a major role in the early detection of chemical use, abuse, and dependency; the protection of the student from the promotion and sale of alcohol and unprescribed drugs; and the establishment of a partnership role with the family and institutions in seeking treatment for chemically dependent persons.

Chemical abuse and dependency are seen as progressive diseases, therefore, both rehabilitation and disciplinary measures may be necessary. In every instance, the school will endeavor to support and provide opportunities for help and follow-up services. The school recognizes that the solution to the difficult problems of addiction is most effectively approached by society as a whole.

The Bristol Board of Education is committed to achieving an environment free of chemical abuse or dependency within our student body, our faculty, and our employees. This goal, however, cannot be achieved by services, mental health and treatment centers, appropriate agencies. Concerned citizens must also play a role if our goal is to be accomplished.

Professional assistance may include, but not be limited to, an alcohol/drug educational program; assistance will follow through based on the assessment findings, counseled outpatient treatment of inpatient treatment. Students who need to take prescription, nonprescription medication must adhere to the policies described within the student handbook.

INTERVENTION/REFERRAL

It shall be the policy of the Bristol Local School to provide intervention process designed to confront problem behaviors within students which may indicate alcohol and other drug Intervention strategies that will reflect a collaboration of staff, administrators, guide personnel and the drug free school program coordinator. Intervention strategies will be initiated but not limited to the following circumstances:

- 1). Students seeking help.
- 2). Students exhibiting inappropriate, unusual or a typical behavior.
- 3). Disciplinary action involving violations of this policy and the students code of conduct.

A working relationship will exist among the district and local professional helping agencies in order to enhance familiarity communication, referral, and follow-up.

Students successfully completing an inpatient treatment program will not be penalized for days missed from school. Students will be recognized as absent due to medical reasons. Every effort will be made by Bristol Local School to maintain contact with the treatment agency and provide academic instructional material. Every effort will be made by the school district to assure students successful transition back into the school atmosphere.

SUPPORT/GUIDANCE

Bristol Local School recognizes the importance of guidance activities which provide support to students who are experiencing problems either directly or indirectly due to alcohol and other drug use. Programs such as individual guidance support groups and mentorship programs will be utilized as a means of providing support and guidance to students within the school environment. Such activities may also be provided which promote drug lifestyle and support for students who are concerned in regards to a loved ones' alcohol or their drug use.

STUDENT/PARENT NOTIFICATION

At the beginning of each school year, the student code of conduct is reviewed with every student as part of the orientation process. Each student will receive and sign for their personal copy of the Student Handbook which contains the student code of conduct and chemical abuse policy. Compliance with the standards are mandatory.

REVIEW POLICY

The Bristol Local School District's Chemical Abuse Policy will be reviewed biannually.

DISCIPLINARY SANCTIONS

1. The student using and/or possessing chemical substances, controlled substances, counterfeit substances, controlled narcotics, alcohol, and possession of paraphernalia will be suspended ten (10) school days; the school will file formal charges with the appropriate justice system (juvenile/adult); and a recommendation for expulsion will be submitted to the superintendent of schools.
 - a. Formalized due process procedures will be followed.
 - b. Parent(s) will be called and directed to pick up their child at school (in the event of not being able to reach the parent(s), the school will remove the student into the control of the local law enforcement agency.)

c. Parents will be informed of an alternative to expulsion based upon the student's involvement in an appropriate intervention process. The intervention will reflect a collaboration of administrator(s), guidance personnel, drug free schools program coordinator, and parents. Community directories will provide the parents with local professional helping agencies.

d. 1.) Students successfully completing a treatment program will not be expelled.

2.) Students not completing or complying with the treatment program will have the original expulsion referral resubmitted to the superintendent of schools.

e. Every effort will be made to assist the student's successful transition back into the school atmosphere.

2. A second violation of the student using and/or possession of a chemical substance will result in a ten (10) day suspension from school; formal charges filed with the appropriate justice system (Juvenile/adult); and expulsion.

3. The student possessing with the intent to sell chemical substances, controlled substances, counterfeit narcotics or alcohol will be suspended ten (10) school days; school will file formal charges with the appropriate justice system (juvenile/adult); will be expelled. (POLICY ADOPTED: MAY 12, 1993)

CORPORAL PUNISHMENT

While recognizing that students may require disciplinary action in various forms, the Board of Education does not condone the use of unreasonable force and fear as an appropriate procedure in student discipline.

Professional staff should not find it necessary to resort to physical force or violence to compel obedience. If all other means fail, staff members may always resort to removal of the student from the classroom or school through suspension or expulsion procedures.

Professional staff as well as classified staff may, within the scope of their employment, use and apply reasonable and necessary force and restraint to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon or within the control of the student, in self-defense, or for the protection of persons or property.

Corporal punishment is not permitted. If any employee threatens to inflict, inflicts, or causes to inflict unnecessary, unreasonable, irrational, or inappropriate force upon a student, she/he may be subject to discipline by the Board and possibly charges of child abuse as well. This prohibition applies as well to volunteers and those with whom the District contracts for services. (POLICY ADOPTED August 17, 2011)

DANGEROUS WEAPONS IN THE SCHOOLS

The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives, and other dangerous weapons in the schools.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer, or any destructive device) as defined in 18 U.S.C.A. Section 921-924) which includes, but is not limited to, any explosive, incendiary, or poisonous gas; bomb, grenade, or rocket having a propellant charge of more than four ounces. Missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from firing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school-sponsored activity, the

Superintendent shall expel this student from school for a period of one year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with State law.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may, if authorized by the Board, expel the student from school, with the same expulsion implications as noted above.

The Board may extend the right to expel a student for reason beyond the possession of firearm or knife. Students who possess or use other dangerous weapons which are defined as, but not limited to, metal knuckles, straight razors, explosives, noxious irritation poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

Bristol Local School Board of Education is committed to providing a safe, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

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, and violence within a dating relationship. 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 also applies to interaction through or using social media platforms outside of the realm of the school day but have an adverse effect on the daily educational operation.

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

Harassment, intimidation, or bullying means:

A. any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior of 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); or

B. violence within a dating relationship.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. 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 be limited to, such behaviors as stalking, bullying/cyber-bullying, 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(s) 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 she/he has been or is the victim of aggressive behavior should immediately report the situation to the building 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 is required, to report any 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 acts 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. Where appropriate, written witness statements shall be attached to 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 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 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, she/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 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, that remedial action 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 harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that 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 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 or 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 to 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 as 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 procedures.

To the extent that State or 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.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. 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.

COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY AND AGREEMENT

The Bristol Local School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Computer Network and Internet Acceptable Use Policy and Agreement ("Policy and Agreement") of the School District and the Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing, and returning this Policy and Agreement as the students have been directed each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy and Agreement as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy and Agreement, the student's access will be denied, if not already provided, or withdrawn and s/he may be subject to additional disciplinary action.

Personal Responsibility

By signing this Policy and Agreement, you are agreeing not only to follow the rules in this Policy and Agreement, but also are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

Term of the Permitted Use

A student who submits to the School, as directed, a properly signed Policy and Agreement and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy and Agreement each year during which they are students in the School District before they are given an access account.

Purpose and Use

The School District is providing access to its computer networks and the Internet for *only* educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

Netiquette. All users must abide by rules of network etiquette, which include:

Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent or threatening language.

Be safe. In using the computer network and Internet, do not reveal personal information such as your home address and telephone number. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or

Internet, if you are under 18, without parental permission, and regardless of age, in a secluded place or in a private setting.

Among uses that are considered unacceptable and constitute a violation of this Policy and Agreement are:

Uses that are offensive to others

(1) Don't use access to make ethnic, sexual preference or gender-related slurs or jokes.

Uses that violate the law or encourage others to violate the law

(1) Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Pupil Conduct Code; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

Uses that cause harm to others or damage to their property

(1) For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, trojans, time bombs, or other harmful programming or vandalism.

Uses that jeopardize the security of student access and of the computer network or other networks on the Internet

(1) For example, don't disclose or share your password with others; impersonate another

Uses that access controversial or offensive materials

(1) All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to material to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

Uses that are commercial transactions

(1) Students may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

Privacy

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Failure to Follow Policy and Breach of Agreement

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy and breaches his/her Agreement, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's tenure in the School District. A user breaches his or her Agreement not only by affirmatively violating the above Policy, but also by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy and Agreement if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District will suspend the student from school for a maximum of five school days; denial of use of the school facilities/computer,

withdrawal from and failure of course/project, which is applicable.

Warranties/Indemnification

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy and Agreement. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy and Agreement. By signing this Policy and Agreement, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet including, but not limited to, any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another's outside the School District's network.

Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy and Agreement, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy and Agreement must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

Family Educational Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act (FERPA)*, a Federal law, requires that Bristol Local School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Bristol Local School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Bristol Local School to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama or musical production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for Basketball, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA) receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with three directory information categories—names, address, and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Bristol Local School to disclose directory information from your child's education records without your prior written consent, **you must notify the District in writing by September 15th.** Bristol Local School designated the following information as directory information. (note: an LEA may, but does not have to, include all the information listed below).

- | | |
|---|---|
| -Student's name | -Participation in officially recognized activities and sports |
| -Address | -Telephone listing |
| -Weight and height of members of athletic teams | -Electronic mail address |
| -Degrees, honors, and awards received | -Photograph |
| -The most recent educational agency or Institution attended | -Date and place of birth |
| -Major field of study | -Dates of attendance |
| -Grade level | |

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

