

Whiteoak Jr./Sr. High School Calendar  
2010-2011

T.B.A.	New Teacher In-Service/Orientation
Fri/Mon., August 13/16	Teacher In-Service
Tuesday, August 17	First Day for Students
Monday, September 6	LABOR DAY – No School
Tues.-Fri, September 7-10	Highland County Fair – No School
Wednesday, September 29	Interim Reports Due
Monday, October 11	COLUMBUS DAY – No School
Friday, October 29	End First Grading Period
Monday, November 1	Second Grading Period Begins
Monday, November 8	Report Cards Issued
Thursday, November 11	Parent/Teacher Conferences
Tuesday, November 16	Parent/Teacher Conferences
Wednesday, November 24	Parent/Teacher Conference Comp. Day – No School
Thurs-Mon., November 25-29	THANKSGIVING BREAK - No School
Wednesday, December 1	Interim Reports Due
Monday, Dec. 20-Jan. 2	WINTER BREAK - No School
Monday, January 3	School Reopens
Friday, January 14	End of Second Grading Period
Monday, January 17	MARTIN LUTHER KING DAY – No School
Tuesday, January 18	Third Grading Period Begins
Monday, January 24	Reports Cards Issued
Thursday, January 27	Parent/Teacher Conferences
Tuesday, February 1	Parent/Teacher Conferences
Wednesday, February 16	Interim Reports Due
Friday, February 18	Parent/Teacher Conference Comp. Day – No School
Monday, February 21	PRESIDENT’S DAY – No School
Friday, March 25	End of Third Grading Period
Monday, March 28	Fourth Grading Period Begins
Monday, April 4	Report Cards Issued
Thurs.-Mon, Apr. 21-25	EASTER BREAK – No School
Wednesday, April 27	Interim Reports Due
Friday, May 27	Senior Commencement
Friday, May 27	Last Day for Students – End of Fourth Grading Period
Monday, May 30	MEMORIAL DAY – No School
Tuesday, May 31	Teacher Work Day

Early dismissal days: Sept. 24, Oct. 29, Nov. 23, Dec. 17, Jan. 14, Feb. 11, Mar. 25, Apr. 20  
May 27

Make up days, in order of use, if needed: April 21, Feb. 18, May 31, June 1, 2

Total Student Days      180\*                      Total Teacher Days      183  
\*Includes two waiver days.      # ODE waiver days pending approval

## **DISTRICT VISION**

The vision of the Bright Local School District, as a provider of quality education, is to empower each of our students to become contributing citizens with the skills and desire for life long learning.

### **Our Mission Is BRIGHT**

**Bridge the Gap**  
**Respect the Differences**  
**Imagine the Possibilities**  
**Generate Success**  
**Heighten Expectations**  
**Teach all Students**

## **PHILOSOPHY AND PURPOSES**

The educational program of Whiteoak Jr./Sr. High School is predicated on two basic beliefs:

- (1) That the program can offer to youth an opportunity for each individual to develop and grow to the person's potential—intellectually, physically, spiritually, and socially, democratically and
- (2) That it can promote and encourage good citizenship in our democratic society.

The following purposes are offered as the expression of the principles which determine the program of our school:

1. To encourage the formation of desirable personal habits and attitudes: self reliance, initiative, punctuality, neatness, manners, and health.
2. To train pupils for active and intelligent citizenship in our democracy.
3. To discover individual talent; to give each pupil with such talent encouragement and opportunity.
4. To develop appreciation of our country and its heritage, home and family, scholarship, literature, music, and art.
5. To provide training with vocational emphasis in the fields of agriculture, home economics and business education.
6. To help pupils understand the necessity of getting along with other people.
7. To emphasize the importance of moral values in every day living.
8. To continue emphasis on the fundamental "tool" subjects-language arts, mathematics, science, citizenship and technology.
9. To encourage independent, creative thinking on the part of pupils in solving their problems.
10. To provide through the curriculum the basic training for higher education

11. To provide through the curriculum the basic training for all students to be prepared for the world of work.
12. To encourage worthy use of leisure time.
13. To protect our democratic freedom and promote the American way of life.
14. To create and cultivate the desire to be helpful to our fellow man.

### GRADUATION REQUIREMENTS

Whiteoak High School's main educational purpose is to provide students an education that will be useful to them after graduation from high school. The students along with the assistance of their parents, the guidance counselor, and the principal should select the type of course work that will fit their needs.

The information that follows will provide students with sample programs or tracts that they can follow. Listed below are the requirements needed for graduation from Whiteoak High School: \*\* A total of 20 credits are needed to graduate. Prerequisites are established for many courses. Credit deficient students may or may not be permitted to retake a course due to enrollment numbers. Students failing a course(s) are not guaranteed a place in the course the following year. Credit deficient students will need to work closely with the principal and guidance counselor to explore options such as summer school, correspondence courses.

4 units of English	3 units of Math
3 units of Social Studies	½ unit of Physical Education *see p.e. policy
3 units of Science	½ unit of Health

\*Physical education requirements for graduation (1/2 unit). Students in grades 8-12 may participate in jr/sr high school level sport including cheerleading in lieu of physical education courses at Whiteoak High School. A combination of the following will meet requirements for high school physical education credit.

- 1 year of high school physical education
- 2 sports (including cheerleading) at the high school level (1/4 for each)
- 1 summer physical education, 1 high school sport (1/4 credit each)
- 2 summer physical education (summer physical education is only offered with sufficient enrollment as determined by administration). (1/4 each)

In order to receive credit for physical education, a 8<sup>th</sup>-12<sup>th</sup> grade student may participate in a jr/sr high school sport recognized by OHSAA or cheerleading at Whiteoak High School. Student must participate throughout the entire duration of the season (i.e., conditioning, scrimmages, practices and contests/tournaments.) Students who quit or become ineligible for the remainder of the sports season will not receive credit for physical education. Students who transfer to Whiteoak High School and have participated in high school sports at their former school will have their transcripts and activities reviewed. Credit will be determined by administration and the counselor. Students will receive either an (A, if students successfully participate for an entire season as determined by the athletic handbook or F is students do not complete the entire sports season as determined by the athletic handbook). Whiteoak High School or transferring students may receive credit for past participation in high school sports including cheerleading beginning with the 2006-07 school year pending verification.

Science units must include 1 unit of biological sciences and 1 unit of physical sciences. Social Studies units must include ½ unit of American history and ½ unit of American government. Electives units must include 1 unit or 2 half units in Business/Technology, Fine Arts, or Foreign language.

Note: The students attending Southern Hills Career Center will not be required to meet these standards; however, they will meet other requirements set forth by the vocational school.

Freshman	English Math, Algebra I or elective if available Physical Science or elective Physical Education and Health World History
Sophomore	Completion of 5 credits English 10 Physical Education Biology or Life Science Math, Geometry or elective if available American History
Junior	Completion of 10 credits English 11 American Government/Economics Science
Senior	Completion of 15 credits English 12

\*\*OGT (Ohio Graduation Test) – Beginning with the Class of 2007, in order to receive a high school diploma, a student must have successfully passed i.e.(scored proficient or higher on all 5 sections of the OGT). The OGT will be administered in the spring each school year to all sophomores. Every student will potentially have five opportunities to pass the examination during grades 10-12. Summer school tutoring, special classes, and peer tutoring will be made available for those students having difficulty passing all 5 parts of the test.

### **Graduating Classes of 2014 and Beyond**

Students must meet both testing requirements and curriculum requirements in order to earn a diploma. These requirements apply to students entering their freshman year in 2010 and beyond. English language arts – 4 units; Health – ½ unit; Mathematics – 4 units; Physical education – ½ unit; Science – 3 units; Social studies – 3 units; electives – 5 units. Other requirements: Economics and financial literacy and fine arts.

1. Mathematics units must include 1 unit of algebra II or the equivalent of algebra II.
2. The Ohio Core allows school districts to adopt a policy that would exempt students who participate in interscholastic athletics, cheerleading for two full seasons from the physical education requirement. Students must take another course of at least 60 contact hours in its place.
3. Science units must include 1 unit of physical sciences, 1 unit of life science and 1 unit of advanced study in one or more of the following sciences: chemistry, physics, or other physical science ; advance biology or other life science; astronomy, physical geology, other earth or space science.

4. Social studies units must include ½ unit of American history and ½ unit of American government
5. Electives units must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.
6. All students must receive instruction in economics and financial literacy during grades 9-12 and must complete at least two semesters of fine arts taken any time in grades 7-12. Students following a career-technical pathway are exempted from the fine arts requirement.

**DIPLOMA WITH HONORS**  
**FOR GRADUATING CLASS 2011 AND BEYOND**

1. four units of English
2. four units of mathematics that include Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
3. four units of science that include physics and chemistry
4. four units of social studies
5. 3 units of foreign language that include at least 2 units in each language studied
6. 1 unit of fine arts
7. grade point average of 3.5 on a 4.0 scale
8. obtain a composite score of 27 on the American College Testing (ACT) test or an equivalent composite score of 1210 on the Scholastic Assessment Tests (SAT) with no regard for its new writing portion.

Diploma with Honors requirements pre-suppose completion of all high school diploma requirements in Ohio Revised Code including:

- |                           |                            |
|---------------------------|----------------------------|
| ½ unit physical education | ½ unit in American history |
| ½ unit health             | ½ unit in government       |

**WHITEOAK HIGH SCHOOL GRADUATION REQUIREMENTS**  
**FOR SOUTHERN HILLS CAREER CENTER**

Math – 2 Credits	Physical Education 9 – ¼ Credit
English 9 – 1 Credit	Physical Education 10 – ¼ Credit
English 10 – 1 Credit	Health – ½ Credit
English 11 – 1 Credit	Science – 2 Credits
Social Studies – 2 Credits	Electives – 2 Credits
Total Credits – 20	

**CREDIT FLEXIBILITY**

The Board recognizes that an effective education program is one that provides opportunities for students to customize aspects of their learning around their respective needs and interests. 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.

Students may earn high school credit based on approved credit flexibility plans determined by school administration. 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 21<sup>st</sup> Century skills. Examples of (Credit Flexibility) currently offered at Whiteoak Jr/Sr High School includes Learn and Serve & Ag Business courses. Within these courses, students will be required to adhere to the student and parent contract for participation. Students will be expected to demonstrate proficiency on an ongoing basis as defined within the contract and record books. Students will also be permitted to continue with PSEO and correspondence courses as approved by administration.

Whiteoak Jr/Sr High School offers community service education which acquaints students with the history and importance of volunteer service and with a wide range of existing community needs. Community service opportunities are considered as an elective toward graduation through our Learn and Serve course.

Flex credit may also be exercised when a student does not or cannot complete graduation requirements. Pre-approval for all coursework will be determined by the administration with input from the appropriate teacher(s). Credits from other districts and educational providers will be reviewed for acceptance on an individual basis by the administration and counselor.

Credit Flexibility also allows for students to demonstrate proficiency through testing out or showing mastery of course content. Students will demonstrate mastery through the completion of an exit exam designed by the appropriate teacher. The exam may also include labs or projects to assist in demonstrating mastery and addressing various learning styles. Testing out requires additional evaluation and assessment from teachers; therefore a non-refundable fee of \$100 will be collected prior to the exam process. Students must score 75%-C or higher on the exit exam to receive credit. Any score below 75% will be recorded as an F and the student will be required to take the course again. Students may attempt to test out of a subject one time a year. The school will designate test out dates.

Beginning with the class of 2012, student may 'test out' of exams during summer school. All tests and projects must be completed by the end of the designated time in order for staff to grade and complete assessments for placement in/or opting out of the appropriate class for the following school year. Some courses are not designed for 'testing out'. Some courses require year long participation i.e., Vo-ag and Band. These courses require participation in outside of class activities and assignments throughout the year.

#### DUAL CREDIT

Dual credit is an additional option for students to receive high school credit as well as college credit. These courses are limited to articulated agreements Southern State Community College and Whiteoak High School. Students may be required to be transported to Southern State Community College for special labs or opportunities unavailable at Whiteoak High School. These courses are at no additional charge above and beyond normal school fees assessed by Whiteoak High School.

## COURSEWORK PRIOR TO NINTH GRADE

Student work successfully completed prior to the ninth grade is applied towards graduation credit if the course is taught by a teacher holding a license valid for teaching high school and is designated by the Board as meeting the high school curriculum requirements. Currently Whiteoak Jr/Sr High School may offer the following courses for high school credit to eight graders who successfully complete requirements:

- Physical Education (see athletic participation)
- Band
- Spanish
- Art
- Algebra I (students must earn a grade of C or higher in order to receive high school credit)

## POST-SECONDARY ENROLLMENT OPTIONS PROGRAM

For the Class of 2012

The purpose of the Post Secondary Enrollment Options Program is to provide high school students who are intellectually and socially capable the opportunity to earn college and high school graduation credit through successful completion of college courses.

- PSEO Student(s) are required to sign in/out of the office upon entering and leaving the building
- 9<sup>th</sup> & 10<sup>th</sup> grade students criteria for admission**
1. Complete the SSCC PSEO application and submit it to the Records Office no later than 30 business days prior to the start of fall, winter, or spring quarter.
  2. Provide official high school transcripts that reflect a cumulative grade point average of : 3.75 for 9<sup>th</sup> grade, and 3.50 for 10<sup>th</sup> grade.
  3. Upon receipt of application, students will be contacted to schedule a time to take the SSCC Placement Assessment. To be accepted into the PSEO program, a student must place in to Math 117 and English 101. Note: Students may take the assessment only once per academic year.
  4. Students must reflect a level of personal and social maturity which would make it possible for the student to adapt to a college level environment.
  5. Students who drop a course or receive a grade lower than a C will be required to pay for the course. Students may not enroll in PSEO courses the following year unless all courses are paid for by June 15 for the same school year.
  6. Full time PSEO Students are required to take 3 courses each quarter.

**NOTE:** Upon admission as a 9<sup>th</sup> or 10<sup>th</sup> grader, student's records will be re-evaluated at the completion of their 10<sup>th</sup> grade year to consider passage of the Ohio Graduation Test. If the OGT has not successfully been passed, students will not be permitted to continue in the PSEO program.

### **11<sup>th</sup> & 12<sup>th</sup> grade students criteria for admission**

1. Complete the SSCC PSEO application and submit it to the Records Office no

- later than 30 business days prior to the start of fall, winter or spring quarter.
2. Provide official high school transcripts that reflect a cumulative grade point average of 3.0 or higher on a 4.0 scale.
  3. Provide documentation that all parts of the Ohio Graduation Test have been successfully passed. (If required for graduation).
  4. Upon receipt of application, students will be contacted to schedule a time to take the SSCC Placement Assessment. To be accepted into the PSEO program, a student must place into Math 117 and English 101. NOTE: Students may take the assessment only once per academic year.
  5. Students must reflect a level of personal and social maturity which would make it possible for the student to adapt to a college level environment. Students are responsible for maintaining contact with their school. Students must make quarterly visits with the school counselor to review class schedules and grades. It is critical for seniors to make contact with their class advisor for senior information and updates on a regular basis. Also, it is equally important to maintain close communication with the school counselor to receive updates about college applications, scholarships and other related topics.
  6. Students who drop a course or receive a grade lower than a C will be required to pay for the course. Students may not enroll in PSEO courses the following year unless all courses are paid for by June 15 of the same school year.
  7. Full-time PSEO students are required to take 3 courses each quarter.

### **ATTENDANCE REQUIREMENTS**

The maximum number of absences in each quarter without loss of credit is 5. The maximum number of absences in each semester without loss of credit is 10. Unless extraordinary circumstances exist, (extended, serious illness, etc.), 5 absences in any quarter or 10 absences in any semester will result in automatic failure in all classes. Absences in excess of 5 per quarter or 10 per semester can be excused by appropriately signed statements from doctors, dentists, clinics, courts, etc., that indicates the need for absences on specific dates. Medical excuses must be submitted to the attendance officer/designee within 1 week after the students return to school. Excuses will not be accepted after that time. Reasonable requests for excused absences for funerals will be honored. Excuses must be presented the day following the absence. In addition, students are permitted to make up any missed work if they present a note from their parents for any absence due to an illness that did not require doctor's care or if the student was needed at home to work. After the 5<sup>th</sup> unexcused absence in any 9-week period, the truant officer at the Southern Ohio Educational Service Center will be contacted for court action.

Students arriving during first period or leaving during the last period will be counted as tardy. Students arriving during the second, third, or fourth period, or leaving during the fourth, fifth, or sixth period will be counted absent one-half day. Students arriving after fourth period or leaving before fourth period will be counted as absent all day. Students leaving school during the day will not be permitted to return except by presenting an appropriately signed excuse.

Parent(s)/Guardian(s) must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for unexcused absences. Parent(s)/Guardian(s) should call before 9:00 a.m. After 9:00 a.m. a school representative will attempt to notify the parent. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers. Parents/Guardians should call the school where their child attends.

The attendance officer/secretary will periodically make phone calls to the home to confirm a student's absence.

### **VACATIONS**

Absences due to vacation must have prior approval of at least 5 days in advance from the principal in order to be excused. It is the student's responsibility to obtain the make-up work.

### **STUDENT CODE OF CONDUCT**

Ohio Revised Code 3313.66 requires that students be provided with a written notice of intent to suspend prior to being suspended. The statute also requires that students and parents be provided with a written notice of intent to expel. The notices shall include: (1) a statement of intent to discipline; (2) a description of the acts which were in violation of the Student Code of Conduct; (3) specific rules of the Student Code of Conduct which were violated; (4) and the dates of the suspension or expulsion.

The written notice of intent to suspend shall be given to the student at an informal hearing. The notice of intent to expel shall be sent to the student and his parents and the students and parents will be provided an opportunity for an informal hearing prior to a decision to expel.

Students will receive an unexcused absence for each school day missed as a result of a suspension and/or expulsion. No work may be made up while a student is suspended or expelled.

A student or his parents may appeal any decision of the Bright Local School District administration to suspend a student from school to the Superintendent or the Superintendent's designee. A student or his parents may appeal an expulsion from school to the Board of Education or its designee. A student or parent must request an appeal in writing within 10 days after the discipline measure takes effect. The student and his parent may be represented in all appeal hearings. Pursuant to Ohio law, a student or parent may further appeal an expulsion, suspension to the Highland County Court of Common Pleas.

It is the policy of the Bright Local School District Board of Education that students shall not be permitted to return to school pending any appeal process with the administration or the court. The School District will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the Board of Education, the Superintendent, or their designees, reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to makeup all assignments and work missed as a result of his or her absence.

This Code of Regulations is adopted by the Board of Education of Bright Local School District pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code. Any student engaging in the following types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This code of regulation applies while a student is in the custody or control of the school, on school grounds or **closely proximate thereto**, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs student conduct at all times, **on or off school property**, when such student conduct is reasonable related to the health and safety of other students and/or school employees, or such conduct would unreasonable interrupt the educational processes of the Bright Local Schools.

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension or expulsion. The guidelines under which this community service shall be performed are:

- a. The student and parent will execute a document agreeing to the community service in conjunction with or in place of a suspension or expulsion. If community service is not completed to the Superintendent's satisfaction, all or part of the suspension or expulsion may be reinstated.
- b. Community service shall be performed at the place and time designated by the Superintendent.
- c. Community service is an option to be utilized at the sole discretion of the Superintendent and is not available at the discretion of the student and parent.
- d. Any failure to complete community service in a timely and acceptable manner shall result in the immediate cancellation of the community service option and the immediate imposition of suspension or expulsion. Prior to imposing a suspension/expulsion for failure to complete community service, the parent/guardian and student shall be sent a written notice of the Superintendent's intention and shall have three (3) days from the mailing of the notice to request a meeting with the Superintendent to show cause why the suspension/expulsion should not be imposed.

**The types of conduct prohibited by this Code of Regulations are as follows:**

Rule#1: Damage or destruction of school property, property of school employees, or property of other students, on or off of school premises.

Rule#2: Damage or destruction of private property on school premises or in areas controlled by the school.

Rule#3: Assault on a school employee, student or other person.

Rule#4: Harassment of school personnel or other students during school and/or non-school hours.

Rule#5: Fighting – A student allowing himself to be drawn into a fight will be subject to disciplinary action along with the instigator. The extent of the involvement will be determined and the student will be disciplined accordingly.

Rule#6: Hazing (to persecute, harass or humiliate another student and/or employee).

Rule#7: Chronic misbehavior, which disrupts or interferes with any activity.

Rule#8: Disregard of reasonable directions or commands by school authorities including school administrators and teachers.

Rule#9: Abuse of another. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous or degrading in nature, words or phrases which could be considered threatening, menacing or indicate an intent to cause harm to person or property, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name calling and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited.

Rule#10: Disrespect to a teacher or other school authority.

Rule#11: Refusing to take detention or other properly administered discipline.

Rule#12: Skipping detention.

Rule#13: Falsifying of information given to school authorities in the legitimate pursuit of their jobs.

Rule#14: Forgery of school or school-related documents.

Rule#15: Cheating or plagiarizing.

Rule#16: Gambling

Rule#17: Extortion of a student or school personnel.

Rule#18: Theft or possession of stolen goods.

Rule#19: Arson or other improper use of fire.

Rule#20: Possession of matches or lighters or other similar devices.

Rule#21: Possession or use of dangerous weapons or ordnance or objects which look like weapons or ordnance, including, but not limited to, guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains, studs, etc.; or possession or use of objects which may render physical harm to another if improperly used, including, but not limited to axes, hatchets, hammers, saws, ice picks, screwdrivers, knives, etc.

Rule#22: Buying, selling, transferring, using or possessing any substance containing tobacco, including, but not limited to cigarettes, cigars, a pipe, a clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form.

Rule#23: Buying, selling, transferring, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants, or buying, selling, using, possessing or being under the influence of any counterfeit controlled substance. (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance).

Rule#24: Buying, selling, transferring, using, possessing or being under the influence of any drug, medication, inhalant or other controlled

substance which can be taken internally where the students involved cannot show a legitimate health or other reason for the use of such substance.

Rule#25: Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers, etc.

Rule#26: Possession of electronic communication devices and/or an electronic laser pointing device or electronic light emitting device without expressed written permission of administration is prohibited. Students shall not be permitted to use/have on beepers, pagers, cellular telephones or any other related electronic communication devices during school hours.

Rule#27: Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind.

Rule#28: Cursing.

Rule#29: Use of indecent or obscene language in oral or written form.

Rule#30: Publication of obscene, pornographic or libelous material.

Rule#31: Placing of signs and slogans on school property without the permission of the proper school authority.

Rule#32: Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc., with out the permission of the proper school authority.

Rule#33: Demonstrations by individuals or groups causing disruption to the school program.

Rule#34: Truancy.

Rule#35: Tardiness.

Rule#36: Leaving school premises during school hours without permission of the proper school authority.

Rule#37: Upon initial arrival, leaving school property without permission.

Rule#38: Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.

Rule#39: Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc. which at the discretion of the Administration is reasonably related to or represents gang or gang-like activity.

Rule#40: Improper or suggestive dress.

Rule#41: Indecent exposure.

Rule#42: Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.

Rule#43: Turning in false fire, tornado, bomb, disaster or other alarms.

Rule#44: Presence on school property with a communicable disease.

Rule#45: Failure to abide rules and regulations set forth by administration for student parking.

Rule#46: Disobedience of driving regulations while on school premises.

Rule#47: Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordinance onto any property owned or controlled by or to any activity held under the auspices of the Board of Education.

Rule#48: Sell; offer to sell or possess a controlled substance on school premises or at a school-related function (trafficking in drugs).

Rule#49: Carrying concealed weapons.

Rule#50: Any disruption or interference with school activities.

Rule#51: Willfully aiding another person to violate school regulations.

Rule#52: Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.

Rule#53: Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity.

Rule#54: Failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage property, when the student has information about such actions or plans.

Rule#55: Violation of any Board rule, regulation or policy.

Rule#56: Repeated violations of the Student Code of Conduct and/or other Board rule, regulation or policy.

**\*\*NOTE: Due to Bright Local Board Policy JFC (Zero Tolerance)**

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this division extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

**DANGEROUS WEAPONS:** Students are prohibited from bringing a firearm or a knife on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm or knife on school property, the Superintendent shall expel this student from school for a period of one calendar year and notify the appropriate criminal justice or juvenile delinquency authorities. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce the one-year expulsion on a case-by-case basis. 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.), which includes any explosive, incendiary or poisonous gas, bomb, grenade, 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. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle.

STUDENT SUSPENSIONS – Any work missed during out-of-school suspension cannot be made up. Following any out-of-school suspension, to re-enter, you and your parent(s) must arrange a meeting with the principal before 8:00 a.m. on the day you are to return to school. It will be the student and their parents responsibility to call the school and make arrangements for this meeting.

### **CHRONIC MISBEHAVIOR**

Students who have an excessive number of discipline referrals will be assigned a Friday Night School (if available), in-school suspension or out of school suspension, and/or have all school privileges eliminated. A conference with an administrator, student's counselor and the student's parents may also be scheduled. The school considers five referrals earned over a brief period of time to be excessive. Students who continually prevent a teacher from teaching and/or keep other students from learning will be removed from a class and temporarily assigned to in-school suspension. The student will be expected to develop a contract before being readmitted to class.

### **STUDENT PRANKS**

Students who plan or participate in a prank that disrupts the school day, results in damage to school or private property, or results in injury to students and/or staff will be disciplined severely. They will also assume all financial liability associated with the prank, including medical costs of any injured. Disciplinary measures may include expulsion. **Pranks committed by seniors may jeopardize participation in Commencement.** When appropriate, legal action will be taken.

### **STUDENT CONDUCT IN NON-INSTRUCTIONAL AREAS**

#### **Corridors:**

Student conduct in these areas along with the parking lot is expected to reflect good taste and respect for the safety and welfare of fellow students and staff members. Running, shoving, hitting, shouting, eating in places other than the cafeteria, and extremely boisterous behavior are not acceptable conduct. The school setting is not a place for embracing and other signs of affection.

### **CHEMICAL DEPENDENCY POLICY BRIGHT LOCAL SCHOOL**

#### **CHEMICAL DEPENDENCY – STUDENTS**

The Bright Local Schools recognize chemical dependency, including alcoholism, as a disease, which is treatable. Our concern with involvement and chemical dependency is directed to its effects on the students' performances. The Bright Local School are committed to helping all students fully realize their potential and believe involvement with chemicals can seriously inhibit their capacity to learn and to function effectively. It is the policy of this school system to take positive action through education, counseling, parental/guardian involvement, and appropriate referral. A student shall not knowingly possess (includes, but not limited to, purses, wallets, lockers, desks, etc.) buy, sell, use, transmit, apply, or be under the influence\* of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, prescription drug\*\*, alcoholic beverage, intoxicant, controlled substance,

or mood altering chemical of any kind: any “look-alike” or counterfeit drug. This rule is in effect during school or any school sponsored activity, event, or program, on school grounds, on the school bus or at the bus stop, or in transit to and from school, and at any other time when the school is being used by any group, or off the school grounds at any school sponsored activity, function, or event. When the possession of illegal or dangerous items is suspected to be in a student’s automobile on school property, the school official will call the Highland County Sheriff’s Department.

The principal will be responsible for determining whether to investigate possible offences and will have discretion in the decision. If he/she does investigate, it will be his/her duty to determine if the information obtained supports a finding that an offense has occurred subject to student due process requirements. If an offense is determined to have occurred, the penalty provisions of this policy shall be mandatory.

\*Under the influence is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep in class, memory loss, abusive language, difficulty in focusing attention, slowing of response time or thought patterns, or any other behavior not normal for the particular student.

\*\*A prescription drug means the use of a drug authorized by a medical prescription from a licensed physician, which shall not be considered a violation of this rule as long as a signed physician’s statement or prescription label is presented the principal’s office.

The following procedure will be followed in dealing with the incidents mentioned before

1. Possession, use transmission, sharing, or under the influence:

A. First Offense

1. The principal will invoke suspension for up to ten (10) days in compliance with the student due process procedures. Days may be abated in lieu of appropriate counseling/treatment as determined by the administration.
2. The principal/assistant principal will notify the parent(s)/guardian(s) to explain the incident and arrange a conference, which will include the student’s respective guidance counselor.
  - a. If the parents cannot be reached, and a medical emergency exists, the person on the student’s emergency medical card will be notified.
3. The principal/assistant principal will notify the Highland County Sheriff.
4. Conditions for possible abatement of suspension days:
  - (a) The student shall agree to undergo an evaluation to determine if the student is an abuser of chemicals or chemically dependent and in need of treatment and/or counseling. The evaluation shall be from agencies such as but not limited to: (1) Highland County Family Recovery Center (393-4562); (2) Scioto/Paint Valley Mental Health Clinic (393-9946); (3) Clermont Mercy Hospital Rehabilitation (732-8644); (4) Private counselors or physicians technically trained in chemical dependency.
  - (b) The student shall agree to undergo any treatment and/or counseling recommended by the evaluating agency

- (c) The student shall waive rights of confidentiality by the evaluation and/or treatment agency and direct the agency to make such written reports to the school officials as requested. However, the school shall keep such reports confidential.
  - 5. The contacted agency or office will notify the principal that the client has made contact by signing an appointment card, which the student will present at the time of his evaluation.
  - 6. If the student refuses to or fails to undergo evaluation and/or treatment by an evaluation agency and is expelled by the superintendent, the superintendent may suspend the expulsion upon the same conditions provided above.
  - 7. If the superintendent expels a student and if the Board of Education affirms such expulsion, the Board of Education may suspend the expulsion upon the same conditions provide above.
  - 8. Expenses of evaluation and treatment or counseling procedures shall be borne by the student and family. The school will not be financially responsible for any such expenses.
- B. Second Offense
- (1) The principal will suspend the student for a period of (10) ten days and recommend that the superintendent of school expel the student.
  - (2) The principal will have the juvenile officers refer the student to juvenile court.
2. Supply/Sale of Chemicals (Drugs/Alcohol)
- A. Supplying or selling of chemicals, including any “look-alike” or counterfeit drug will result in recommendation by the principal to the superintendent of school for an expulsion of the student in compliance with student due process procedures.
  - B. The principal/assistant principal will refer the case to the proper legal authorities for court action.

For purposes of this policy, offenses will be counted as first, second, third, and further offenses in two segments. The first shall be offenses committed while a student is in grades K-6 and 7-12, inclusive. The second shall be offenses committed while a student is in grades 9-12, inclusive. A student entering grade 9 for the first time will therefore have no offenses for purposes of this policy.

### **TOBACCO RELATED OFFENSES**

- 1. Possession of, or smoking tobacco products.**
  - 1<sup>st</sup> Offense: 3 day suspension. The student’s return to school may be based on proof of participation in a smoking-cessation program.
  - 2<sup>nd</sup> Offense: 5 day suspension.
  - 3<sup>rd</sup> Offense: 10 day suspension with recommendation for expulsion.
- 2. Possession of smoking materials (lighters, matches, papers, etc.)**
  - 1<sup>st</sup> Offense: In school suspension and/or 3 day suspension
  - 2<sup>nd</sup> Offense: 3 day suspension – unless other suspension have occurred
  - 3<sup>rd</sup> Offense: 5 day suspension – unless other suspension have occurred

### **BELL SCHEDULE**

7:50	-	Warning Bell
7:55	-	Warning Bell
8:00-8:06		CATS Time
8:06-8:54	-	1 <sup>st</sup> Period
8:58-9:46	-	2 <sup>nd</sup> Period
9:50-10:38	-	3 <sup>rd</sup> Period
10:42-11:30	-	4 <sup>th</sup> Period
11:34-12:04	-	5A Lunch
12:08-12:38	-	5B Lunch
12:42-1:12	-	5C Lunch
1:16-2:04	-	6 <sup>th</sup> Period
2:08 -2:56	-	7 <sup>th</sup> Period

### **HALL PASSES**

In order to be released from any classroom/study hall, the student must ask and receive a hall pass form the teacher to whom he/she is assigned authorizing the student to be out of the assigned area. Students who do not have a pass will be subject to disciplinary action. Hall passes may limit 3 passes per class, per nine weeks (for non-emergency situations.)

### **CLASSROOM BEHAVIOR RULES**

Students will:

1. Be in their assigned room or other area when each period begins.
2. Be prepared for classroom instruction with needed equipment, assignments, etc.
3. Be courteous to classmates and school employees.
4. Display behavior that does not cause interruptions or rudeness in the classroom.
5. Not disrupt the educational process by talking to classmates during instruction.

### **DISCIPLINE INTERVENTION PLAN**

Penalty for violation of classroom behavior rules: \*

- First time: (Teacher Option) Warning  
Second time: (Teacher Option)  
Parent Call  
Parent Conference  
Teacher/Student Conference  
Teacher Held Detention  
Guidance Referral  
Writing Assignment  
Third time: Parent Call (Mandatory)  
Parent Conference  
Teacher/Student Conference

Teacher Held Detention (Doubled)  
Guidance Referral  
Writing Assignment (Doubled)  
Fourth time: Parent Call (Mandatory)  
Written Office Referral

\*Steps may be skipped depending upon the severity of the incident.

### **BOOK BAGS**

Book bags should be placed in the student's locker upon arrival at school. Individual teachers may reserve the right not to permit bookbags in class due to space or the type of class.

### **COATS/JACKETS**

All coats and jackets should be placed in the student's locker upon arrival at school. Coats/jackets should not to be worn during the school day unless approved by the principal or classroom teacher.

### **EIGHTEEN-YEAR OLD POLICY**

As a result of Bright Local School Board Policy #5355, students may upon reaching their eighteenth birthday, declare themselves exempt from school policies regarding contact with parents. With the exception of an immediate emergency, parents of students who make such declarations will not be contacted by the school. Parents of students making such declarations will be notified of the student's actions. This board policy is in compliance with Section 3109.01 of the Ohio Revised Code. State Law requires schools to enforce the same rules on all students, regardless of their age, with just a few exceptions. An eighteen year old must still obtain permission from the principal or his/her designee to leave school.

### **HONOR ROLL REQUIREMENTS**

The Whiteoak Jr./Sr. High School honor roll is published after each 9 weeks grading period. To be eligible for the honor roll, students must have grades consisting of all A's & B's on their report cards for a single grading period. Any student with all A's will be listed as high honors.

### **VISITORS**

The Bright Local Board of Education welcomes and encourages visits to the school by parents and other adult residents of the district.

If special arrangements due to disability are necessary, please contact the building principal for assistance. In accordance with the Americans with Disabilities Act, the district will make reasonable accommodations so persons with disabilities may access Bright Local Schools and school events.

The Board also has an obligation to ensure that school visits are not disruptive to the educational process and student achievement. It is necessary, then, to regulate school visits as follows:

\*Pursuant to Section 3313.20 of the Ohio Revised Code, all visitors to the building are required to be cleared through the principal's office before

contacting any student or staff member. Depending on the nature of the business to be conducted at school, visitors are required to sign in and/or out as determined by the principal. All visitors must wear an identification tag.

**\*Persons wishing to visit a class in session need to make arrangements in advance with the school principal. The principal will make every effort to schedule the visit as soon as possible at a time convenient for the visitor and the teacher.**

**\*Visitors must enter through the main entrance of the building next to the principal's office. All other doors will be locked.**

**\*The superintendent and/or the building principal has the authority to prevent entry into the school or to remove any person when there is sufficient and good reason to believe the presence of that person is not conducive to the preservation of the peace or the orderly operation of the school.**

### **COUNSELING**

Counseling services are available to all students of Whiteoak Jr./Sr.High School. Such services are available to help students with courses of study, selecting and applying to colleges/technical schools. In addition, other services include help in determining occupational aptitude, skills and interests. Any school or personal issues can also be confidentially shared with the counselor. For further information about these topics or other concerns, please visit the guidance office.

### **LIBRARY/TEACHER ASSISTANTS/OFFICE WORKERS**

Guidelines:

- Student assistants will be assigned by guidance counselor and principal. Seniors will take precedence over under classmen. Juniors may be permitted if scheduling is available (with principal/counselor approval).
- Students may only be an assistant one (1) time per day without special approval from the principal/guidance counselor.

### **WORK PERMITS**

Work permits are available for students in the guidance counselor's office and the secretary's office for those students who desire employment during the school year. The principal must sign work permits. Work permits may be picked up in the summer. Please call in advance to make arrangements with the office (principal extension 1121).

### **FIELD TRIPS**

Students going on field trips must be in attendance their entire scheduled day, have permission slip signed by a parent or guardian and have an emergency medical form on file. Students may be denied field trips if they are not in good disciplinary

and academic standing. Students suspended from bus transportation are not permitted to attend field trips.

### **CHANGE OF ADDRESS**

Your correct name (legal name and correct spelling) as well as your telephone number and present address should be on file in the principal's office. If you move to another address, please notify the office in order that our records may be kept up-to-date.

### **EMERGENCY DELAY OR CLOSING OF SCHOOL**

In the event that bad weather or other emergency results in the delay or closing of school the announcement will be made on radio station WCHO 105.5 FM, C103, local T.V. channels, the One Call System, and [www.brightlocalschools.com](http://www.brightlocalschools.com)

### **CHANGING COURSES OF STUDY**

No student may drop a course or change his/her schedule in any way without obtaining the approval of the counselor, teachers, and parents. Any course dropped after the 2nd week of that course will receive a failing grade for the course.

### **ATHLETIC ELIGIBILITY**

See Athletic Handbook

### **ATHLETIC/EXTRACURRICULAR PARTICIPATION**

In order to be eligible to compete or practice, any student participating in any athletic or extracurricular event must attend school a minimum of 5 consecutive class periods on the day of the event/practice. Doctors/Dentists appointments are the only valid excuses that will be accepted. Each coach/advisor is responsible for checking with the attendance officer as to the eligibility of the student.

### **LOSS OF PRIVILEGES DUE TO LACK OF ACADEMIC CREDITS**

In order for students to be eligible to attend certain events – the following credits/criteria must be met unless administrators determine other criteria are sufficient:

Jr./Sr. Prom – Juniors must have 10 credits at the beginning of their junior year; Seniors must have 15 credits at the beginning of their senior year, have successfully passed all sections of the OGT, must have 93% attendance, be on target to graduate and be in good disciplinary standing as determined by the administration.

Sr. Class Trip – In the event of any type of trip - Seniors must have earned a minimum of 15 credits, must be passing all classes, have successfully passed all sections of the OGT, must have 93% attendance, be on target to graduate and be in good disciplinary standing as determined by the administration.

Commencement – All seniors wishing to participate in commencement ceremonies must attend practice.

### **GRADING SYSTEM**

Many factors contribute to the 9 weeks grades; tests – oral work – quizzes – reports – written work and outside assignments must be taken into consideration. One of the most important factors in any grading system is the judgment of the teacher. It is the student's responsibility to discuss their progress at any time with the teacher. Progress reports will be given between grading periods. A conference with parents will be held the 3<sup>rd</sup> 9 weeks for those pupils where promotion is in danger.  
A=93-100    B=85-92    C=75-84    D=65-74    F=64-below

### **LEAVING SCHOOL WITHOUT PERMISSION**

When a student is on school grounds, he/she is under the jurisdiction of the school until he/she is excused. A student is not to leave the building without permission from the principal or his/her designee before the end of the school day. All time missed in this manner will be considered unexcused absence from class. Students leaving without permission will receive disciplinary measures.

### **CHECKING OUT OF SCHOOL EARLY**

Any student wishing to leave school before school is dismissed for the day must have the approval of the principal or his/her designee and must sign the checkout book in the principal's office. Approval should be obtained before school by presenting a note from the parent or guardian to the principal and having the student's name placed on the early dismissal list. (18 year olds must obtain permission from the administration before leaving.)

### **AG EARLY RELEASE CONTRACT SENIORS ONLY**

Please see Early Release Ag Business Contract

### **USE OF PHONE/PHONE MESSAGES**

A parent who needs to talk to a student during the school day should call the office. A message will be delivered at the earliest possible time. These calls should be held to a minimum. Students are permitted to use office phones with permission. Since it is essential for the school staff to be able to contact parents and students by telephone (especially in the event of an emergency) unlisted numbers pose a real problem. It is suggested that families with unlisted numbers give this information to the secretary with request that it be recorded only on confidential student personnel records. Thereafter, the telephone number will be marked "unlisted" and will be available only to faculty and staff. Cell phone use is not permitted during school hours unless administration gives permission. The use of picture phones is not permitted during school hours and is not permitted to be on in restrooms/locker rooms during any time.

### **CELLPHONES AND ELECTRONIC DEVICES**

Cellular phones, pagers, electronic devices and any other communication devices must be turned off at the beginning of school and used before and after school for school use only. Students who wish to call home during the day must request

permission from the office. Parents who wish to contact their student during the day are asked to call the office. Use of communication devices during the school day will result in confiscation of the item and disciplinary action.

By bringing communication devices on school grounds, the student consents that school officials may confiscate the electronic device if the student does not abide by the policy. When the electronic device is confiscated, the student must surrender the entire device to the school official. Any attempt to disassemble or lock the device, including removing the battery, will be considered insubordination, in violation of school policy. Confiscated electronic devices, including cellular phones, are subject to search by the administration if the administration has reasonable grounds for suspecting the search will turn up evidence that the student has violated or is violating either the law or rules of the school. By bringing communication devices on school grounds, the student agrees that a school administrator may intercept electronic communication contained in the device, if reasonable grounds to do so are found. The use of picture phones is not permitted during school hours and is not permitted to be turned on in the restrooms/locker rooms during any time. Students who do not keep phones turned off will be disciplined.

### **DECEIVING THE SCHOOL**

No student shall knowingly deceive or attempt to circumvent any procedure or policy established by the school.

### **DRIVING – STUDENT USE OF AUTOMOBILES – PARKING PERMITS**

Driving a car to school is a privilege. In order to retain this privilege, we ask that all student drivers abide by the following rules:

1. Designated areas in the parking lot are: Staff - parking spots by district office, closest to older section of school and road to pole. All other students park in the rows along the trees and middle row.
2. The school reserves the right to limit/restrict the parking privileges of students. Licensed vehicles, only, unless approved by administration (i.e. no 4 wheelers, tractors, mowers, etc). Unauthorized vehicles will not be permitted on school property.
3. All student drivers and their passengers will not be permitted to exit the parking lot until dismissed by administration or designee.
4. No spinning of tires, reckless or improper driving.
5. When you park your car in the morning, you are to leave the parking lot immediately. You are not to return to the parking lot until the end of the school day unless you have permission from your instructor or the principal.
6. **Parking is required in the student lot only.** Student parking in non-designated areas are prohibited. Students may not park in town and walk to school. Any violation of this policy will result in disciplinary action/loss of privileges. JVS students may park in the overflow lot.  
\*\*Any violation of these rules will result in the student's loss of driving privileges, and/or other methods of disciplinary action.

### **MEDICATION POLICY**

In accordance with the Ohio Revised Code, laws are being strictly enforced in school districts throughout Ohio. The rules are as follows and will be strictly enforced.

1. Absolutely **NO** medication will be given without a signed consent form from the child's Doctor/Dentist **and** parent or legal guardian. This includes prescription and over-the-counter drugs such as Tylenol, Ibuprofen (Motrin), Tums, Roloids, Pepto-Bismol, Cough Syrup, Benadryl, etc.
2. All medication **MUST** be brought in to the school office by parent/guardian. Medication must be in the original container (prescription label). **NO** medication in plastic baggies, envelopes, old containers, etc. will be accepted. The container **MUST** be labeled with child's name, name of medication, dosage, and how the medication is to be given. Any medication sent to school with the child will not be given, and the parent/guardian will be called immediately.
3. Whenever possible, medications should be given at home. If the child absolutely has to take medicine during school hours, the above rules **MUST** be followed before the medication can be given.

If you have any questions, please contact the school nurse.

### **HANDWASHING PROCEDURE**

1. Use warm running water & soap.
  2. Lather well for 15-20 seconds.
  3. Rinse & turn off water with arm or a paper towel.
- [www.ohiopandemicflu.gov](http://www.ohiopandemicflu.gov)

### **LUNCH PERIOD**

A total of 3 lunch periods will be in operation during the school year. Students may choose the hot lunch tray or select from the ala carte section. Students will not be permitted off campus during their lunch periods and food consumption is not permitted in classrooms (without teacher permission), restrooms, or other parts of the building. The cafeteria is not used only as a dining room but also as a study hall and meeting room. It must be kept clean and attractive throughout the day. Only student interest and cooperation will create and maintain a pleasant and clean atmosphere in this area. Students eating in the cafeteria are to follow a set of reasonable rules to enable the cafeteria to operate smoothly and to permit all students to eat in as pleasant a setting as possible. Students should deposit money on their lunch/breakfast account during CATS Time or prior to the tardy bell. In observance of these rules, students must:

1. Cooperate with requests of cafeteria supervisors and workers.

2. Refrain from cutting into the lunch line.
3. Refrain from soliciting money from other students.
4. Eat food in the cafeteria **only**, not in other areas of the building.(Unless club/organization meetings are held)
5. Return trays to collection station.
6. Deposit refuses from lunch in the appropriately placed garbage cans.
7. During lunch, students are to remain in the cafeteria. All other parts of the building are “off limits” in order not to disturb classrooms. Students must have a pass/permission to leave the lunchroom.
8. Place all items on lunch tray for the cashier to plainly see. Do not place any items or condiments in clothing or conceal in any way.
9. Students are not permitted to sell items from non-school organizations or clubs at school.
10. Snack machine use only during lunch.
11. Drinks from the machines are allowed to be purchased throughout the day.

### **CAFETERIA CLEANING ASSIGNMENT**

Students who leave trays on tables in the cafeteria, take food out of the cafeteria, or in any way detract from the cleanliness of the facility or deface school property may be assigned a cleaning penalty. This may involve cleaning tables in the cafeteria during the student’s lunch period or a building or grounds cleaning assignment after school. More serious violations of these rules, such as throwing food, will result in assignment of Friday Night School or suspension from school.

### **TARDINESS**

Tardiness is, of course, discouraged; but let no student allow tardiness to deter them from attending school. Tardiness to school is excused if legitimate and a note of explanation is brought from home. A student must be in class before class takes up. Excessive tardiness to school or class will not be tolerated. Excessive unexcused tardiness to school or class will be dealt with in the following manner:

(Per nine weeks)

First unexcused tardy per class – verbal warning from teacher

Second unexcused tardy per class – lunch detention/I.S.S.

Third unexcused tardy per class – 1 day I.S.S.

Fourth unexcused tardy per class – 3 days of in-school suspension

Fifth unexcused tardy per class – 5 days suspension for each additional tardy.

### **DAILY ANNOUNCEMENTS**

Announcements will be read each morning at CATS Time and during study hall if needed. Teachers are to have their announcements written out the

day before they are to be read. Be specific! All club announcements, student announcements, or announcements other than teachers must be approved by the principal. Announcements are available on T.V. and the Bright Local Web Page.

### **ADDRESSING TEACHERS**

As a matter of courtesy and good manner, pupils should always address teachers as Mr., Mrs., Ms., and Miss as the case may be.

### **WHAT TO DO IN CASE**

1. You are hurt or ill: Get a pass to the office. See the principal/assistant principal
2. You have been absent: You **MUST** bring a valid explanation from home. Present this in the attendance office to receive an admittance slip to your classes. Your last period teacher will collect this and return it to the office.
3. You are tardy to school: Report to the attendance office for a late slip.
4. You need to leave the building for any reason: **YOU MUST RECEIVE PERMISSION.**
5. You have lost books or belongings: Check the lost and found.
6. A teacher detains you: Get a pass, from the teacher who detained you, to give to the next teacher.
7. You want an announcement made: Present it in writing for approval by the faculty sponsor.
8. You want to leave the classroom: Request a pass from your classroom teacher.
9. You have a personal problem: Make an appointment with the counselor and/or principal.
10. You have locker trouble: Report to the custodian or office
11. You wish to go to places other than scheduled: Obtain a written request from the teacher to whom you plan to go. Obtain the signature of the teacher of your regularly assigned class.

### **VALUABLES**

The school cannot assume responsibility for valuables that are lost or stolen. Students should refrain from carrying large sums of money to school.

Particular care must be taken when participating in physical education class. Items of value should be locked in a locker or checked with the instructor.

### **WITHDRAWAL**

A student wishing to withdraw for any reason, including moving to another school district should see the counselor or the principal. All books, book fines, and fees must be turned in before a release can be given. A student must be properly withdrawn and all fees and fines paid before any transcript requests may be fulfilled.

### **STUDY HALL PROCEDURES**

In order that study hall operate as smoothly as possible, the following procedures are to be used:

1. Every student should take enough materials and books to remain profitably busy the entire period.
2. Each student should enter the room promptly and take their seat immediately.
3. EVERY STUDENT IS TO START WORK AT ONCE.
4. Each student shall remain in his or her seat until the roll has been taken.
5. If it is necessary to leave the study hall and to be under the supervision of another teacher, a special permit signed by the other teacher is required. This must be obtained before study hall. You will not be permitted to leave without it.
6. Each student is to study alone. (Unless granted permission by the teacher)
7. No student should speak to another student without permission of the study hall teacher, although a student may wish to know only about an assignment, it is the responsibility of each student to get the assignment before reporting to study hall if absent from the class when the assignment was made.
8. Any exhibition or distraction is wasting time just as though you were talking. Every student is to be considerate of others.
9. The teacher on duty has complete authority. The study hall teacher may find it necessary to announce additional procedures.
10. These procedures have been set up to benefit the majority of students who wish to study; therefore, violations will not be tolerated.
11. No card playing or playing of games during study hall. Use your time wisely.

### **GENERAL BUS RULES**

1. Only authorized riders are eligible to ride. This means you are on the bus list of students to be picked up and dropped off by one of our buses. You ride only the bus assigned.
2. The driver is completely responsible for the bus and cargo, therefore the driver is in charge of the bus.
3. Noise should be reasonable and will be controlled by the driver. This includes radios, electronic devices and phones.
4. Seating arrangements will be controlled by the driver.
5. No animals, pets or otherwise, will be permitted on the bus.
6. No food or beverages may be consumed while on the bus.
7. No smoking or use of tobacco products while on the bus.
8. You must remain in your seat while the bus is in motion.
9. All baggage (musical instruments, PE equipment, etc.) will be carried by the student while on the bus (not to be left in the driver area).
10. Be ready and waiting when the bus stops at your pick-up. \*\*There are more State Laws and Regulations governing transportation. Disobedience

of any these may result in suspension from the bus. All rules apply to special/athletic trips.

### **INAPPROPRIATE/PROHIBITED USES**

The following have been deemed inappropriate uses of technology by either the broad community of computer users or by legal judgment. All users of the district's technology are expected to adhere to the following prohibitions as outlined in district policy. The list is not all inclusive, but includes the major categories of misuse of technology.

- \* Attempting to bypass the school's content management filter (i.e. Anonymous Proxy Servers, Backdoors, etc.)
- \* Using the network for illegal activity (e.g., copyright infringement).
- \* Disrupting or damaging equipment software or the operation of the system.
- \* Gaining unauthorized access to another account, confidential school records or to the system operation.
- \* Using abusive, obscene language, sending hate mail or harassing another individual.
- \* Obtaining pornographic text, graphics or photographs.
- \* Sending or receiving material that is racist, sexist or offensive to the religious beliefs or people.
- \* Installing or using personal software on any computer in the district.
- \* Downloading software.
- \* Logging on the Internet or sending e-mail using a fictitious name.
- \* E-mail broadcasting or spamming.
- \* Personal use of the district's technological resources, including the development and/or use of bulletin boards and chat rooms.
- \* Using technology for illegal activities as outlined in federal and state laws and network provider policies and licenses.
- \* Vandalizing the account, work or data or another user.
- \* Utilizing another user's account or name without permission.
- \* Creating or installing a computer virus and hacking.
- \* Using technology for personal, financial or business gain.
- \* Changing the configuration of an individual computer or network.
- \* Using technological resources in political campaigns in local, state, federal or board of education contests.
- \* Inappropriate usage is not limited to the listed above – principal discretion may be used.

### **LIBRARY RULES AND REGULATIONS**

1. The library atmosphere should be conducive to reading, research and study.
2. All computer use privileges fall under the Bright Local AUP guidelines.
3. Computers are here to write or do research for school papers or project.
4. Playing online games and chatting in chat rooms is unacceptable.
5. A signed Acceptable Use Policy must be on file before using library computers.

6. Ask permission from librarian or teacher in library to use the hall pass.
7. Students may only enter the library with a valid hall pass.
8. A student may check out 4 books at a time.
9. Books may be checked out 2 weeks and renewed if necessary.
10. Reference materials may be checked out by special request.
11. All materials are to be checked out at the circulation desk.
12. Replacement fee for materials not returned, lost or damaged will be assessed.
13. Students with overdue library materials, i.e. books, will lose library privileges.

### **LOCKER POLICY**

Each student is assigned a locker. Students are also reminded that school officials retain the right to check lockers at anytime. Lockers are not to be shared and should remain locked at all times.

### **LOCKER SEARCH POLICY**

- A. The use by students of facilities and equipment owned or under control of the Bright Local Board of Education are primarily to facilitate the achievement of the educational objectives of the school district and only incidental to the personal convenience of the individual student. Facilities including but not limited to desks, lockers, and other accommodations for the deposit of students personal effects shall be under the supervision and control of the administration of the building within which such facilities are located.
- B. The Administration is authorized by the Bright Local Board of Education to search lockers, desks, etc. and the contents thereof at any time without regard to any reasonable suspicion. The police, State Patrol, or any other agency deemed necessary may be called to assist.

### **SURVEILLANCE CAMERAS**

Surveillance cameras may be used in monitoring activity on school property or in school vehicles. The use of cameras in transportation vehicles is supervised by the building principal and the transportation supervisor. The use of cameras in/outside the building is supervised by the building principal and discipline coordinator. The cameras are used only to promote the order, safety, and security of students, staff, and property.

### **WALKERS**

Students who walk or drive to school are not to enter the building before 7:30 a.m. and must immediately report to the Student Center upon arrival.

### **EARLY DISMISSALS**

Early dismissals can be granted if a student has a medical appointment, funeral, etc. The parents must call the office or send a note with an explanation for the excuse prior to the early dismissal. Notes for early dismissal must be turned into the office before first period.

### **HOMEWORK**

In the Bright Local Schools homework is defined as any preparation outside the classroom for the next day's assignments or for future assignments. The purpose

of homework is to prepare the student for discussion of the principle or event, or to give the student practice in the use of the principle after it has been presented in the classroom.

### **MAKE-UP WORK POLICY**

The responsibility for obtaining assignments, receiving help and turning in work missed due to an excused absence is the student's, not the teacher's. If during a 9-week period, a student has been absent one day he will be given one day to make up the work; two days absence may be made up in two days, etc. There will be no make-up for work missed during out-of-school suspensions.

### **STUDENT ORGANIZATIONS OR CLUBS**

**Yearbook** – The yearbook staff is made up of students from each class, with students doing most of the work producing the book and others assisting with sales and distribution. The staff works all year, as the start of the following year's book overlaps finishing up on the current one. The yearbook is offered as a course through Journalism. Senior enrollment/requests for the class will take priority in scheduling.

**SLT** – The Student Leadership Team is comprised of class officers from grades 8-12 and one representative elected from each 7<sup>th</sup> grade homeroom. The SLT will periodically act as a sounding board and representation for the student body. Representatives are expected to regularly attend meetings and participate in activities.

**FFA** – This organization is made up of students currently enrolled in Vocational Agriculture. The organization stresses leadership building, community activity, and recreational activities.

**FCCLA** - This organization is made up of students currently enrolled in Home Economics. The organization stresses leadership building, community activity, and recreational activities.

**Pep Band** – Basketball spirits are heightened by the performance of the pep band at home basketball games. The pep band consists of members selected from the high school band program.

**National Honor Society** – The National Honor Society is a national organization set up to recognize those students who excel in the areas of scholarship, leadership, service, and character. To be eligible for membership in our Whiteoak Chapter, you need to be a senior with a 3.2 average, a junior with a 3.5 average or a sophomore with a cumulative grade average of 3.8. After the academic dimension is fulfilled, a committee rates students on qualities of leadership, service, and character to determine membership.

**Power of the Pen** – Power of the Pen is open to any junior high student who enjoys creative writing. The season begins in December with weekly practice sessions. Through language arts activities we develop unique approaches to given topics in preparation for interscholastic competition at the district, regional and state levels. All competitions include social activities and speakers as well as the writing competition itself. Awards range from certificates, journal, trophies, medals and cash prizes.

**Drama Club** – Drama club allows students to creatively express themselves in a non-threatening environment. The program focus on building self-confidence, self-expression, interaction with others, presentation and memorization skills. This is an

experience-oriented (not a performance oriented) program. Drama Club is open to students in grades 7-12.

Pep Club – This organization is designed to support and encourage our teams while demonstrating school spirit in a positive manner. Members are recognized through designated T-shirts and receive discounts to contests. (Grades 7-12)

### Class Officers

#### Senior

President – Kendra Westrich  
Vice-President – Joe Michael  
Secretary – Ashley Frazer  
Treasurer – Danielle Marler

#### Junior

Marissa Bohl  
Bailey Walker  
Chelsea Luman  
Taryn Watson

#### Sophomore

President – Blake Trueblood  
Vice-President – Kayla Cook  
Secretary – Brandy McClure  
Treasurer – Morgan Lehr

#### Freshman

Hannah Walker  
Tori Walker  
Amber Gorman  
Katie Burrier

### Eighth Grade

President – Tate Chambers  
Vice-President – Courtney Cummings  
Secretary –  
Treasurer – Caitlin Becraft

### ATHLETICS

Whiteoak High School offers the following athletic opportunities for students: Cross Country, Basketball, Baseball, Softball, Track, Volleyball, Golf, Cheerleading, Jr. High Cross Country, Jr. High Volleyball, Jr. High Track, Jr. High Basketball and Jr. High Cheerleading.

### FIRE DRILLS – FIRE EXITS

1. PURPOSE: To develop a prompt and orderly evacuation procedure.
2. Absolute control of exit drills is essential. Partial compliance will reduce the effectiveness—everyone must leave the building during the drill.
3. The signal system used for fire drills will be a rapid succession of signals.
4. Form in single lines and walk from the building rapidly. Under no circumstance are you to run from the building.
5. After you leave the building by the nearest designated exit be sure to stay in line.
6. By following all regulations the building can be cleared in one minute. To do this requires complete cooperation on your part.

7. Drills may occur any time even during the noon hour, at physical education classes or when you are changing classes, therefore always be ready when you hear the signals.
8. If a drill occurs at noon or during class change, clear the building in single file in an orderly fashion. Noon hour or class change drills will be under the teacher's direction.
9. Teachers will exit the room following the pupils. While outside, have your gradebook, check for missing students and report to administration/designee upon clearance from the building.

### **PROCEDURES AND REGULATIONS FOR HOLDING DANCES**

1. Dances may be scheduled after receiving permission from the principal. The length of the dance shall not exceed three hours unless authorized from the principal.
2. Dances must have at least two faculty members present to be chaperones.
3. Organizations must hire at least one policemen to work at the dance.
4. Must have contacted the custodian
5. No elementary student (K-6) are allowed to attend high school or junior high school dances. Jr. High students are not permitted at high school dances. Only Whiteoak students and their dates/guests are permitted. Home school of guest will be contacted to ensure students are/were in good standing.
6. If any students leave the building, they will not be allowed to return. (Students may only leave with the consent of the principal or officer on duty) See #14
7. There shall be no smoking in the building.
8. Any students, who have been drinkin gor appear to be under the tinfluence of any intoxicant, should be ask to leave. Please make use of the policemen hired.
9. All persons attending a dance must be stamped. The same two people are to work the entrance doors and not allow anyone pass to the outside to be re-admitted.
10. Table and chairs are to be put in place after the dance by the sponsoring group.
11. Students are to dress according to the announcements made by the sponsoring group.
12. All school conduct codes will be enforced.
13. Any sponsoring group must see that these regulations are enforced in order to get permission for another dance.
14. Dances are typically "closed" dances, i.e. – students must arrive at the beginning of the designated start time and remain at the dance for its entirety. Students must ride any provided transportation to and from dances.

### **STUDENT DRESS CODE** **(Board Policy JFCA-R)**

Part of the total education of the students is learning to dress appropriately and behave responsibly in a variety of situations. Attendance at school and school-related functions is a specific situation which requires the student to use good judgment. Students are expected to dress in a manner that is appropriate to the school environment and does not cause disruption to the academic process. Research

has shown a correlation between appearance and behavior, especially in the school setting.

These regulations will assist parents, students, faculty and administrators in determining appropriate student standards for dress while at school or school-sponsored activities.

1. Parents and students maintain responsibility for their dress and personal appearance.
2. When any dress or grooming interferes with the cleanliness, health, welfare or safety of students, or when any dress or grooming disrupts the educational process by being distracting, indecent or inappropriate to the educational process, it is prohibited.
3. Sponsors and teachers of elective programs (such as vocational classes) or elective activities (such as sports and music) may require more strict standards regarding dress and appearance for participants in their program or activity.
4. The principal, with the assistance of the faculty, has the responsibility of uniformly administering the dress code. The decision of the principal is final.
5. As new trends in fashion or dress are accepted or become out of date, The District reviews the changing standards of the community served.

Students shall observe general guidelines for dress and appearance including:

1. No shorts or miniskirts that end above mid thigh (i.e. must be at least fingertip length). Shorts are permitted year round – NO pajamas are permitted.
2. No shirts and blouses that expose the midriff;
3. No tank tops, muscle shirts or halters – all students must wear shirts with a defined sleeve along with no plunging necklines.
4. Hats, coats, bandannas and sunglasses are not to be carried to, or worn i class unless prior approval has been given.
5. No dress that promotes hate, profanity, vulgar or negative messages; anything advertising or related to alcohol, tobacco and drugs, or anything sexually explicit, is not permitted;
6. No transparent garments, open mesh garments or garments with large open sides may be worn without an underliner;
7. Shoes must be worn and must not present a safety hazard;
8. No biking pants or spandex;
9. Hair must be clean, worn out of the eyes and groomed at all times; no extreme or distracting hair color or makeup;
10. Body-piercing adornments are to be worn in the ears only and are not to be extreme or distracting;
11. Lower garments are to be worn at waist level; if a belt is worn, it must be of proper length; undergarments are not to be exposed;
12. No “dog collars”, spiked bracelets or chains that could be dangerous to persons or destructive to school property;
13. No gang-or cult-related items of any kind

14. Holes in clothes may violate dress code if the holes or rips are determined to be excessive on inappropriate/revealing locations by the staff/administration. Pants must also not sag or droop.

\* Students violating the dress code will either comply and change to the code or be assigned to I.S.S.

### **TALENTED AND GIFTED SERVICES**

Students in Bright Local Schools are identified in superior cognitive, specific academic, creative thinking and visual and performing arts.

For further information on identification or services, contact the Coordinator of Gifted Services at the Southern Ohio Educational Service Center, 135 North High Street, Hillsboro, Ohio.

### **LUNCH DETENTION PROGRAM**

Statement of Purpose: To provide the school with a discipline measure for those rule infractions where suspension is inappropriate.

Time Guidelines: The lunch detention program will be scheduled from 11:34 a.m.-1:12 p.m. during the assigned lunch time(s).

Assignment to Detention: Assignments to the lunch detention program will be made by the principal from referrals received from the teachers. Referrals will be made after other discipline measures such as reprimands, student/teacher conferences and extra written work have been used.

Supervision of Lunch Detention: The detention will be supervised by the I.S.S. teacher and/or designee.

#### Guidelines for the Detention Period:

1. Students must report on time (11:26) and remain for the full detention period (12:30).
2. Students are to report to detention with pencils and paper.
3. No passes will be issued during the detention period.
4. Students are to remain in their seats throughout the period.
5. Students are to remain quiet throughout the period.
6. Lunch will be eaten during the detention period.
7. The parent will be notified by the high school office when the student has been assigned a detention period.
8. Failure to attend an assigned detention is a violation of the student code of conduct.

\*Disruptive or noncompliant students will receive more severe punishment.

### **FRIDAY NIGHT SCHOOL**

Statement of Purpose: To provide the school with a discipline measure that can be used as an alternative to out-of-school suspension.

Time Guidelines: The Friday night school program will be scheduled periodically on Friday's throughout the school year from 3:00 – 6:00 p.m. with the following exceptions:

1. If school is not scheduled to be in session on Friday, no Friday night School will be scheduled.
2. If school is cancelled on a Friday because of weather conditions, no Friday night school will be re-scheduled.
3. There will be no Friday night school scheduled during vacation periods.
4. Friday night school will be cancelled if weather conditions warrant.
5. Friday night school will serve primarily as an attendance make up day after a student has provided a written appeal to the principal. The principal will use their discretion to grant/deny the appeal.

Assignments to Detention: Assignments to Friday night School will be made by the principal from referrals received from the teachers. Assignments to Friday night school can be made for the violation of any of the conduct codes currently listed in the student handbook. Assignments can also be made for the violation of any bus rule.

Supervision of Friday night school: The Friday night school sessions will be supervised by a member of the Whiteoak Jr./Sr. High School Staff.

#### Guidelines for Friday night school

1. Students must report on time (3:00 p.m.) and remain for the entire Friday night school period (6:00 p.m.)
2. Students/parents must arrange for their own transportation.
3. The students will be asked to leave the building promptly at 6:00 p.m.
4. Students can be reassigned one time without penalty to the next available Friday night date. If a reassignment is necessary, it is the parent's responsibility to request a reassignment either by phone or note by the Thursday prior to the originally scheduled Friday night school date.
5. If the student fails to show for an assigned Friday night school and no reassignment has been requested, the student will be placed in I.S.S. for failure to serve an assigned Friday night school.
6. Students are to provide their own materials (pencils, pens, paper, textbooks, etc.) for each session.
7. Students are expected to work on school work. Positions of sleeping, resting, and/or daydreaming will not be permitted.
8. No passes will be issued during the period. Students will be given a restroom break at or about the middle of the period.
9. Talking or disturbing others in any manner, including writing notes to one another, is not permitted.

10. The parent will be notified by the high school office when the student has been assigned a Friday night school.

### **IN-SCHOOL SUSPENSION**

When other disciplinary measures have not proven to be effective, or in lieu of a suspension, or at the discretion of the principal/assistant principal, in-school suspension may be used.

The following guidelines apply:

1. After the initial conference, the student will report each day to the In-school suspension room during the designated time.
2. Students are responsible for taking their school books to the room. The district is responsible for supplying work to the student.
3. Students are typically assigned for a minimum of 1 day.
4. Students are responsible for following all rules and guidelines as set forth by the in-school suspension teacher.
5. Students may receive additional days if any disciplinary infractions occur in I.S.S.
6. Students are expected to complete a reflective paper regarding the reason(s) they are in I.S.S.

### **WHITEOAK TORNADO PLAN**

#### **GENERAL INSTRUCTIONS**

##### **400 SECTION**

400-Report to the hall outside your room

436-Report to the hall outside your room

428,424,426-Report to the computer lab (room 434)

Student Center-Report to the new locker rooms

Kitchen-Report to the hallway across from room 440

Teacher dining room-report to the locker rooms/hallway

##### **300 SECTION**

New Gym-Report to the old boy's locker room (PE classes)

Coach's office, old concession stand, old girls locker room, restrooms-stay there

Vocational Ag.(room 337)-stay there

Vocational Ag(room 335)-report to the finishing or storage rooms

Band room-Move away from the outside door, use interior storage rooms

Writing lab(room 324)-report to the girls restroom (next door)

Room 326 -Report to the boy's restroom (300 hall)

District Office-stay there

##### **100 SECTION:**

101,103,105,107-Move to the 300 hall-stay on the right side of the hall-move down to the end nearest the new gym

108,106,104,109-Stay in the first floor hall-move down to the section adjacent to the old gym (across from room 101, etc.)

Offices-111,112,113-report to the interior reception area

Administrative office-move to the interior storage area

Old Gym-Move to the hallway across from room 103

200 SECTION:

201,202,203,204,205,207-Move to the downstairs via the south stairs-move to the 300 hall-stay on the left side-move to the end across from the I.S.S. room

206,208,210-Move to the downstairs via the north stairs-stay on the left side of the hall-move down across from room 107

209,211-Move to the downstairs via the north stairs-stay on the right side of the hall-move down in front of room 107

\*\*\*When the tone sounds for a tornado:

1. Remain calm. Do not crowd or run.
2. Move in an orderly fashion (single-file) to the designated area.
3. Crouch down, placing your head down and put your arms over your head.
4. Teachers need to monitor their areas.
5. Wait for the ALL CLEAR announcement.