

**BLOOMFIELD
MIDDLE/HIGH
SCHOOL
STUDENT/PARENT
HANDBOOK
2021 - 2022**



**Mr. Jim Henson
Principal**

BLOOMFIELD MIDDLE/HIGH SCHOOL STUDENT/PARENT HANDBOOK 2

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BELL SCHEDULE:

Students upon entering the building will report to their specified areas. Middle School, Grades 6-8 will report to the cafeteria. High School, Grades 9/10 will report to the music room. Juniors and Seniors are permitted to wait in the Junior/Senior Hallway. Once the bell dismisses, students will be permitted to visit their locker prior to going to their first class for the day. **NO STUDENTS WILL BE PERMITTED TO ENTER THE BUILDING BEFORE 7:00AM.**

7:20 Breakfast - Students enter building from buses 7:10 Students go to the lockers and proceed to 1st Period 7:34 Tardy Bell

7:34 - 8:16 1st Period

8:19 - 9:01 2nd Period

9:04 - 9:46 3rd Period

9:49 - 10:40 4th Period

10:43 - 11:25 5th Period

10:43 - 11:10 Lunch A

11:13 - 11:55 6th Period

11:28 - 11:55 Lunch B

11:58 - 12:49 7th Period

12:52 - 1:34 8th Period

1:37 - 2:19 9th Period

2:25 All students without adult supervision must leave the building

EARLY RELEASE DATES

Early release dates for the 2020-2021 school year are as follows:

September 15 October 20 November 10 December 17

January 14 February 17 March 19 April 14

EARLY RELEASE BELL SCHEDULE

The following bell schedule is in effect for these days:

7:20 Breakfast - Students enter building from buses 7:30 Students go to the lockers and proceed to 1st Period 7:34 Tardy Bell

7:34 - 8:06 1st Period

8:09 - 8:41 2nd Period

8:44 - 9:16 3rd Period

9:19 - 9:52 4th Period

9:55 - 10:28 7th Period

10:31 - 11:01 5th Period

10:31 - 11:01 Lunch A

11:04 - 11:34 6th Period

11:04 - 11:34 Lunch B

11:37 - 12:10 8th Period

12:13 - 12:46 9th Period

12:49 All students without adult supervision must leave the building

ATHLETICS AND ACTIVITIES:

Students are reminded that all school policies, rules, regulations and expectations are in effect at athletic events, student activities, and at any other time that our school is involved in sponsoring an activity. We ask that students conduct themselves as they would in the classroom. At the same time we encourage students to take enjoyment in student activities, but remember that participation in extracurricular activities is a privilege not a right. This can be done with common sense, concern for others, respect for the school, and pride in yourself. Be aware of the following guidelines:

1. Good sportsmanship is the guideline for all interscholastic athletic programs.
Cardinal fans represent their team, school, and communities with pride and class.
2. Doors for fans at home games open 30 minutes before game time. Students in attendance **MUST REMAIN IN THE BUILDING DURING THE GAME.** If you pay to be admitted to volleyball and basketball games and leave the building, you may not reenter.
3. The school will be cleared of all spectators within 15 minutes after the end of a Game.

4. The playing of the national anthem before a contest is a respectful way for our school to acknowledge our country. Disrespect will not be tolerated.

5. Some of the activities available to Bloomfield Middle/High School students:

Prep Bowl	Volleyball	Cheerleading	Home Ec Club
Basketball	Track	Chorus	Science Club
Baseball	Musical	Yearbook	Spanish Club
Library Club	Band	National Honor Society	
Bowling	Softball		

All activities and athletic teams need help. If you choose not to participate as a team member, consider helping the program as a trainer, manager, statistician, etc. You would be an invaluable part of the team. Team members are expected to abide by policies, guidelines, and team rules which are established by the administration and coaching staff. Furthermore, team members and parents should attend the coach's pre-season rules meeting to help better understand the expectations and demands for an upcoming season. The team bus to away games is for the team members and assigned personnel only. In order for a student to participate in extracurricular activities and interscholastic athletics, students must have passed five (or the equivalent credit) courses the preceding grading quarter, if in the high school. In junior high, grades 6, 7 & 8, a student must pass five classes the preceding quarter. Eligibility is based on the grading quarter, as prescribed by the OHSAA. A student must be in attendance $\frac{1}{2}$ of the school day (four full periods) in order to participate or attend an extracurricular activity. A student must be in attendance until 10:40 A.M. or must arrive by 10:40 A.M. to be considered present for one half day. Any student absent from school on Friday is not permitted to attend any school functions that take place on Saturday. Exceptions to this rule may be granted in advance by the building principal. Some student activities may have specific guidelines for participation or eligibility, such as cheerleading, National Honor Society, musical, etc.

ADULT STUDENTS EIGHTEEN YEARS AND OLDER: All students, regardless of age, have the same rights, privileges, and responsibilities. Adult students shall observe and follow all rules which pertain to all other students attending Bloomfield High School. This includes bringing a note from a parent or head of household where the adult student resides in the case of an absence. Adult students must also have permission from parents or the head of household in the event of early dismissal.

ATTENDANCE POLICY AND PROCEDURES:

(Board Policy #5200)

Our school district believes in education and developing students who accept responsibility and who exercise self-discipline. Regular and prompt attendance in school is important in order for each student to do his/her best, to reach his/her potential, and to develop habits and attitudes that will promote success and security for the student throughout the future. It is therefore an expectation of this school district that students accept the responsibility, both personally and under Ohio law, to be in regular attendance in school and to accept the consequences for absence which is not in accordance with Board of Education Policy.

Under Ohio State Law, the parent(s) or guardian(s) of minor students are responsible for ensuring that their children are present in school and, when they are not in attendance, for notifying the school immediately as to the reason for absence. Notification needs to take place within 48 hours of a student's absence/tardy.

Definitions of Excused Absences: Excused absences must be outlined and defined so that attendance procedures can be appropriately and consistently applied. In general, absence is the failure of a student to report to school or to a class when assigned for instruction. Absence from school is legal for the following reasons under Section 3301.51.13 of the Ohio Administrative Code:

1. Personal Illness
2. Illness in the family
3. Quarantine of the home
4. Death of a relative
5. Work at home because of the illness of parents or guardians
6. Observance of religious holiday
7. Family emergency or set of circumstances which, in the judgment of the Superintendent*, constitutes a good and sufficient cause for absence from school. (*interpreted as the Superintendent or his/her designee)

Personal illness is always a concern to the school, and this school district does not believe that children who are truly ill should be forced to attend school and jeopardize their health. However, it is the expectation of the school that students who demonstrate a pattern of illness should receive medical attention. The following guidelines address some specific concerns. Family vacations should be scheduled on days when school is not in session. In extraordinary circumstances, when the parent can demonstrate the necessity for requesting the child's absence for this reason, the Principal may approve

such a request if made according to procedures identified in the Student Handbook. A poor attendance pattern for a student whose parent requests vacation time would be a valid reason for not approving such absence. These vacation days are included in the yearly limit for absence identified in the *Corrective Action* section of this policy.

Medical and dental appointments that are not an emergency in nature should be scheduled after school hours or on non-school days. There is an expectation on the part of the school that the medical community appreciates and supports the school's efforts to guarantee that students receive the maximum from their education. Administrators are expected to communicate often with the medical community regarding the school's policies and the need for flexible office hours in scheduling appointments with students.

Attendance Communication: Parents are asked to call the school at 440-685-4711 between 7 A.M. and 8 A.M. when a student is absent. If no call is received, the school will attempt to phone the parent/guardian at home. A dated note, signed by a parent/guardian, is to be returned to the school when your child is absent. Notes must be brought in within 48 hours for an absence to qualify as excused.

Corrective Measures & Penalties: The school district, working in conjunction with the juvenile court, has the duty to take measures to improve chronic absenteeism, truancy, and tardiness. While specific responsibility for each action can be specified in procedures delineated by the administration, the following shall be used to create a graduated and consistent approach to dealing with excessive absenteeism.

Excessive Absence: The State of Ohio expects its schools to set a standard of 90-96% daily attendance rate for its student body. In a 180-day school year, a 90% minimum attendance standard for a single student would mean the student was absent from class/school for 18 days. This school district does not expect students to be absent that often. On the other hand, if a student exceeds a total of 18 unexcused days of absence for the school year (to include all absences other than those accompanied by a medical excuse - see below), the student is in danger of losing credit for the school year in the affected classes and/or in being retained in his/her present grade. The administration will keep students and parents informed about their attendance record and the right of the student to due process.

Medical Excuses: Student absences under medical excuse are not included in the 18 days identified above. Medical excuses, in order to be considered by the school administration, must be presented no later than 24 hours after the student's return to school, must clearly identify the reason for the doctor sanctioning the student's absence from school, and must clearly note what date(s) are being approved by the doctor. The administration reserves the right to request a medical excuse from a student for absence at any time in order to clarify whether an absence is legally excused.

Tardiness to School: Tardiness to school will be excused or unexcused as per the Ohio Revised Code guidelines and district interpretation as are daily absences. Tardiness or early dismissal of two hours of the school day shall be considered as one-half day of absence. A signed note with an allowable excuse must be brought in within 48 hours for a tardy to qualify as excused.

Unexcused Absence: Student absences for reasons that are not deemed *legal* under the Ohio Revised Code and not excused under school district policy and procedures are considered unexcused. Students may not make up work missed during an unexcused absence and discipline as per the student conduct code will result. If a student has an excused absence and fails to bring in a note signed by a parent/guardian and/or physician within 48 hours, the absence will be considered unexcused.

Tuancy: Unexcused absences are considered truancy. A student will be considered habitually truant if the student is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in a month, 72 or more hours in a year.

If a student is designated as "habitually truant", the District will form an intervention team consisting of an administrator, parent, and a school staff member. If a student has unexcused absences of 38 or more hours in a month or 65 or more hours in a school year, written notice will be provided to the parents within seven days.

Revocation of Driver's License: Whenever a student has ten(10) consecutive days or a total of fifteen (15) days of unexcused absence during any semester, the student and parents, guardian, or custodian of the record of excessive absence will be notified of the District's intent to notify the Bureau of Motor Vehicles (O.R.C. 3321.13).

BOOK BAGS/BACKPACKS:

Students are permitted to transport school materials to and from school in book bag/backpacks. However, during the school day all book bags/backpacks will be kept in the student's locker.

BICYCLES:

Students are welcome to ride bicycles to school, but they must be aware that they are responsible for the safety and securing of their bicycle. A bicycle parking area can be found at the east side of the building. Students riding bicycles home must wait until buses and student/parent drivers have departed.

BULLYING:

(Board Policy #5517)

Harassment, intimidation, cyberbullying or bullying of any student on school property, on a school bus, or at a school sponsored event is strictly prohibited. Student or students found responsible for harassment, intimidation, cyberbullying or bullying may be suspended.

Harassment, intimidation, cyberbullying or bullying means any intentional written, verbal, electronic, or physical act that a student exhibits toward another particular student more than once and the behavior causes mental or physical harm, and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment.

Students are encouraged to promptly report incidents of harassing conduct to an administrator, teacher, or other School District official so that it may be investigated before the conduct becomes severe, persistent, or pervasive.

BUS REGULATIONS:

(Board Policy #8600)

Pupil and Parent Responsibilities:

1. Parents and pupils must assume that school bus transportation is a privilege to the student, not a right.
2. Pupils will ride on assigned buses. Parents must request in writing to permit deviation from this rule. Requests shall be made to the administration.
3. Pupils will ride their assigned bus both to and from school unless a written request asking permission to be let off the bus at some other stop is presented to the bus driver signed by parents, and the Principal. Parents will

assume the responsibility of the child when such a request is made and granted.

4. Parents are responsible for the safety of pupils while going to and from pickup points and for meeting the bus on schedule.
5. Buses operate on a time schedule as outlined by the transportation administrator.
6. Parents will be responsible for any damage to a bus by their children.
7. Eating and littering are not permitted on buses.
8. Noise on a bus shall be kept to a minimum at all times to assure safety of operation. The use of cell phones, iPods and other electronic devices are prohibited on the bus.
9. Absolute quiet must be maintained at railroad crossings or other danger areas.
10. Nothing shall be thrown out of the bus, nor anything held so it extends out of the window.
11. All parts of pupils' bodies shall be kept inside the school bus at all times.
12. Pupils shall be waiting at the curbside of the road to board the bus when it stops in the morning.
13. Pupils shall sit three to a seat and no standees shall be allowed as long as seats are available.
14. Seats may be assigned by the driver to maintain order and for evacuation purposes. The driver has the authority to enforce the above regulations. The pupils shall conduct themselves on the school bus as they would in a classroom, except that reasonable visitation and conversation are permissible. Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation service to any pupil. When it becomes necessary to refuse transportation to a pupil due to misconduct, the school administration shall notify the parents of such refusal with a full explanation for this action. The bus driver then shall not permit the pupil to board the bus until the suspension has been served. It is the parent's responsibility to transport the student to school. Any days missed will be unexcused absences.
15. All school rules and regulations shall apply at bus stops and on the bus. The Bus drivers are instructed **NOT TO STOP AT A DRIVEWAY AND WAIT** for a student. As long as the bus is on time, students are expected to be at the road waiting for the bus each morning.
16. Students are expected to remain on the bus until the 7:20 AM bell in the morning, unless they are eating breakfast in the cafeteria.
17. In the afternoon students are to board their assigned bus in either the back or front of the building.

CANDY, POP, SNACKS:

The sale of candy, pop, etc. for fundraising purposes is a source of revenue for our student activities. These sales may take place with the permission of the administration. Under no circumstances should any students purchase candy, pop or snacks during classes or study halls; nor should students or staff members sell such to students during these times; nor should students consume candy, pop or snacks during class or study hall time, except with specific teacher approval.

CELL PHONE/ELECTRONICS POLICY:

It is recognized with the advent of technology that students will need to use cell phones at various times during the day for both academic and non-academic social use. The below policy is in effect to allow the use while under specific and strict guidelines.

Generally speaking you are not permitted to use your phones from 7:30 a.m.-2:30 p.m. except for lunch time.

1. The use of electronics is a privilege.
2. Within the school and regardless of the traffic light signal **no picture taking, video recording, audio recording, or phone calls are to be made.**
3. Your cell phone/electronics must remain on silent/vibrate.
4. Do not use the speaker on your cell phone/electronics for any reason.
5. If we see anything inappropriate on your cell phone/electronics or if you fail to follow the rules, your device will be taken.
6. Students bring their devices for use at Bloomfield MS/HS at their own risk. It is their responsibility to protect and secure their devices.
7. The student understands that bringing on premises or infecting the network with a virus, trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the Acceptable Use Policy and will result in disciplinary actions.
8. No earphones/earbuds will be worn in classrooms or hallways
9. Students are not to use their phone to call/text parents (or anyone) to be released from school during the day.
10. Please remember all acts of cyberbullying (Board Policy 5517.01) will be dealt with and will also apply during school day use.

Consequences for cellphone/electronic misuse:

- 1st Offense: Warning
- 2nd Offense: Sent to office, phone will be confiscated until the end of the day.
- 3rd Offense: Loss of phone privileges for a week
- 4th Offense: Saturday School
- 5th Offense: Loss of phone use for 9 weeks
- 6th Offense: Loss of phone use for remainder of year.

CHEATING:

Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered the student's work will be confiscated and a failing grade may be recorded for the work. Parents will be notified. A second offense in any course will result in disciplinary action, which may include suspension from school. Plagiarism is copying someone else's words and using them as your own. Any acts of plagiarism intentional or accidental will be considered as cheating.

CLASS RANK:

(Board Policy # 5430)

1. In the interest of encouraging and recognizing outstanding academic achievement, a Valedictorian and Salutatorian will be selected according to the following procedures: The Valedictorian will be the student with the highest grade point average as computed at the end of the eight semesters of high school work.
2. The Salutatorian will be the student with the second highest grade point average as computed at the end of the eight semesters of high school work.
3. In case of a tie for either Valedictorian or Salutatorian, Co-Valedictorian or Co-Salutatorians will be honored.
4. To compute the grade point average, all course work will be included in the computation.
5. Foreign exchange students will not be considered in computing class rank, and therefore, will not be eligible for any academic honors.
6. To be eligible for Valedictorian or Salutatorian honors, a student must be enrolled at Bloomfield High School for five consecutive semesters.

CLOSING OF SCHOOL - EMERGENCY AND WEATHER: If an emergency or inclement weather forces the closing of school before school opens for the day, it will be announced on local TV and radio stations listed below. Weather closings are done in cooperation with neighboring schools. In most cases, these closings will be announced between 6:00 and 7:00 AM. Do not call the school – refer to these TV and radio stations: Channels 21, 27, 33 or stations: WRRO - 1440 FM or WHOT - 101 FM. The school also uses the One Call Now System. Contact the BHS office for information regarding One Call Now and notification of phone number changes.

CREDIT FLEXIBILITY:

(AG 5460.01)

Credit flexibility is one method to motivate and increase student learning by allowing access to more resources, customization around individual student needs, and the use of multiple measures of learning.

Credit flexibility shifts the focus from "seat time" to performance. Students can earn units of high school credit based on an individually approved credit flexibility plan. The intent of credit flexibility is to meet increased expectations for high school graduation in response to globalization, technology, and demographics, and to meet the demand for 21st century skills.

The deadlines for utilizing the credit flexibility option are October 15 and May 15. For students wanting more information on Credit Flexibility, see the guidance counselor.

DAILY SCHEDULE:

The building opens for all students at 7:10 with the first period class bell ringing at 7:31. The dismissal bell is at 2:19. No student may remain in the building after 2:25 unless a faculty member or advisor/coach is directly supervising the student.

DRESS AND APPEARANCE:

All students must wear clothing which is clean, in good taste, and which does not distract from instruction. Any mode of dress, clothing, jewelry or cosmetic may be regulated when said attire is a distraction and inappropriate for the educational process as determined by teachers and administrators. The guidelines are:

1. Courtesy, good taste, common sense, and cleanliness are in effect at all times. Students should ask questions in advance if they wish to clear particular dress.
2. Proper dress and grooming are the responsibility of the parent and student, but the school does have the right and obligation to set basic standards and to provide consequences when standards are not met.
3. Clothing, both shirts and pants, which overexpose too much skin in inappropriate areas and are revealing are not permitted.
4. Clothing that bears obscene, offensive or chemical slogans and/or obscene, offensive or chemical advertisements are not permitted.
5. Hats, headgear, handkerchiefs worn on the head or sunglasses are not permitted. Exceptions will be made for Amish bonnets and medically necessary head coverings.
6. In cold weather, students are encouraged to wear sweaters, sweatshirts or sweatshirt jackets. Students may wear windbreakers that match with their outfit, or that zip down only partially.
7. Shorts, skirts and other clothing normally worn above the knee are permitted under the following conditions:

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- a. Skirts must be of reasonable length, reaching approximately just below
 - b. fingertip length.
 - c. Shorts must be loose fitting, and have at a minimum a 4-inch inseam (no short shorts).
8. Certain classes may require students to wear long pants for safety measures. Students will be made aware of this policy and shall come to school suitably prepared.
 9. Shoes and/or sandals must be worn at all times. Thong flip-flops or slippers are not permitted.
 10. Open shirts, midriff tops, pajamas, tank tops, see-through mesh tops are not permitted when worn as the primary piece of clothing.
 11. Torn jeans that overexpose are not acceptable. Pants and shorts must be worn tight enough around the waist so as not to expose undergarments and/or skin.
 12. If it causes a distraction in anyway to others or classroom instruction, you may be asked to cover or remove something as deemed by school administration.

DRUG TESTING OF STUDENTS

Prior to obtaining parking privileges, participating in interscholastic athletics, or participating in extracurricular activities; a student participant and the student participant's parent/guardian shall read, sign, and return the school district's Informed Consent Agreement. This agreement shall be binding while the student attends the Bloomfield-Mespo Local Schools.

A student who doesn't return the signed agreement is prohibited from participating in any interscholastic athletics, extracurricular activities, or obtaining parking privileges. Participating is defined broadly to include attending a tryout, attending a meeting, attending a practice, and participating and/or sitting with a team/club/organization at a game, practice, performance, rally, or ceremony.

The Drug Testing Policy can be found on the school district website under board policies.

EMERGENCY INFORMATION:

In case of emergency, each student is required to have on file in the school office a form listing the following information:

1. Names of parent(s) or guardian(s)
2. Complete and current address
3. Home phone and parent or guardian work phone
4. Emergency phone number of friend or relative
5. Physician's name and phone
6. Medical alert information

The information required must be in the school office no later than the end of the second week of school. Students not having the required, properly completed form will not be allowed to attend classes.

EXAMS:

All students grades 6-12 are required to take Semester and Final Exams. 6th and 7th grades will have a different exam schedule than 8th-12th grades. This schedule will vary from year to year based on the master schedule.

FIRE, TORNADO & SAFETY DRILLS:

Instruction and directions for fire, tornado, and safety drills will be reviewed with students by classroom teachers and will be posted conspicuously near the doorway of each room. These drills are important and are serious and will be conducted in accordance with State law.

FLOWER DELIVERIES:

Flower/balloon deliveries to students must remain in the office, except during a student's lunch period. After lunch, the flowers/balloons must be returned to the office until the end of the school day.

GRADE 8 SCHEDULING:

Grade 8 students will meet with the guidance counselor in the spring of the year to schedule tentative classes for their high school years. Parents are invited to attend this meeting so as to counsel their child on educational choices and be aware of what is offered. A catalogue of classes being offered for the next year will be made available to parents and students before this meeting.

GRADES & GRADING:

(Board Policy #5421)

All grades assigned by teachers to student work are done in accordance with Board of Education policy. Classroom grades are based on a combination of a student's test/quiz work, homework, and daily/oral work. Grades may be assigned as percentages or letters for each assignment. A = 92-100% B = 83-91% C = 74-82% D = 66-73% F = 0-65%

Nine Week's Grades

In ProgressBook student's grades are calculated based on total points. To calculate a nine week's letter grade, ProgressBook uses the total points earned in a class and divides by the total points possible; which gives a percentage corresponding to the letter grade in the above scale.

Rounding Up

Grades are rounded up to the 10ths decimal place: 0.5 and higher are rounded up and 0.4 and lower are rounded down. Example 92.5 rounds up to 93% and 92.4 rounds down to 92%

Semester Exams for Semester Classes

Each student will take a semester exam in a semester class. Exam grades will be shown on the report cards. Under this system for averaging letter grades, the percentage earned on the semester exams will become more impactful in contributing to the semester average and final grade. It is essential that students take time to study and prepare for exams.

Semester Averages

Each nine week's grade is weighted twice as much as each semester exam. The first semester average is a numeric average of the 1st nine weeks' grade, the 2nd nine weeks' grade, and the 1st semester exam. The 2nd semester is a numeric average of the 3rd nine weeks' grade, the 4th nine weeks' grade, and the 2nd semester exam.

Additional Considerations to Calculating Grades

- In a yearlong class students must: (1) pass at least 2 out of 4 nine weeks' grading periods and (2) have a passing grade for the 2nd semester.
- In a semester course students must pass the latter of the two nine weeks' grading period (2nd or 4th nine weeks)

PLEASE NOTE:

In ProgressBook, it may seem mathematically possible to average a passing grade; however due to the above considerations a student can still fail a course. This ensures consistent effort by the student and the learning process continues throughout the course.

GUIDANCE:

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

Students are encouraged to visit the guidance office 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.

All discussions with the counselor are considered confidential at the discretion of the student.

Students should keep in mind that the Principal and teachers are willing to assist them in a 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. Parents are invited to make appointments with the counselor regarding their children and their concerns.

HOMEWORK:

(AG #2330)

All homework assignments should have a specific purpose related to the learning objectives of a program or course and be appropriate to the grade level and the abilities of the students involved. Students who have an excused absence are permitted to make-up or turn in homework upon their return to school. A student will be given the number of days they were absent to make up missed work, and it is their responsibility for obtaining missed assignments. Students who have unexcused absences will not receive credit for missed work. All assigned homework will have a due date. Late work may be accepted by the teacher, but not for full credit.

HONOR/MERIT ROLL:

The Honor Roll is a special recognition for academic achievement. It is based on the grades reported from the previous grading quarter or semester. Honor Roll students must receive no grade lower than a B on the grade report.

The Merit Roll is an additional recognition for good student work. It is based on the grades reported from the previous grading quarter or semester. Unlike the Honor Roll, which does not permit grades less than a B, Merit Roll students may have achieved an individual class grade of C if their overall grade average for the quarter/semester/year is at least a B.

INSURANCE:

The school assumes no responsibility for covering students with insurance either during the regular school day or at extra-school functions. Information is available to students and parents at the beginning of the school year as to how they may purchase such insurance coverage.

INTERIM REPORTS:

Interim reports are sent home to parents at the halfway point of each grading quarter, and/or whenever an individual teacher feels it is necessary. Interim reports are sent when a student is not performing to a satisfactory level.

LEAVING BUILDING/GROUNDS:

Students are not permitted to leave the school building during the regular school day without the supervision of a staff member and/or the permission of the principal. Students are not permitted to leave the school grounds without direct permission of a parent or guardian and the principal.

LIBRARY:

HOURS: The Library is open for student and staff uses from 7:30 AM until 2:19 PM each school day. Special hours may be arranged with the principal.

ATTENDANCE: Study hall students wishing to use the library for reading and research shall sign up in their study hall when available. A classroom teacher may issue assignment passes when the teacher has made an assignment requiring library materials. The library aide will send a signup sheet to the study hall. Students with assignment passes will be given precedence. While we encourage students to use the library frequently for pleasure and learning, it is not a substitute for study hall and students will be denied library privileges if they do not use the time wisely. The librarian will meet with students early in the school year to familiarize students with procedures.

CHECKOUT PROCEDURES: All students are assigned a computer ID number. Students should bring books and paperbacks to the checkout desk to be checked out for a two-week period. Except for current issues, magazines may be checked out for one week. Reference books except for the most current encyclopedia, may be signed out with the librarian overnight. Vertical file materials may be taken for a week. No student is permitted to sign out materials for another student.

COMPUTER USE: The computers in the library are intended for student research and word processing. Students must have a Computer Usage Pass from a classroom teacher to access these computers. Students will not be able to use these computers for pleasure, games, chat rooms, or for sending/receiving e-mail.

RETURN PROCEDURE: Return books to the return box next to the front desk. Do not leave items on top of the checkout desk. If they are misplaced from there, it is the student's responsibility. If you are absent the day your materials are due, bring the items back on the first day you return to school.

STUDENT'S RESPONSIBILITIES: Any student who checks out materials is responsible for returning such materials on time and that the materials are kept in good condition. If materials are returned late students receive a warning. Fees may be assessed to students for abuse of materials or checkout privileges. Students who do not follow LIBRARY procedures will be denied access to LIBRARY privileges.

LOCKERS/GYM LOCKERS:

Lockers are provided to students for the purpose of storing books, coats, and other limited personal belongings. Students are encouraged to place a lock on their lockers to ward off theft and tampering. Lock combinations or an extra key should be given to the office for emergency situations. While the lockers are provided for student use, it is important for students to be aware that lockers belong to the school. As such, they are subject to be searched or restricted when the situation is warranted. Students have no right to privacy when a matter concerns a locker, and each student is responsible for the contents of his/her locker at all times. You are encouraged to use a lock at all times. Other than a student's daily lunch, food and beverage items should not be kept in the locker for health and sanitation reasons. Students are only permitted to keep clothing/shoes in a gym locker provided it has a lock on it. The school will not be liable for any loss or damage to personal valuables.

LUNCH AND CAFETERIA GUIDELINES:

Students are assigned to a lunch period of at least 20 minutes. The lunch period is closed and students must remain in the cafeteria during this time. Lunchroom supervisors will announce procedures for lunch lines, meal purchase, etc. Lunchroom supervisors are in charge of the cafeteria and are expected to monitor student behavior and take actions necessary to correct problems. Students should expect to relax at lunch in a comfortable and peaceful atmosphere. Horseplay, disruption, loudness, etc. are not permitted and will be swiftly corrected. Students are responsible for knowing and following lunchroom procedures after day one, and for being in the cafeteria within the tardy bell. Students may not leave the cafeteria without permission of the lunch supervisor and must remain seated in the cafeteria except when carrying trays.

Food will be served from the cafeteria only during the time scheduled for breakfast and lunch. Students may not visit the cafeteria for snacks between classes or during study halls. No food or beverages will be sold to students at any time other than designated cafeteria hours. Clubs may sell candy or other food items in the cafeteria only with specific permission from the Principal.

LOST AND FOUND:

The lost and found area is located in the office. Students who have lost items should check there and may retrieve their items during their lunch period. Unclaimed items will be given to charity at the close of the school year.

MEDICATIONS:

(Board Policy #5330)

The responsibility of giving medication at school is a serious one. It is preferred that medication be given at home whenever possible. If it must be given at school the Bloomfield Mespo Local School District follows the Ohio School Law requiring parents' and physicians' signatures. An Emergency Medical Form will be sent home at the beginning of the school year for the parent to list any medications.

If, under exceptional circumstances, a child is required to take oral medication during school hours and a parent cannot be at school to administer the medication, only the school principal or his designee will administer the medication in compliance with the following regulations:

1. The parent or guardian must bring the medication to the administrator or his/her designee in the school office.

2. Written instructions signed by the parent and physician must accompany the medication giving the child's name, dosage amounts, specific dosage times, other instructions and possible side effects, if necessary.
3. Medication can be refrigerated at the school.
4. Medications must be left in the office with the designated personnel.
5. School personnel will not administer other oral medication, such as aspirin and other non-prescription drugs, unless written parent/guardian permission is on file for such non-prescription drugs in the principal's office. This non-prescription drug will be provided by a parent/guardian on a per occurrence basis. Non-prescription drugs will not be kept at school.

MILITARY:

Parents and high school students should be advised that their child's name, address, and telephone number will be provided to the military recruiters upon their request. Parents, if you do not want your child's information provided to military recruiters, please notify the high school office in writing that you do not want this information released.

NATIONAL HONOR SOCIETY:

The National Honor Society is an organization chartered by the National Association of Secondary School Principals. The membership is based upon excellence in four areas: Scholarship, Leadership, Service and Character.

Selection Procedure:

1. Only juniors and seniors who have attended Bloomfield High School for at least one complete semester may be eligible for selection. TCTC students who meet all other criteria are eligible for selection.
2. In order to meet the academic requirement, students must have accumulated at least a 3.00 grade point average (before rounding off) based on complete semesters in grades 9 - 12.
3. Those students qualifying with the needed point averages shall complete a profile, listing activities, honors, organizations, offices, or other items relating to service or leadership in school or community on a form provided by the NHS advisor. This information shall be shared with the faculty selection committee.
4. The faculty committee will meet to consider each candidate. It may seek input from other faculty members, including those at the TCTC.
5. Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter advisor and given a reasonable time correct the deficiency, except in the case of a flagrant violation of school rules or civic rules which does require a warning.
6. As part of the selection process, complete NHS guidelines will be given to all students who are eligible for admission to the NHS.

OFF-LIMIT AREAS:

The basement, faculty workroom, office (without a reason or purpose), kitchen, teacher desks, staff restroom, school storage areas, and any other area to which a student is not assigned at a given time are considered off-limits and corrective action will be taken should a student breach these off-limit areas.

ONLINE COURSES:

Students will have the opportunity at their expense to take Board approved elective courses online through a school approved provider. These courses are elective classes that are not offered at Bloomfield Middle/High School. Courses will be reflected on the student's high school transcripts as credits earned toward graduation. Interested students should see the school guidance counselor for more information.

PAM-PARENT ASSIST MODULE:

All teachers will be using PAM in order to provide parents and students with current information about their student's academic progress.

All parents and students will be provided with a registration key letter in order to use PAM and it will be distributed at the beginning of the school year. If you have additional questions that aren't addressed in the letter or website, please access the Parent Access page of our website.

PASSES:

Teachers may issue hall passes for valid reasons. Unless accompanied by a teacher, a student is required to have a dated, timed, and teacher signed hall pass any time they are out of class or study hall. At lunchtime wooden passes are valid in the north corridor only. Students should take care of restroom needs during the class changes. Student requests for hall passes should be minimal. Students may be required to make up lost time at lunch or after school. Students will sign out and sign in when leaving a classroom.

PERSONAL BELONGINGS:

Students should not bring valuable personal items to school. Electronics may be used following the Cell Phone/Electronics Policy outlined in the Student Handbook. The school will not be liable for any loss or damage to personal valuables including cell phones and electronics.

PHYSICAL EDUCATION:

Students are expected to participate in Physical Education classes just like any other class. With a doctor's excuse prohibiting specific physical activity the teacher may give alternate assignments. Students are required to change clothes for gym classes in order to promote healthy hygienic habits.

PICTURES:

The school selects a photographer to take student pictures. Students may take advantage of the price packages to purchase pictures on the day pictures are taken. This information will be announced in advance. Seniors are encouraged to complete senior portraits before mid-October.

POST-SECONDARY ENROLLMENT OPTIONS:

Post-Secondary Enrollment is an option that is available to students in grades 7 - 12 to earn high school and/or college credit while attending their college of choice while still attending high school. Students interested in this option must contact the Guidance Counselor by March 31st for the next school year. The student must meet the university's requirements for admission. See the guidance counselor for more details.

REPORT CARDS:

Report cards are processed and distributed to students approximately one week following the end of a grading period. A student who owes fees will not receive a report card until the balance is paid in full.

SCHEDULE CHANGES:

Students desiring schedule changes should see the Principal or Guidance Counselor. Schedule changes should be requested as early as possible to avoid loss of class time. Students have 5 school days at the beginning of each semester to make schedule changes. Students who desire to drop a class after this time will receive a failing grade in the course to be dropped. The Principal has final approval of student schedules. As explained each year during scheduling time, it is the student's responsibility to plan for four years of high school education and to select courses which plan for a career or vocation and challenge the student to perform to his/her best abilities. Where conflicts are apparent during schedule requests, the administration will do its best to substitute or select the best possible choice for the student.

SEARCH AND SEIZURE:

(Board Policy #5771)

School authorities are authorized to search a student of his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent; whenever the School authorities reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General

housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the School District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

SOLICITATION:

Students are not to solicit money from any other students or school personnel unless a project has been approved by the Principal. No sale of items is to be conducted at the school by students for community drives.

STUDENT DRIVER REGULATIONS:

1. Student drivers must possess a valid Ohio Driver's License (not a temporary permit) that is not under suspension. All student drivers must be registered with the Principal's office or risk losing driving privileges for the school year.
2. Student drivers must show proof of insurance coverage when requested.
3. All students must park on the south side (rear) of the school building in the designated area. No student may park in the front parking lot and there is no parking on the east or west side of the building.
4. The school parking area and all school grounds are considered as part of the school building; all school rules and regulations are in effect.
5. If you change vehicles or add one to those that you do drive, notify the office of the registration information immediately.
6. Students who do not have vehicles appropriately registered risk having the vehicle towed at their expense.
7. When you arrive in the morning, you should time your arrival as close to 7:30 as possible. Students should not be sitting in cars for any length of time.
8. Smoking is not permitted even if you are in your vehicle on school grounds.
9. Regulations are in effect at all hours of the day.
10. Student drivers may not give rides to other students without parental permission of both sets of parents.
11. Students with 9 unexcused tardies to school will lose their driving privileges.
12. Student cars do not move until the last bus has turned the southwest corner of the building. The Senior Parking Area is dismissed first.
13. YOU ARE EXPECTED TO LEAVE THE PARKING LOT AT THE END OF THE DAY AFTER THE LAST BUS DEPARTS.
14. No loitering in the school parking lot before, during, and after school.

15. Students are prohibited from operating motorcycles and ATV's on school property at any time.
16. All cars will park behind parking barriers.

PLEASE UNDERSTAND - These rules and regulations are not designed to place undue restrictions upon you. The school has legal obligations, which it must fulfill, and we have students to protect. We cannot accept anything less than total cooperation and complete observation of safety standards from student drivers.

Any of the following breaches of safety precautions are sufficient grounds for permanent suspension of driving privileges:

- a. unsafe operation of a vehicle
- b. speed in excess of the 5 M.P.H. limit around the school, or 20 M.P.H. school limit beyond the east drive on Park Road West
- c. spinning tires and/or throwing of gravel
- d. parking in an unauthorized area
- e. violation of any school rule while in the parking area
- f. having a student in your vehicle who violates school rules
- g. operating a vehicle which is unsafe
- h. entering the bus parking area during bus entry or exit times
- i. leaving while buses are exiting
- j. driving to school while a license is under suspension or revocation

STUDENT VISITORS:

Students may not bring unapproved visitors to school. Any child who is not a BHS student must report to the high school office upon arrival.

SUBSTITUTE TEACHERS:

When a substitute teacher is asked to assist our school because of the absence of a faculty member, he/she is considered and should be treated with the same respect and attention to direction as any faculty member. Substitute teachers have a difficult job and to ensure that we continue to offer our students the best education possible we must expect substitutes to continue with instruction in the classroom. We must depend upon and expect student cooperation in every possible way to guarantee that teaching and learning continue.

TARDINESS:

Promptness and responsibility are very important traits to prospective employers. Teachers would be unfair to students to look the other way when students are tardy to their class and students must expect to begin class on time. Teachers will refer tardy

students to the Principal who may assign detentions or other disciplinary action to correct the problem.

A student who arrives later than half of the class time will be counted as absent in that class. Students tardy to the first period class are considered as tardy to school and must report to the office before being admitted to class.

TELEPHONE USE:

Students may be permitted to use the office phone for appropriate reasons during their lunch period. Phone usage should not exceed approximately three minutes and shall not be a daily activity.

TRUMBULL CAREER AND TECHNICAL CENTER: Bloomfield High School juniors and seniors are given the opportunity to attend the TCTC to pursue a vocational career. Juniors are required to attend all day at the TCTC, while seniors have the option of attending Bloomfield in the morning and the TCTC in the afternoon if their schedule permits. Students who are credit deficient at the end of their sophomore year and plan to attend the TCTC will need to attend summer school or an online school to make up for deficient credits at their own expense. Students are therefore encouraged to make the necessary effort to ensure that they have passed all coursework prior to the transition to TCTC.

VACATIONS:

Parents are encouraged not to take their child out of school for vacations. Vacations will be considered on an individual basis. The principal and classroom teachers must be contacted at least one week prior to the absence. All absence policies will remain in effect. Classroom work that will be missed will be provided when the student returns to school after the vacation. The student will be granted the equal number of days to complete classroom assignments as if they were absent.

VENDING MACHINES:

The vending machine may not be used except after school hours. Items will not be sold before school, during study halls or classes, or in between classes. Food items may not be purchased to take home on the bus.

VISITORS - PARENTS AND GUARDIANS:

Parents are welcome and encouraged to visit the school. All visitors must make arrangements with the Principal and report to the principal's office upon arrival to sign in. If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time.

VOLUNTEER FIREFIGHTERS:

Students are encouraged to be Volunteer Firefighters. However, students are not permitted to respond to any Fire Department calls during school hours.

WALKERS:

Students walking to school should enter the building using the front doors in the morning. Walkers should always walk **FACING THE TRAFFIC**. Walk on the south side of Park Road coming to school, the north side leaving school. Always walk on the road edge and always watch traffic. Walkers must stay far away from school buses especially at intersections and turning areas. At dismissal walkers must wait at the front doors until after buses and student drivers have departed.

WORK PERMITS:

Students seeking employment during the school year must have a work permit if they are under 18 years of age. State law requires that you receive a physical examination and produce your birth certificate or proof of age. Work permits can be obtained in the school office.

SCHOOL EXPECTATIONS AND DISCIPLINE:

POINTS TO KEEP IN MIND WITH REGARDS TO MISCONDUCT:

1. Every attempt shall be made to be as fair as possible as well as firm as possible.
2. Proper behavior is something we all must learn. It is perhaps the most important.
3. You may have the right to decide not to learn in a Democracy, however you have no right to interfere with the education of others in any way.
4. The administration and teachers do not punish students when they show improper conduct. They only take corrective action hoping that it will not repeat.
5. A constant effort will be made to keep a few students from giving the entire student body and Bloomfield-Mespo Schools a poor reputation.
6. Please note that this Policy is in compliance with Ohio Law (O.R.C.) 3313.661
7. All possible conduct could not possibly be listed. In other cases of misconduct the corrective action taken will relate as closely as possible to the offense.
8. Rules and regulations defining every type of pupil behavior is neither practical nor possible. Students at Bloomfield-Mespo Schools are expected to

behave and obey school rules, regulations, and procedures, and to practice good citizenship at all times.

9. In order to provide an efficient school a certain level of student discipline is necessary. In providing this environment we feel that the following rules and regulations can act as positive guides.
10. The violations involve corrective action for one year at a time. 11. Parents are to be notified whenever possible of serious or repetitive infractions. Flagrant disregard for any or all school rules may result in an out-of-school suspension of 1 to 10 days and may be followed with a recommendation for Expulsion.

STUDENT CONDUCT:

Student Rights & Responsibilities

- The privileges and rights of all students shall be granted without regard to race, religion, sex, creed, or national origin.
- Students have the right to due process in matters of suspension and expulsion.
- No student shall interrupt the process of education within the school.
- Every member of the school community including students and staff have the responsibility to promote regular attendance at school, orderly conduct and behavior, freedom from fear of insult and injury, and maximum opportunities for learning on the part of the student.

Due Process

- Provides written notice to the student of the intention to suspend and reason for suspension.
- Provides an opportunity to appear at an informal hearing and challenge the suspension before a school administrator.
- Within one day after the suspension, the student's parents and treasurer of the Board of Education will be notified of the suspension.
 - This notice will contain the reasons for suspension and inform the parents of their right to appeal to the Board of Education, and their right to be represented at a hearing.

Expulsion

- Assigned by the Superintendent
- Serious and/or chronic infractions of school policy.

Expulsion shall be understood to mean the exclusion of a student from all school attendance and related activities for a period of time up to 80 school days or 1 year. An expelled student is not permitted on school grounds at any time with the exception of counseling or conference with the parents. Expelled students will receive no credit for the work missed.

CODE OF CONDUCT:

The following criteria will be considered when determining the appropriate corrective action for infractions of the student conduct code. Disciplinary action will be taken on an individual basis by the administration.

1. Circumstances surrounding the incident or violation.
2. Minor and major infractions of the school rules
3. Frequency of infractions
4. Cooperation and attitude of the student

NATURE OF MISCONDUCT	1 ST OFFENSE	2 ND OFFENSE	EVERY OFFENSE THEREAFTER
Disturbance of substitute room	1 detention	2 detentions	1 day OSS
Class disturbance	1 detention	2 detentions	1 day OSS (same teacher)
Unexcused tardiness to School or class	warning for offenses 1,2,3	1 detention for offenses 4,5,6	2 detentions
Profanity or obscene gesture	3 detentions	5 detentions	1 day OSS
Passing or writing of obscene material	3 detentions (Notify parents - all offenses)	5 detentions	1 day OSS
Driving unsafely on school grounds	1 detention (Loss of privileges for 10 days)	1 detention	1 detention, privileges for 1 month
Refusal to follow a reasonable request	1 detention	2 detentions	1 day OSS
Class skipping (all or part)	2 detentions per class	4 detentions per class	3 days OSS
Gambling	3 detentions	1 day OSS	3 days OSS
Assembly disturbance Vandalism	3 detentions 10 days OSS, possible expulsion	Loss of assembly privileges EXPULSION	
Truancy	2 days OSS	5 days OSS	10 days OSS (possible referral to Trumbull County Attendance Officer, all offenses)
Illegal use or possession of drugs, drug paraphernalia, look alike drugs, or alcoholic beverages	10 days OSS intervention program, possible referral to law authorities	EXPULSION possible referral to law authorities	

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NATURE OF MISCONDUCT	1 ST OFFENSE	2 ND OFFENSE	EVERY OFFENSE THEREAFTER
Selling or distribution of drugs, drug paraphernalia, look alike drugs, or alcoholic beverages	EXPULSION, notify law authorities		
Fighting/provoking a fight	5 days OSS	10 days OSS	EXPULSION
Persistent disobedience	3 days OSS	5 days OSS	10 days OSS EXPULSION
Public display of affection	warning	3 detentions	2 days OSS
Leaving school grounds (and returning)	1 day OSS	2 days OSS	3 days OSS
Leaving school grounds (and not returning)	2 day OSS	5 days OSS	10 days OSS
Student in unauthorized or “off limits” school area without permission, or trespassing	1 day OSS	3 days OSS	5 days OSS
Threatening	3 days OSS	5 days OSS	EXPULSION
Arson, bomb threat, improper 911 calls	10 days OSS	EXPULSION (possible expulsion, referral to law authorities, all offenses)	
Setting off fire alarm	10 days OSS	EXPULSION (referral to law authorities, all offenses)	
Inciting or participating in any unauthorized assembly, etc.	5 days OSS	EXPULSION	
Sexual harassment	Subject to administrative discretion-consequences could involve detention, suspension, or expulsion.		
Possession of a weapon	EXPULSION for 1 calendar year, notify law authorities		
Failure to care for textbooks, equipment, supplies, etc.	damaged property must be paid for		
Possession or use of firecrackers, or other explosive devices such as smoke bombs, etc.	10 days OSS	EXPULSION (possible expulsion, referral to law authorities, all offenses)	
Damage to property	5 days OSS	10 days OSS	EXPULSION
Theft, extortion, or removal without permission	3 days OSS	5 days OSS	10 days OSS (possible referral to law authorities, all offenses)

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NATURE OF MISCONDUCT	1 ST OFFENSE	2 ND OFFENSE	EVERY OFFENSE THEREAFTER
Cafeteria disturbance	2 detentions	3 detentions	1 day OSS
Failure to serve administratively assigned detention	1 additional detention	1 day OSS	2 days OSS
Violation of dress code	warning	1 detention	2 detentions
Hazing/Bullying, Cyber-Bullying, Intimidation	Subject to administrative discretion-consequences could involve detention, suspension, expulsion, or referral to legal authorities.		
Assault and/or battery of a school employee	EXPULSION, possible referral to law authorities		
Serious disturbance of detention hall	2 days OSS	10 days	OSS EXPULSION
Violation of OSS by coming on school grounds	5 days OSS	10 days OSS	EXPULSION
Forging name or improper use of a pass	3 detentions	1 day OSS	3 days OSS
Student assaulting student (verbal)	3 detentions	1 day OSS	3 days OSS
Leaving class unexcused	1 detention	2 detentions	3 detentions
Sleeping in class	warning (parents notified)	warning (parents notified)	1 detention
Cheating/Plagiarism	parents notified (parent notified and no credit for work in all offenses)	2 days OSS	5 days OSS
Unprepared for class	warning (parents notified)	warning (parents notified)	1 detention
Student battery of a student	5 days OSS	10 days	OSS EXPULSION (possible referral to law authorities)
Disrespect, insubordination	1 day OSS	3 days OSS	5 days OSS
Bus misconduct	Administrative discretion, possible suspension from the bus for all offenses. All school rules apply to student bus travel.		
Use/possession of tobacco E-Cig/Vaping	3 days OSS	5 days OSS	10 days OSS,

SUSPENSION (IN/OUT) OF SCHOOL:

Assigned by building principal (Due Process)

Serious or chronic violations of school policy.

Suspension from school means that a student has been removed from all related school activities, curricular and extracurricular for a period in excess of 24 hours but not to exceed 10 school days. During the suspension the student is not allowed on school property at any time unless brought by parents/guardians for counseling or conference.

Any action or behavior judged by school officials to be inappropriate in a school setting and not specifically mentioned in the other sections shall be in violation of the Student Conduct Code. The student rules and consequences are general in nature. The administration reserves the right to use its discretion in enforcing the rules and consequences. Due to the broad range of behaviors, mitigating circumstances, and sincere desire to modify behavior rather than simply assign predetermined consequences, the administration will use discretion as necessary. Extracurricular and co-curricular activities have rules and regulations in addition to those listed above. Violations of school rules particular to an activity may result in loss of participation.

BOARD POLICIES:

These policies will be posted in the school offices and a copy will be provided to anyone not having access to our website. Please contact the office to request a copy.

The link to the Bloomfield-Mespo Local School Board policies is:

www.bloomfieldmesposchools.org

The following is a guide to the policy Table of Contents:

- 2111 Parent & Family Involvement
- 2260 Nondiscrimination and Access to Equal Educational Opportunity
- 2261.02 Title I - Parents Right to Know
- 2416 Student Privacy and Parental Access to Information
- 2623 Student Assessment and Academic Intervention Services
- 5500 Student Conduct
- 5517 Anti-Harassment
- 5517.01 Bullying and Other Forms of Aggressive Behavior
- 5530 Drug Prevention
- 5610 Removal, Suspension, Expulsion, and Permanent Exclusion Students

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- 5610.01 Permanent Exclusion of Nondisabled Students
- 5610.04 Suspension of Bus Riding/Transportation Privileges
- 5610.05 Prohibition from Extra-Curricular Activities
- 5611 Due Process Rights
- 5630.01 Positive Behavior Intervention and Supports Limited Use of Restraint and Seclusion
- 5771 Search and Seizure
- 5772 Weapons
- 7440.01 Video Surveillance and Electronic Monitoring
- 8310 Public Records
- 8330 Student Records
- 9160 Public Attendance at School Events

DIRECTORY INFORMATION:

According to Board of Education Policy 8330 Student Records, the Superintendent is required to provide public notice to students and parents of the district's intent to make available, upon request, certain information known as "directory information".

As per Ohio Revised Code 3319-321 (2) (a), this document serves as your public notice that the Bloomfield-Mespo Local Schools intends on making "directory information" available upon request.

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the school district with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school may disclose appropriately designated "directory information" records without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of the directory information is to allow the school to include this type of information from your child's education records in certain school publications such as: yearbooks, honor roll, graduation programs, playbills, sports activity sheets, etc.

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's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters upon request with the following information: names, addresses, and telephone listings unless parents have advised the LEA they do not want their student's information disclosed without their prior written consent. These laws are Section 9528 of the Elementary and Secondary Education Act (20 USC & 7908 and 10 USC & 503(c)).

If you do not want the Bloomfield-Mespo Local Schools to disclose directory information from your child's education records without your prior written consent you must notify the Principal in writing by September 30th. The Bloomfield Mespo Local Schools has designated the following for directory information.

- Name, Address, and Phone number
- Height and Weight
- Birthday and Place of Birth
- Date of Graduation
- Major Field of Study
- Awards Received
- Participation in officially recognized sports and activities

Student/Parent Handbook Agreement Form

*****Please sign and return this form by the first Tuesday in September*****

I have read and reviewed the contents of the Bloomfield Middle/High School Handbook with my child/children. We understand the policies and philosophy of the school and will abide by them. Our acknowledgement and signature will be kept on file for the duration of your child's enrollment or until update is published. This document should be retained for ongoing review with your child/children.

Student Agreement (up to 4 students in the same family can use this form). 1. Student

Name (Print): _____ Grade: _____ Student

Signature X: _____ Date: _____

2. Student Name (Print): _____ Grade: _____

Student Signature X: _____ Date: _____

3. Student Name (Print): _____ Grade: _____

Student Signature X: _____ Date: _____

4. Student Name (Print): _____ Grade: _____

Student Signature X: _____ Date: _____

Parent Signature X: _____ Date: _____

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DENIAL FORM FOR PHOTOGRAPHY & CLASSWORK DISPLAYS

On occasion, students will be photographed or their personal classwork will be displayed via hallways, webpage, yearbook, team photos, and for television/newspaper releases when the district is being featured. If you wish to NOT have your student's photograph/class work published while attending the district for the current school year, please complete the form below and return it to the office.

Student Name (Print): _____ Grade: _____

Student Name (Print): _____ Grade: _____

Student Name (Print): _____ Grade: _____

Student Name (Print): _____ Grade: _____

With my signature, I acknowledge I DO NOT WANT my student(s) to have their photo taken singularly or with their class for yearbook or etc..

Parent Signature X: _____ Date: _____

****Note: Signed release forms are not needed when subjects are in public locations such as sporting events, parks, etc..**

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REFUSAL OF PERMISSION TO DISCLOSE DIRECTORY INFORMATION

If you would like to refuse permission for the District to disclose "Directory Information," please fill out the following form and return to the office by the first Tuesday in September.

I _____ am the parent or legal guardian of:

Print parent name

_____ Grade: _____
Print student name

_____ Grade: _____
Print student name

_____ Grade: _____
Print student name

_____ Grade: _____
Print student name

As per this written statement, I am denying the school district permission to release "Directory Information" related to my student(s).

X _____ Date: _____

Parent Signature