

St. Bernard-Elmwood Place
JUNIOR-SENIOR
HIGH SCHOOL
2022-2023
Student Handbook

Dear SBEP Parents,

On behalf of our faculty and staff, it is with great excitement that I welcome you to the 2022-23 school year! Our goal at St. Bernard-Elmwood Place Jr./Sr. High School is to serve our students, parents, and community with a focus on excellence both in and out of the classroom. It is our plan to make sure that every student has an opportunity to excel. In order to do this, everyone must work together to ensure student success.

Please take time to review this year's Student Handbook online with your student. After reviewing the handbook, please login to your FinalForms account, and you and your student should sign the handbook page.

By signing, your student acknowledges the following: I have read, understood and agreed to abide by the rules and procedures outlined in this handbook. I have also read, understood and agreed to the terms of the Computer Use Policy, the Electronic Mail Policy and Network Security Policy, noted in this handbook. Should I commit any violation or in any way misuse my access to the St. Bernard-Elmwood Place School District's computers, computer network and/or Internet, I understand and agree that my access privilege may be revoked, and disciplinary action may be taken against me as outlined in the applicable Handbook or Code of Conduct.

If you have not set up a FinalForms account for your student, you can do so by registering at <https://sbep-oh.finalforms.com>; follow the prompts to create your parent account, create your student's account, and sign your forms.

Take care, have a great year, and...GO Titans!

Bret S. Bohannon, Principal
St. Bernard-Elmwood Place Jr./Sr. High School

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ST. BERNARD-ELMWOOD PLACE HIGH SCHOOL

4615 Tower Avenue

St. Bernard, Ohio 45217

Office Numbers

Principal: Bret Bohannon	482-7129
Assistant Principal: Trent White	482-7152
Athletic Director: Zach Stakely	482-7102
High School Office: Sheila Rapier	482-7100
Attendance Office: Jen Spears	482-7101
Guidance Counselor: Elizabeth Brame	482-7107
School Fax:	641-4878

Our mission is to provide the opportunities for each student to develop skills, knowledge, and leadership abilities, which will enable him or her to improve and to become a productive member of society, an informed and responsible citizen, and a lifelong learner.

#SBEPStrongerTogether

2022-2023 School Calendar

August 11th	First Day of School all grades, all students
August 23rd	Jr./Sr. High School Picture Day
September 5th	Labor Day Holiday - No School
September 12th	Progress Report –First Quarter
September 21st	Parent Teacher Conferences 3:30-7:15 p.m.
September 29th	Parent Teacher Conferences 3:30-7:30 p.m.
October 4th	Picture Retake Day
October 7th	End of First Quarter
November 7th	Progress Report – Second Quarter
November 11th	Veterans Day Holiday - No School
November 23rd, 24th, & 25th	Thanksgiving Break - No School
November 28 - December 15	Remote Learning*
December 15th	End of Second Quarter
December 16th	Teacher In-service - No School
December 19th	Winter Break begins - No School
January 5th - 6th	Staff Inservice- No School
January 9th-10th	Staggered Return to School in New Building
January 11th	All Students Return In New Building
January 16th	Martin Luther King Jr. Holiday - No School
February 6th	Progress Reports – Third Quarter
February 15th	Parent Teacher Conferences 3:30-7:15 p.m
February 20th	Presidents' Day Holiday - No School
February 23rd	Parent Teacher Conferences 3:30-7:30 p.m.
March 9th	End of Third Quarter
March 10th	Teacher In-service - No School
April 3rd - April 7th	Spring Break Holiday - No School
April 10th	Conference Release Day - No School
April 24th	Progress Report – Fourth Quarter
May 19th	Last Day for seniors
May 23rd	Jr./Sr. HS Exams
May 24th	Jr./Sr. HS Exams Early Release
May 25th	Jr./Sr. HS Exams Early Release
May 25th	Last Day for Students (End of Fourth Quarter)
May 25th	Graduation 7:00 p.m.
May 26th	Staff In-Service- No School

Regular Bell Schedule

TA 8:30 - 8:35

1st Bell 8:38 – 9:24

2nd Bell 9:27 – 10:13

3rd Bell 10:16 - 11:02

4th Bell 11:05- 12:39

A Lunch

Lunch -11:05 – 11:35

4th Bell- 11:38 - 12:39

B Lunch

4th Bell- 11:08 - 11:37

Lunch - 11:37 - 12:07

4th Bell- 12:10 - 12:39

C Lunch

4th Bell 11:08 - 12:09

Lunch 12:09 – 12:39

5th Bell 12:42 – 1:28

6th Bell 1:31 – 2:17

7th Bell 2:20 - 3:05

Titan Time Bell Schedule

TA 8:30-8:35

1st Bell 8:38 – 9:18

2nd Bell 9:21 – 10:01

3rd Bell 10:04 - 10:44

Titan Time 10:47 - 11:17

4th Bell 11:20 - 12:50

A Lunch

Lunch -11:17 - 11:47

4th Bell- 11:50 - 12:50

B Lunch

4th Bell- 11:20 - 11:48

Lunch - 11:48 - 12:18

4th Bell- 12:21 - 12:50

C Lunch

4th Bell 11:20 - 12:20

Lunch 12:20 – 12:50

5th Bell 12:53 – 1:35

6th Bell 1:38 – 2:20

7th Bell 2:23 - 3:05

ACADEMIC PROGRAM INFORMATION

Graduation Requirements

Students must meet three state-mandated requirements for graduation. They are **Course Completion of Required Credits, Competency Demonstration, and Readiness Demonstration.**

1. **Course Completion** - Students must satisfy Ohio's curriculum requirements and any additional local requirements. For one of our students to receive a diploma, **they must earn the 21.5 credits**, as required by the St. Bernard-Elmwood Place Board of Education. Those credits are:

Required Credits

● English	4 credits
● Mathematics	4 credits
● American History	1 credit
● American Government	1 credit
● Social Studies	2 credits
● Physical Science & Life Science	2 credits (1 credit each)
● Advanced Science	1 credit
● Health	0.5 credits
● PE	0.5 credits
● Electives	<u>5.5 credits</u> (including financial literacy/economics and 1 credit in fine arts)
Total	21.5 credits

2. **Competency Demonstration** - Students must demonstrate competency in the foundational areas of English/language arts and mathematics by earning a competency score on Ohio's English II and Algebra I tests or through alternative demonstrations, which include College Credit Plus, career-focused activities or military enlistment. Specifically:

- **Students must earn a competency score of 684 on the English II and Algebra I end-of-course tests.** If the student cannot earn a competency score on these two assessments, after taking the tests at least twice, there are three alternative ways to demonstrate competency for the subject area(s) not passed:

- **College Credit Plus** – Earn college credit in a non-remedial math and/or English course, for the subject area(s) not passed, to demonstrate competency.
 - **Career Experience and Technical Skill** – Complete two of the following to show competency, at least one of which must be foundational.
 - **Foundational:**
 - Earn a score of proficient or higher score on three or more WebXams in a single career pathway,
 - Earn an approved industry-recognized credential, or
 - Complete a pre-apprenticeship in the student’s chosen career field or show evidence of acceptance into an apprenticeship program (for students ages 18 and older) after high school.
 - **Supporting:**
 - Complete a 250-hour work-based learning experience with evidence of positive evaluations,
 - Earn the workforce readiness score on WorkKeys, or
 - Earn the OhioMeansJobs Readiness Seal.
 - **Military Enlistment** – Competency can be achieved by meeting the requirements to enlist in the military, as demonstrated by a signed contract with a branch of the U.S. armed services to enlist upon graduation.
3. **Readiness Demonstration** - In addition to fulfilling curriculum requirements and meeting the competency requirements listed above, students also must show they are prepared for college or careers. **Ohio law created 12 seals for students to demonstrate academic, technical and professional readiness for careers, college, the military, or self-sustaining professions.** Each seal allows students to demonstrate knowledge and skills essential for future success.

Students will demonstrate readiness by earning at least two diploma seals, one of which must be Ohio-designed, from the list that follows:

State-Defined Diploma Seals

- **OhioMeansJobs Readiness Seal** - Meet the requirements and criteria established for the readiness seal, including demonstration of work-readiness and professional competencies.
- **State Seal of Biliteracy** - Meet the requirements and criteria, including proficiency requirements on assessments in a world language and English.
- **Industry-Recognized Credential Seal** - Earn an approved industry-recognized credential that is aligned to a job considered in demand in this state and its regions.
- **College-Ready Seal** - Earn remediation-free scores on the ACT or SAT.
- **Military Enlistment Seal** - Provide evidence that a student has enlisted in a branch of the U.S. Armed Forces, or participate in an approved JROTC program.
- **Citizenship Seal** - A student can:
 - Earn a score of proficient or higher on both the American History and American Government end-of-course exams,
 - Earn a score that is at least equivalent to proficient on appropriate Advanced Placement or International Baccalaureate exams, or
 - Earn a final course grade that is equivalent to a “B” or higher in appropriate classes taken through the College Credit Plus program.
- **Science Seal** - A student can:
 - Earn a score of proficient or higher on the biology end-of-course exam,
 - Earn a score that is at least equivalent to proficient on appropriate Advanced Placement or International Baccalaureate exams, or
 - Earn a final course grade that is equivalent to a “B” or higher in an appropriate class taken through the College Credit Plus program.
- **Honors Diploma Seal** - Earn one of six Honors Diplomas outlined below:
 - Academic Honors Diploma
 - International Baccalaureate Honors Diploma
 - Career-Tech Honors Diploma

- STEM Honors Diploma
 - Arts Honors Diploma
 - Social Science and Civic Engagement Honors Diploma
- **Technology Seal - A student can:**
 - Earn a score that is at least equivalent to proficient on an appropriate Advanced Placement or International Baccalaureate exam,
 - Earn a final course grade that is equivalent to a “B” or higher in an appropriate class taken through the College Credit Plus program, or
 - Complete a course offered through the district or school that meets guidelines developed by the Department. (A district or school is not required to offer a course that meets those guidelines.)
- **Locally-Defined Diploma Seals**
 - **Community Service Seal** - Complete a community service project aligned with the guidelines adopted by the student’s local board of education or school governing authority. This is defined as a student who performs and documents at least 15 hours of community service.
 - **Fine and Performing Arts Seal** - Demonstrate skill in the fine or performing arts according to an evaluation aligned with guidelines adopted by the student’s local board of education or school governing authority. This is defined as completing 3 semesters of Fine and Performing Arts classes with a C or better.
 - **Student Engagement Seal** - Participate in extracurricular activities such as athletics, clubs, or student government to a meaningful extent, as determined by guidelines adopted by the student’s local board of education or school governing authority. This is defined as:
 - Successfully complete 3 seasons of a school-sponsored extracurricular activity, school-sponsored club or student government. Students can be engaged in more than one extracurricular during the same semester as long as they are able to meet the engagement expectations of the extracurricular. A season equals one semester.

Grade Levels by Credits Earned

Students must earn a minimum of 21.5 credits in accordance with the requirements set forth by the Board of Education to graduate. The minimum number of credits to determine class assignment is listed below:

- 9th Grade- Fewer than 5 credits
- 10th Grade- 5 earned credits
- 11th Grade- 10 earned credits
- 12th Grade- 15 earned credits

Course Grade Calculation

At the end of each quarter, students will receive letter grades based on their class performance, using Chart A. These letter grades are then converted to a 4-point scale, according to Chart B. Semester grades are determined by totaling the quarter points awarded, doubling them, adding the exam grade from Chart B, dividing the sum by five, and assigning the final grade from Chart C.

Chart A

90 – 100 = A
80 – 89 = B
70 – 79 = C
60 – 69 = D
Below 60 = F

Chart B

A = 4 points
B = 3 points
C = 2 points
D = 1 point
F = 0 points

Chart C

3.6 - 4.0 = A
2.6 – 3.5 = B
1.6 – 2.5 = C
0.6 – 1.5 = D
below 0.6 = F

Grade Point Average (GPA) Calculation

GPA is cumulative from the beginning of a student's freshman year and includes any high school courses taken prior to entering high school. For grades 9-12, all semester course grades will count in the calculation of the student's GPA. Each semester grade is awarded a point value as follows: A=4 pts., B=3 pts., C=2 pts., D=1 pt., F=0 pts. The total number of credits attempted by the student to yield the GPA divides the sum of these point values for all courses. GPA's will be rounded to three decimal places.

Any AP, CCP, or honors course taken at St. Bernard-Elmwood Place High School (or taken elsewhere by a transfer student but also offered at St. Bernard-Elmwood Place) in which a grade of "C" or higher is earned, will receive a 0.05 add on, per half credit, at the completion of the course.

Eligibility Based on the quarter GPA

Students participating in all extracurricular activities will be required to maintain a 1.0 quarterly grade point average (GPA) at the end of each quarter. If a student's quarterly GPA falls below a 1.0 at the end of each quarter, the student athlete will be ineligible until the end of the next quarter. The eligibility standards shall never be less than those mandated by the OHSAA.

Class Rank Determination

Class rank will be computed and printed at the end of each semester for 9th, 10th, 11th and 12th grade. Class rank will be based on the weighted cumulative grade point average (GPA), calculated from high school credit courses.

In determining Valedictorian and Salutatorian (first and second in class), class rank will be calculated at the end of eight semesters. To be eligible for valedictory or salutatory honors, a student must have been enrolled in St. Bernard-Elmwood Place High School/JVSD for at least four semesters, including both semesters of the senior year. Transfer students will receive weighted credit for only those courses that are also offered and weighted at St. Bernard-Elmwood Place High School.

Honors Diploma

High school students can gain state recognition for exceeding Ohio's graduation requirements through an honors diploma. Students challenge themselves by taking and succeeding at high-level coursework and in real-world experiences.

Students must meet *all but one* of the following criteria. Students must meet general graduation requirements to qualify for honors diplomas. The requirements are:

Math	4 units
Science	4 units, including 2 units of advanced science
Social Studies	4 units
World Languages	3 units of one world language, or no less than 2 units of each of two world languages
Fine Arts	1 unit
GPA	3.5 on a 4.0 scale
ACT/SAT	ACT: 27 or higher/SAT 1280 or higher

Honor Rolls

St. Bernard-Elmwood Place High School has two quarterly honor rolls, *First Honors* and *Second Honors*. Honor roll status is based on a student's quarterly grade point average (GPA). Quarterly GPA is calculated by taking the letter grade earned in each course for the quarter and assigning one of the following numbers to it: A=4, B=3, C=2, D=1, and F=0. The assigned numbers are averaged, yielding the quarterly GPA.

1. *First Honors*: Quarterly GPA greater than or equal to 3.60
2. *Second Honors*: Quarterly GPA of at least 3.33 but less than 3.60

Junior National Honor Society (grades 7-9)

Induction into Junior National Honor Society (JNHS) is based on four categories of achievement: scholarship, leadership, character, and service. Students are eligible for consideration for membership in JNHS if they meet the scholarship requirement and have a cumulative grade point average (GPA) of 3.50 or better. Eligible students are encouraged to submit an activity questionnaire to be considered for membership, which is based on scholarship, leadership, character, and service. On this form, students detail ways in which they have been involved in school activities and have served their communities. The names of these student applicants are presented to the faculty for their recommendation. Ultimately, a Faculty Advisory Committee determines the new Honor Society inductees.

Senior National Honor Society (grades 10-12)

Induction into Senior National Honor Society (NHS) is based on four categories of achievement: scholarship, leadership, character, and service. Students are eligible for consideration for membership in NHS if they meet the scholarship requirement and have a cumulative grade point average (GPA) of 3.50 or better. Eligible students are encouraged to submit an activity questionnaire to be considered for membership, which is based on scholarship, leadership, character, and service. On this form, students detail ways in which they have been involved in school activities and have served their communities. The names of these student applicants are presented to the faculty for their recommendation. Ultimately, a Faculty Advisory Committee determines the new Honor Society inductees. Students may meet scholarship requirements and be considered for membership through the first semester of the senior year. Transfer students must be in attendance at St. Bernard-Elmwood Place High School for at least one semester and meet the above criteria to be eligible for membership.

College Credit Plus and Advanced Placement courses

The College Credit Plus Program (CCP) has been established to permit students in grades 7 through 12 to earn college and high school graduation credit through the successful completion of college courses. Students must meet preliminary testing requirements to enroll in college

credit plus courses. The purpose of the program is to promote rigorous academic pursuits and to provide a wider variety of options for students. Students must notify the high school by April 1st if they intend to participate in the program during the upcoming summer and school year. The counselor can provide a full description of the program. There will be a College Credit Plus parent and student informational night held in February each school year.

Currently, SBEP offers one Advanced Placement (AP) course. Students who earn sufficient scores on AP national examinations may be eligible for transcribed credit or advanced standing at the college or university they attend. Students who sign up for AP courses are expected to take the AP exam when it is offered during the last month of the school year.

ATTENDANCE POLICY

All students are expected to attend school regularly. They are expected to be at school on time for classes in order to obtain maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility that will be necessary for future success. Students who have good attendance generally achieve higher grades, enjoy school more, and eventually, have greater employability.

Ohio law places upon the parent/custodian or other person having charge of any child, the responsibility for assuring the attendance at school of children between five and eighteen years of age: “Every parent, guardian or other person having charge of any child of compulsory school age who is not employed under an age and school certificate must send such child to a school, which conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session, which shall not be less than thirty-two weeks per school year. Such attendance must begin within the first week of the school term or within one week of the date at which the child begins to reside in the district or within one week after his/her withdrawal from employment.”

(RC 3321.04)

The parent/custodian is required to telephone the school by 9:00 a.m. each day a student is absent. A note must be sent with the child to school upon the child’s return, stating the exact date(s) of absence(s) and an accurate description of the reason for the absence, including the nature of the illness, if the child was ill.

If a student is absent and no telephone call has been received from the parent/custodian, the building principal or designee shall attempt to contact the parent/custodian to report the student’s absence and to inquire as to why the student is absent. Emergency or work telephone numbers will be called if the parent/custodian cannot be reached at the home telephone. Date and time of parent/custodian contact, or attempts to contact the parent/custodian, will be documented for future reference.

Exam Exemption Policy

Students are required to take all first-semester exams. They must be at school during scheduled exams and complete the exam/project or receive a failing grade. Students may be exempted from second-semester exams in full-year classes at the end of the school year if they meet the following criteria:

- They have missed no more than eight excused days of school during the entire school year,
- They have no more than four tardies per semester, and

- They have a “B” average or higher at the end of each quarter in the specific course.
- **Any unexcused absence will disqualify the student from being exempt from second-semester exams. The principal may impose additional requirements during the school year.**

Dropout Notification

The superintendent or a designee will notify the registrar of motor vehicles and the Hamilton County Juvenile Court if a student of compulsory school age has withdrawn from school. This notification must be made within two weeks of the student’s withdrawal. Such notification is not necessary if a student is enrolled in and attending, in accordance with school policy, an approved program to obtain a diploma or its equivalent.

House Bill 410 Habitual and Chronic Truancy

It is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but districts can often directly impact their students’ attendance. By using data to identify and assist students who may need extra support and services, districts can use these supports to get students to school every day.

In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Schools cannot suspend or expel students for missing too much school. Districts will amend or adopt policies that outline their interventions and plans for students who miss too much school. A district or school absence intervention team, a team of educators, district representatives and other supportive adults, will develop a specialized absence intervention plan for students who are habitually truant. Absence intervention plans incorporate academic and non-academic supports to help the student and remove barriers to regular attendance. The legislation highlights the importance of parental engagement and accountability as part of a student’s absence intervention plan.

Highlights of HB 410:

- Truancy is decriminalized, with chronic truancy removed from the law.
- Definition of “habitual truant” changed from days to hours. The new definition is:
 - o Absent 30 or more consecutive hours without a legitimate excuse;
 - o Absent 42 or more hours in one month without a legitimate excuse; or
 - o Absent 72 or more hours in one year without a legitimate excuse.
- Includes “excessive absences”:
 - o Absent 38 or more hours in one school month with or without a legitimate excuse; or

- o Absent 65 or more hours in one school year with or without a legitimate excuse.
- Requires updates to district policies, such as removing “excessive absences” from zero tolerance policies and committing to preventative approaches to truancy rather than suspensions or expulsions.
- The creation of an absence intervention team to develop absence intervention plans for students who are habitually truant.

Excused Absences

Absences will be excused for:

- Personal illness
- Unavoidable medical, dental appointment
- Death in the family
- Illness in the family
- Unavoidable business appointment
- Religious obligations, if permission is granted in advance of absence
- College visit, if permission is granted by arrangement through the counselor at least one week in advance of absence.

Excessive Absences

If “excessive absence” occurs, the following will proceed:

1. A letter from the school may be sent to the student’s place of residence, requiring a doctor’s statement for any additional absences. If a doctor’s note is not presented, the absence will be listed as unexcused.
2. Additional unexcused or unexcused absences may result in a referral to the Hamilton County Juvenile Court.

After adjudication in the court system for habitual truancy, subsequent offenses are delinquency offenses.

Violation of Court Order (VCO) Truancy

VCO truancy may be charged when a juvenile has a prior adjudication with the court for unruliness or other delinquency offense. There are no minimum days of absence/tardiness required before filing a VCO truancy complaint.

Skipping Class

Failure to attend class may result in the consequences outlined in Code of Conduct Rule 15.

Tardiness to School/Tardiness or Absence due to Leaves of Absence

Students will be considered tardy to school when arriving after the tardy bell but prior to 2nd bell. The following will be considered half-day absence:

1. Arrival after 2nd bell but prior to 5th bell
2. Dismissal prior to 6th bell
3. Missing more than two bells in one school day but attending at least two bells

For any student participating in sports, please note the following from the Athletic Handbook:

- If a student is tardy or absent from school, the student must provide a note and be declared excused to participate in that evening's game/event.
- If a student has an unexcused absence on a Friday, the student is not eligible to play that day nor on that Saturday.
- If a student is tardy (unexcused) to school, the student will be held accountable.
- Excessive tardiness to school may result in loss of eligibility.

The Athletic Director, Assistant Athletic Director, Principal, and Assistant Principal have discretion to determine game/event eligibility based on school attendance.

Additionally, SBEP athletic team members must demonstrate a commitment to attendance at practices and team functions, in addition to games. If a student-athlete has multiple absences, the coach may remove that individual from the team.

Possible exceptions will be considered for the following situations:

- Illness in the family
- Death of a relative
- Observance of a religious holiday
- Verified doctor or dentist appointment
- Verified college visit
- Taking an ACT or SAT test
- Emergency or other sets of circumstances judged as sufficient cause by school authorities

Note: The appropriate building administrator may excuse an absence.

Unexcused tardiness to school will result in the consequences outlined in the Code of Conduct, Rule 17.

Tardiness to Class

Tardiness to class is defined as being up to 10 minutes late. Tardiness after 10 minutes is considered skipping class. Three tardies in one week will result in a Wednesday School. Further tardies may result in more serious discipline.

COLLEGE AND CAREER READINESS

Each year, students are given a series of standardized tests designed to assess their academic strengths and weaknesses, to determine an appropriate post-secondary educational placement, and to help them plan for their careers. This data will help in course selection and remediation to better prepare our students for College/Career Readiness. Those tests are:

American College Test (ACT)

The ACT is an assessment of high school achievement given to 11th and 12th graders and used for admissions by colleges and universities in the U.S. The ACT is an optional standardized test consisting of four parts: English, Mathematics, Reading, and Science Reasoning with an optional Writing test. The cost is \$60.00 for the ACT (no Writing) and \$82.00 for ACT Plus Writing. The test dates are:

- Saturday, September 10, 2022
- Saturday, October 22, 2022
- Saturday, December 10, 2022
- Saturday, February 11, 2023
- Saturday, April 15, 2023
- Saturday, June 10, 2023
- Saturday, July 15, 2023

Preliminary Scholastic Aptitude Test (PSAT)

The PSAT is a test given to 9th, 10th, and 11th graders and cosponsored by the College Board and the Nation Merit Scholarship Corporation. Its purpose is to predict success on the SAT. It is also used to identify 11th graders who qualify for National Merit Scholarships. It is an optional standardized test and consists of three parts: critical reading skills, math problem-solving skills, and writing skills. The PSAT is scheduled at SBEP for Wednesday, October 12, 2022. The cost of this test is \$18.00.

Scholastic Aptitude Test (SAT)

The SAT is an assessment of the skills mastered in high school given to 11th and 12th graders and used for admissions by colleges and universities in the U.S. The SAT is an optional standardized test consisting of three parts: Reading, Writing, and Math. The cost for the SAT is \$55.00. The test dates are:

- Saturday, August 27, 2022
- Saturday, October 1, 2022
- Saturday, November 5, 2022
- Saturday, December 3, 2022
- Saturday, March 11, 2023
- Saturday, May 6, 2023
- Saturday, June 3, 2023

COUNSELING SERVICES

The school counselor at St. Bernard-Elmwood Place Jr./Sr. High School, Elizabeth Brame, works with students and parents to help students with academic, social, and personal concerns. Counselors have special training, work experience, and certifications to serve students in this capacity. They are not disciplinarians. They are expected by the standards of their profession to keep all information confidential as requested by students. In addition to their counseling work, counselors serve in additional areas, including orientation of new students, scheduling, program changes, academic progress checks, student transfers, summer school arrangements, testing, college admission counseling, recommendations, etc.

GREAT OAKS

Career and Technical Education programs are offered off-campus at Great Oaks Career Technical Schools for juniors and seniors to prepare them for the world of work upon graduation. Students who participate in these CTE programs will return to SBEP HS at the end of the school day and will be able to participate in sports, clubs, and other extracurricular activities. Bus transportation is provided for all students attending Scarlet Oaks. Learn more information by visiting www.greatoaks.com.

A student who decides not to attend Great Oaks after having been accepted will need to fill out proper application withdrawal documentation in the school counselor's office. If this is not completed by the end of the year, the student will have to attend Great Oaks for at least the first two weeks of the following year.

Students going into their senior year at Great Oaks will be required to remain the entire school year unless their counselors and administration from both schools determine it is an academic necessity for them to return to SBEP. The administration may require students to return at the end of their junior year if they are not on track for graduation.

CAREER COUNSELING

Students may access information regarding careers in the Counseling Office. Interest inventories also can be administered through the Ohio Career Planning System to help students identify their career preferences.

COLLEGE COUNSELING

Students applying for a two- or four-year college should see their school counselor to ensure their interests and course history are compatible with their colleges of choice. Students must inform the counselor of every application so that transcripts can be sent to the appropriate

location(s). Students will be provided a permission form to have ACT/SAT scores sent to colleges with a test-optional policy. The school counselor cannot send ACT/SAT scores without the signature of both the student and the student's guardian.

In addition to counselors providing requested information, college representatives visit SBEP during the year to talk to students. The days and times of visits are communicated on the Daily Titan and/or through school email, instructing students on how to sign up. Students may be excused from classes to attend these meetings with the approval of their teachers. With documentation provided by the counselor, juniors are permitted one excused absence for a college visit, and seniors are permitted two excused absences.

COLLEGE ADMISSIONS TESTS

For detailed information about these tests, look under "Testing" in the College and Career Readiness section of this Handbook.

SCOIR

SCOIR is an online platform that connects students, families, high schools, and colleges for a better admissions experience through searching, planning, and applying. Using SCOIR, students can:

- Search for and learn about collegiate and career opportunities
- Understand affordability by using the SCOIR Cost Calculator to estimate the expected cost of attendance and family contribution
- Engage with college admission reps
- Manage the college application process.

GENERAL EDUCATIONAL DEVELOPMENT TEST (G.E.D.)

Students who withdraw from St. Bernard-Elmwood Place High School and who subsequently pass the General Education Development Test (GED) are not eligible for a SBEP diploma. Requests to withdraw from school and sit for the GED must be approved by the Superintendent.

SCHEDULE CHANGES

Course requests are locked once entered into the scheduling system. The only course changes permitted will be those necessary due to schedule conflicts, failure of a prerequisite course, fully-completed and approved drop class forms, or data entry errors. Schedule change requests may be made only during the first week of each semester.

College Credit Plus (CCP) courses can be dropped, without record, between the 1st and 14th day from the start of the college course. After the 14th day, the student may be responsible to reimburse St. Bernard-Elmwood Place School District for the course.

All requests to drop a course require a drop/add request form to be completed by the student, parent, the teacher from the dropped course, and the teacher for a new course requested. Forms are available in the counselor's office.

SCHEDULING INFORMATION

The selection of courses for the upcoming school year is one of the most important tasks that students are required to do. Parents are expected to be involved in the selection process and are encouraged to contact the school counselor for any needed information. Scheduling information is provided in the second semester, after first semester grades are submitted. Scheduling will be completed online with the support of the counselor and the students' TA teacher. Once courses are selected, parent approval, by signature, is required. Students who do not return a signed course selection sheet by the announced deadline will be provided a schedule by the counselor.

TRANSCRIPT PROCEDURES (FOR CURRENT STUDENTS ONLY)

Because of the time necessary to process transcripts, requests must be made at least two weeks before a transcript is needed. To request a transcript, students must email the school counselor at ebrame@sbepschools.org, listing the colleges to which the students are applying. Students may also let the school counselor know in person.

If students have completed college applications through Common App, students must add their counselor to their profile under the "recommenders and FERPA" section. This will notify the counselor that a student's account has been created and will allow for transcripts to be sent when needed.

All transcripts have the ACT scores on them, ONLY if the student and guardian have signed a permission slip to send scores to colleges. However, please note that most colleges will want the official scores from the ACT.

Initial transcripts will be sent to colleges within two weeks of the request. Final transcript requests will be fulfilled following the verification of graduation. All school fees must be paid to have a transcript mailed.

PROCEDURES AND INFORMATION

Arrival at School

Students arriving between 8:20 am and 8:25 a.m. must report immediately to their advisory. From there, they may go to the cafeteria to purchase breakfast, but then all students must be in advisory by 8:30

Book Bags

Students will be permitted to bring book bags to and from school. **Book bags must be stored in the student's assigned locker during school hours.**

Bus Conduct

The St. Bernard-Elmwood Place Board of Education is committed to ensuring the safe and efficient operation of its school buses. Students riding district school buses may have bus riding privileges suspended by the superintendent or other district administrators for a period of time not to exceed 80 days for any violation of the Student Code of Conduct or a violation of the reasonable rules and regulations established by individual school bus drivers. The student is subject to the Student Code of Conduct and bus riding regulations while the student is riding the bus and when the student is at or near a school bus stop.

Students riding district buses are directly responsible to the bus driver. The driver has authority to enforce established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation services or suspending transportation services to any student.

Before a suspension from bus riding privileges is imposed under this policy, the superintendent or administrator will provide notice of intent to suspend these privileges to the student and provide the student the opportunity to appear before the superintendent or administrator regarding the reasons for suspending the student's bus riding privileges. The parent of the student will be notified of the reasons for suspension within one school day of suspension. Students are subject to emergency removal from a school bus in accordance with the provisions of Ohio Revised Code 3313.669.

Cafeteria: Breakfast and Lunch

Students are expected to behave appropriately in the cafeteria, with courtesy and good table manners. In addition, they are expected to keep all food in the cafeteria and to clear their tables before leaving the area. Students are prohibited from areas in which classes are being held during the lunch hour and are to remain in the cafeteria until they have been dismissed.

1. No coats/book bags are allowed in the food line.

2. All students go into the food area at the enter door and out at the exit door.
3. Students may not let others into the cafeteria via closed doors.

Note - Lunch off campus is prohibited for students in grades 7 through 12. Students may purchase lunch in the cafeteria or bring lunch from home.

Cell phones

Personal use of cell phones is permitted in the high school during lunch or before or after school. No cell phones are permitted for junior-high students without teacher permission. **The administration will not search for missing, lost, or stolen cell phones.**

Closings and Delays

The superintendent will decide if school is to be delayed or closed during inclement weather or in the case of other emergencies. The official announcement of school closing or delay will be reported on the district website, www.sbepschools.org, and through radio/TV stations or their websites. Listen for information regarding St. Bernard-Elmwood Place Schools. PLEASE DO NOT CALL THE SCHOOL.

Counseling

A student may make an appointment to see his/her counselor any time for the purpose of discussing concerns, reviewing academic records, planning course selections, or addressing career/vocational needs. Students who have an emergency should let the school counselor or teacher know so that they may be assisted immediately.

Dress Code

Students will be permitted to wear apparel considered appropriate, reflecting ideals consistent with and promoting the realities of good education and the standards of our community. The building administrator may exclude any student, when, in his/her judgment, the apparel is not consistent with the standards established below. All clothing is expected to be in good taste, neat and clean. Clothing choices should provide for a safe environment for all students.

Dress Code Standards

1. Shorts are prohibited for all students in grades 7-12.
2. Clothing should not display messages or images that are:
 - a. Indecent or obscene;
 - b. Suggestive of violence, including gang identification;
 - c. Threatening or demeaning;
 - d. Promoting alcohol, tobacco or drugs; or
 - e. Likely to interfere with, or cause a disruption to the educational process.

3. Undergarments should not be visible when a student sits, stands, bends over or raises his/her hands in the air. See-through clothing is not acceptable. Tops that expose the midriff or chest, tank tops, mesh tops and shirts without sleeves are prohibited.
4. No hats, bandanas, hoods, head coverings, sunglasses or gloves should be worn during the school day.
5. Coats and jackets that are meant to be worn outdoors must remain in a student's locker or in a designated area during the school day.
6. Book bags, backpacks and large utility bags are not allowed in classrooms and must be kept in a student's locker or in a designated area.
7. Footwear must support a safe and sanitary school environment. House shoes, slippers, slides, flip-flops or shoes with heels over one inch should not be worn to school.
8. Excessive hair color, jewelry or piercings that create a disruption to the school setting or pose a safety risk are prohibited.

Health Provisions

A registered nurse is available in the district. The nurse will secure treatment for an ill or injured student by attempting to make proper parent/guardian contact or by arranging for emergency transportation to the hospital. All students enrolled in the St. Bernard-Elmwood Place City School District must have an Emergency Medical Release completed by a parent/guardian and on file in the nurse's office. Students will not be permitted on school property with certain communicable diseases.

Homework Assistance/Tutoring

Supervised study and assistance are available to all students Tuesdays and Thursdays from 3:05 p.m. until 4:05 p.m. Students are encouraged to attend. Bus transportation is provided for Elmwood Place students.

Leaving School – Early Dismissal Policy

If it is necessary for a student to leave school, a parent/guardian/designee must bring identification to the attendance office and sign out the student. Written or verbal contact should be made with the attendance office (482-7101) early in the day to ensure the student will be ready for an early dismissal. A leave of absence must be secured from the attendance office. Before students leave school property, they must report to the high school office to be dismissed.

Lost Books or Materials

Students are required to maintain their assigned textbooks and materials. Students may be assessed fines for lost or damaged materials assigned to them throughout the school year. Examples: books, calculators, ChromeBooks, handouts, worksheets, packets, workbooks, lockers, etc.

Make-Up Work

Students will be given the same number of days that they have been absent to make up work for the absence. Additional consideration will be given to those students who experience extended illness, pending proper medical documentation.

Progress Reports

At the midpoint of each quarter, progress reports are mailed home for each student. Parents and students are urged to contact the teacher, counselor, or T.A. with any concerns about mid-term grades.

Release of School Records

“Consent for Records Release” must be signed by the parent or guardian for release of a student’s confidential school records.

Telephone Calls

By students: Students will be permitted to use the high school office telephone in case of emergency. NO STUDENT may use a school phone without permission from an administrator, teacher, or office secretary.

From parents: Messages from parents/guardians may be given to the secretary or a staff member for delivery at a convenient time. Students will NOT be called to the telephone or be excused to use the telephone during the school day, unless there is an emergency. Parents should not make these calls routinely.

Withdrawal from School

Parents who wish to withdraw their children from school must sign the proper “Consent for Records Release” form. All information (including new school address, new mailing address and telephone number) should be included. All fees and fines must be paid before records will be released to the parent. No student will be withdrawn from school without the signature of the building principal.

Visitors

Persons other than school employees or pupils entering the St. Bernard-Elmwood Place Schools must report directly to the office for a visitor’s pass. Student visitors who are on vacation, relatives not in school, etc., will not be permitted to attend classes and/or to visit at any time during school hours. Loitering on school grounds is prohibited. (Ohio Revised Code 2911.21)

ATHLETICS

The following sports will be offered for the 2022-2023 school year:

Fall Sports

Cheerleading
Cross Country
Football
Girls Soccer
Volleyball

Winter Sports

Cheerleading
Boys Basketball
Girls Basketball
Swimming
Wrestling

Spring Teams

Baseball
Softball
Track & Field

For more information regarding participation and eligibility, please refer to the district Athletic Handbook.

STUDENT CODE OF CONDUCT

To give students a frame of reference upon which reasonable conduct is based, certain rules are necessary. All students, including those who have reached 18 years of age, are expected to abide by all rules and regulations. All students should read and have a complete understanding of the expectations set forth in this handbook. The rules listed in this handbook are applicable to all school-sponsored events and activities, on or off school property.

Code of regulations for conduct of pupils

Any student engaging in the following types of behavior, either specifically or generally like the kinds of conduct listed below, is subject to expulsion, suspension, emergency removal, or permanent exclusion from curricular activities, pursuant to the Ohio Revised Code. This Code of Regulations applies while a student is in the custody or control of the school, on school grounds, or closely proximate thereto, and at a school sponsored event or activity on school-owned vans, or other transportation vehicles.

Pursuant to 3313.664 of the Ohio Revised Code, a student may be suspended by the Superintendent or his/her designee from participating in extracurricular activities for a period of time not to exceed the end of the school year for any violation of the Student Code of Conduct or violations of posted rules and regulations established by individual coaches and sponsors.

Depending on the severity of the infraction, the administration may impose a level of consequence appropriate to the circumstance. This may result in a level of consequence differing from or other than those listed in the code of conduct. Please note that “suspension” can refer to

either in-school or out-of-school suspension and is at the sole discretion of the administration. The following behaviors, as described in Rules 1-27 of the Code of Conduct, are prohibited. Any violation of the Code of Conduct may result in discipline up to and including suspension or expulsion.

Rule 1: Disruption of, or interference with, curricular or extracurricular activities

Student shall not by the use of violence, force, coercion, threat, demonstration, false alarm, vulgar or obscene language or gestures; vulgar or obscene printed materials clothes; ignitions or possession of firecrackers, fireworks, poppers, smoke bombs, stink bombs, or chemicals; ignition of fires; possession of weapon or look-a-like weapons; possession or use of laser pointer; distribution of printed materials that may incite others to violent or disruptive conduct; wearing gang colors or other items that, in the opinion of the administration, belittle others; using gang hand signs; or participating in any activity related to or associated with, a gang. Statements, oral, written or expressed over any other medium of communication, which cause, result in, or may result in, the creation of fear, panic, intimidation, disruption of the learning environment or a threatening atmosphere regardless on or off of school premises or at a school-related activity, regardless of location, are strictly prohibited. Included in this rule are electronic acts, which are committed through the use of a cellular phone, computer, personal communication device, or other electronic means.

Consequence: Consequence will remain at the discretion of the administration, which may include but is not limited to, conference, warning, parent contact, Wednesday School, alternative school assignment, suspension, and/or expulsion from school.

Rule 2: Damage of property

A student shall not intentionally cause or attempt to cause damage to the school, school property, or private property, either on school grounds or during a school-sponsored activity. This also includes defacing property. Poor choices that result in unintentional damage also are prohibited. Additionally, damage to property at any time while under school jurisdiction will require full restitution for damages and a possible referral to police. Damage to property as described previously is prohibited.

Consequence: First and subsequent offense: one to ten day suspension and a possible recommendation for expulsion.

Rule 3: Assaults/fighting

Assaults and fights are treated seriously in the high school, because the size and strength of older students increases the risk of serious harm to one or both parties. Assault is defined as physical contact that is initiated against another student with the intent of doing harm to that individual. Assault will result in an out-of-school suspension and possible criminal charges. Returning an assault with physical force will be considered fighting and will be treated with an out-of-school

suspension. Fighting, hitting, unauthorized touching, threats and disruptions as a result of the above activities are prohibited.

Unauthorized touching or horseplay (student to student)

Consequence: Consequence will remain at the discretion of the administration, and may include but is not limited to, conference, warning, parent contact, Wednesday School, alternative school assignment, suspension, and/or expulsion from school.

Threats (student to student)

Consequence: Consequence will remain at the discretion of the administration, and may include, but is not limited to, conference, warning, parent contact, Wednesday School, alternative school assignment, suspension, and/or expulsion from school.

Fighting (student to student)

1st offense: Three to ten day suspension with possible recommendation for expulsion and possible police charges filed.

2nd offense: Ten-day suspension, recommendation for expulsion, and possible criminal charges filed.

Physical assault (student to student)

1st offense: Five to ten-day suspension, possible recommendation for expulsion and criminal charges filed.

2nd offense: Ten-day suspension, recommendation for expulsion, criminal charges, and/or referral to court.

Threats and/or physical assault on a school employee

Consequence: Ten-day suspension recommendation for expulsion, possible criminal charges, and/or referral to court.

Rule 4: Possession of dangerous weapons and instruments

A student shall not possess or conceal on his/her person, either on school property or at school functions, an instrument or weapon capable of harming another person. This prohibition includes, but is not limited to, guns, knives, ice picks, brass knuckles, blackjacks, chemical gases, pepper sprays, destructive devices, etc. This prohibition includes the use and/or possession of chemicals and gases, including mace and look-a-like weapons. (Look-a-like weapons include, but are not limited to, paintball guns, airsoft guns, pellet/BB guns, etc.) Concealment, possession, or use of a gun or explosive device will result in immediate removal from school and arrest.

Consequence: Ten-day suspension, recommendation for expulsion from school, police charges, and possible recommendation for permanent exclusion from all Ohio public schools.

Rule 5: Insubordination

A student shall not disregard or refuse to obey a reasonable direction or instructions given by school personnel while the student is properly under the authority of the school. Violations of any minor directive or discipline procedure may be considered insubordination. Acts of insubordination are prohibited and repeated instances of insubordination will result in additional disciplinary consequences.

Consequence:

1st offense: One to three days of Wednesday School or ASA (Alternative School Assignment)

2nd offense: One to three-day suspension

3rd offense: Five to ten day suspension and recommendation for expulsion

Rule 6: Disrespect to staff

No student shall at any time show a lack of respect to any teacher, administrator, or staff member. This includes, but is not limited to, making disparaging (degrading) remarks, being outwardly sarcastic, saying things to achieve a derogatory effect, and arguing with school staff in front of others. (Students must make an appointment to discuss privately their disagreement or concern with a staff member in an appropriate manner). In addition, a student shall not use profanity or obscene language, either written or oral, in communicating with school personnel. Included in this prohibition the use of obscene gestures, signs, pictures, notes, publications, or pornographic materials. Referring to school personnel in a disrespectful, profane, or obscene manner also is prohibited.

Consequence:

1st offense: One to five day suspension

2nd offense: Five to ten day suspension and possible recommendation for expulsion

Rule 7: Violation of civil or criminal ordinances while under school authority

A student shall not violate any law or ordinance while under the authority of the school or its personnel.

Consequence: Consequence will remain at the discretion of the administration, and may include but is not limited to, conference, warning, parent contact, Wednesday school, alternative school assignment, suspension, and/or expulsion from school. Civil or criminal charges may be filed.

Rule 8: Harassment, intimidation, bullying, or hazing

No student will use any gesture, or written, verbal, or physical act to degrade, disgrace, or demean another student. This includes comments or actions that will insult, intimidate, or place

a student in fear of being harmed by another student or group of students, either physically or mentally.

Harassment is the act of systematic and/or continued, unwanted, and annoying actions of one party or a group, including threats and demands.

Bullying is defined as repeated and systematic harassment and attacks on others. Individuals or groups can perpetrate bullying. Bullying takes many forms and can include multiple behaviors, such as: physical violence and attacks, verbal taunts, name-calling and put-downs, threats, intimidation, extortion or stealing of money and possessions, and exclusion from the peer group. (Note: Other code of conduct consequences also may apply in addition to those listed below). The list below is intended to give examples of bullying behavior that will not be tolerated and is not all-inclusive.

Verbal or Written Bullying: Name-calling, such as using sexist, racist, or homophobic slurs; taunting about physical appearance, ability, or socioeconomic status; abusive or frightening telephone calls, notes, emails, text messages or contact via social media.

Physical Bullying: Hitting, kicking, pushing, tripping, attacking, throwing objects; unwanted sexual touching; stealing or damaging personal items or property; threatening with a weapon or using a weapon; threatening harm; coercion.

Social Bullying: Fabricating rumors or gossip, excluding, embarrassing, or making fun of someone; publicly sharing personal information, including posting pictures or text information on websites or via social media; using friendship or status to manipulate or coerce behavior.

Consequence: Consequence will remain at the discretion of the administration, and may include but is not limited to, conference, warning, parent contact, Wednesday school, alternative school assignment, suspension, and/or expulsion from school.

Rule 9: Sexual harassment

No student will engage in any activity that results in unwanted sexual advances or unwanted verbal or physical contact of a sexual nature with another student or staff member. Students who falsely accuse teachers, administrators, and/or students of any type of misconduct will be subjected to the discipline code and could face suspension or expulsion.

Consequence: Consequence will remain at the discretion of the administration, and may include but is not limited to, conference, warning, parent contact, Wednesday school, alternative school assignment, suspension, and/or expulsion from school.

Rule 10: Harassment or intimidation related to race, religion, sexual orientation, sexual identity, or ethnicity

No student will engage in any activity that results in unwanted contact, harassment, or intimidation that is related to the race, religion, sexual orientation, sexual identification, or ethnic background of the student or staff. Use of racial, religious, sexual, or ethnic slurs, either written or oral is prohibited.

Consequence: Consequence will remain at the discretion of the administration, and may include but is not limited to, conference, warning, parent contact, Wednesday school, alternative school assignment, suspension, and/or expulsion from school.

Rule 11: Use of profanity/obscenity

Students will not use profanity or obscene language in any form (i.e. written, oral, or electronic) in communication with other students, staff, or visitors. Use of profanity/obscenity includes use or creation of obscene/offensive/pornographic communication, gestures, signs, and pictures. Publication or possession of obscene/offensive/pornographic material in any form (i.e. written, oral, or electronic) is also strictly prohibited.

Consequence: Violations of the above shall be referred to the administration, and consequences will range from a warning to out-of-school suspension.

Rule 12: Theft or attempted theft

Theft or attempted theft of public property or equipment of the school district or the personal property of another student, teacher, visitor or employee of the district is prohibited. In all cases, the student must make restitution to the injured party.

Consequence:

1st offense: One to five day suspension and possible criminal charges filed.

2nd offense: Five to ten day suspension, possible recommendation for expulsion, and possible criminal charges filed.

Rule 13: Inappropriate display of affection

No student shall engage in inappropriate affectionate behavior while in school or attending school events.

Consequence:

1st offense: Warning from administrator and/or meeting with Counselor

2nd offense: Discretion of administration

Continued offenses: Suspension

Rule 14: Failure to sign-in or sign out of main office

All students, regardless of age, must sign-in or sign-out in the main office when entering or leaving school at irregular times. Signing in or out DOES NOT automatically excuse the student. Students must have permission from the administrator or designee to leave campus.

Consequence: Disciplinary actions are at the discretion of the administration

Rule 15: Skipping or Tardy to class

Any student who misses or is absent from an assigned period or portion of a period in his/her schedule, without permission, will be considered skipping class. This includes students who leave class without permission of the teacher or supervisor. Leaving school during school hours without permission of the proper school authority is prohibited.

Consequence:

1st offense: Lunch detention (or other consequence as deemed appropriate by administration).

2nd offense: Wednesday School or other consequence as deemed appropriate by administration.

3rd offense: ASA (Alternative School Assignment)

4th offense: One-to-three day suspension from school (or other consequence as deemed appropriate by administration).

Rule 16: Drugs, alcohol, tobacco, and look-alike

It is the intention and philosophy of the St. Bernard Elmwood-Place Board of Education and Administration to eliminate use or possession of drugs, look-alike drugs, drug instruments, tobacco, alcohol, or inhalants. Students are prohibited from possession, use, selling, concealing, or showing signs of consumption of narcotics, drugs, alcohol or inhalants on school grounds, school buses, or attending school-related functions. In addition, students are prohibited from possessing or using tobacco, tobacco products, drug-related instruments or paraphernalia, and cigarette lighters or matches. This prohibition is in effect on school grounds, school buses, and while attending any school-related functions.

Possession and/or concealment of matches or lighter

Consequence:

1st offense: Three-day suspension (or other consequence as deemed appropriate by administration)

2nd offense: Five-day suspension (or other consequence as deemed appropriate by administration)

3rd offense: Ten-day suspension and possible Recommendation for expulsion (or other consequence as deemed appropriate by administration).

Possession, concealment or use of tobacco/vapor or tobacco/vapor products, including electronic/vapor cigarettes

Consequence:

1st offense: One-to-three day suspension

2nd offense: Five-day suspension

3rd offense: Ten-day suspension, with recommendation for expulsion

Possession, use or showing signs of being under the influence of drugs, and/or alcohol
Consequence: Ten-day suspension, recommendation for expulsion, and possible criminal charges

Possession, concealment, or use of look-alike drug, or drug paraphernalia

Paraphernalia includes, but is not limited to hypodermic needles, roach clips, and pipes, and look-alike drugs including caffeine pills, over-the-counter pills, misrepresented pills, inhalants or inhalant containers, etc.

Consequence: Ten-day suspension, recommendation for expulsion, and possible criminal charges

Sale, attempt to sell, transfer, or distribute drugs, alcohol, look-alike drugs or over-the-counter drugs

Consequence: Ten-day suspension, recommendation for expulsion, and possible criminal charges

Note: If it becomes necessary for a student to take any form of medication at school, a signed form issued from the office, with a doctor's signature, must be presented to the office. All medication will be kept in and dispersed through the main office. This includes all over the counter medications.

Rule 17: Tardy to school

Students are expected to arrive to school before 8:00 a.m. Students who are not in their advisory bell when the bell rings at 8:00 a.m. will be considered tardy to school. A student arriving late to school must report immediately to the attendance station. A student who has been ill or who has had an emergency doctor or dentist appointment may present a written note from a parent/guardian/physician. Students reporting to school after 10:00 a.m. will be charged with one half-day absence.

Consequences:

1st tardy: (of each semester): Warning

2nd tardy: Office warning and phone call home

3rd tardy: One unexcused absence

4th tardy: Wednesday school

5th tardy: Wednesday school

6th tardy: For every three unexcused tardies, students will earn one unexcused absence. In addition, students will be assigned to ASA (alternative school assignment). Students will be monitored for "habitual truancy" and possible truancy charges.

Rule 18: Other conduct

No student will engage in any type of conduct, not specifically set forth in the Student Code of Conduct, which is harmful to the person or property of school personnel or other students, or conduct which, in the opinion of administration, is not in compliance with socially-accepted standards of behavior.

Consequence: Consequence will remain at the discretion of the administration, and may include, but is not limited to, conference, warning, parent contact, Wednesday School, alternative school assignment, suspension, and/or expulsion from school.

Rule 19: Failure to serve Wednesday School/teacher seminar

Students who are assigned an office detention or classroom detention by a teacher for minor disruptions must meet in the media center for Wednesday School or in the teacher's room for a seminar assigned by the teacher.

Consequence: Full day of ASA the following day.

Rule 20: Aiding and abetting another in violating the Code of Conduct

All students are prohibited from aiding and abetting another student in the commission of a violation of any Rules 1 - 27. This includes, but is not limited to, filming or recording or attempting to film or record other individuals violating or attempting to violate any portion of the Code of Conduct.

Consequence: Consequence will remain at the discretion of the administration, and may include, but is not limited to, conference, warning, parent contact, Wednesday School, alternative school assignment, suspension, and/or expulsion from school.

Rule 21: Loitering

No student will loiter in the school building or on school grounds (i.e, parking lot) after 3:15 p.m., unless attending or participating in a school-sponsored event or activity or under the direct supervision of a staff member, coach, sponsor, or advisor. Students should not arrive at school in the morning prior to 7:30 a.m., unless they have a morning seminar or a scheduled appointment with a staff member or administrator. Students must report directly to the cafeteria upon arrival at school. Loitering in vehicles before or after school is prohibited.

Consequence:

1st offense: Warning

2nd offense: Two school seminars

3rd offense: Two Wednesday Schools

4th offense: One-day suspension

Rule 22: Gang membership and/or active displays of gang-related behavior or clothing

The wearing or displaying of gang color, clothing, tattoos, symbols, graffiti, or artwork; organizing or recruitment of gang members; using gang hand signs and other activities that are related to or associated with gang membership is prohibited.

Consequence: Consequence will remain at the discretion of the administration, and may include, but is not limited to, conference, warning, parent contact, Wednesday School, alternative school assignment, suspension, and/or expulsion from school.

Rule 23: Presence in unauthorized area

Presence in areas in which a student has no legitimate business, both during and outside school hours, is prohibited without permission of a school administrator or teacher.

Consequence: Consequence will remain at the discretion of the administration, and may include, but is not limited to, conference, warning, parent contact, Wednesday School, alternative school assignment, suspension, and/or expulsion from school.

Rule 24: Falsifying/withholding of information

Falsifying of information or withholding information from school authorities who are in the legitimate pursuit of information is prohibited. Students who falsely accuse teachers, administrators, staff, and/or students of any type of misconduct will be subject to discipline and could face suspension or expulsion.

Consequence: One to ten day suspension and possible recommendation for expulsion

Rule 25: Cheating or plagiarism

Cheating or plagiarism refers to the copying of another's work and presenting it as one's own. This may take place on tests, presentations, papers, or any other assignments given by a teacher.

Consequence:

1st offense: This should be handled by individual classroom teachers and may include possible loss of credit for the test, quiz, project, or assignment. It should also include notification of counselor, administration, and parent.

2nd offense: This should be handled by the classroom teacher and includes possible loss of credit for the semester. It should also be referred to administration/guidance for possible withdrawal/F for the semester. Parents will be notified.

Rule 26: Dress code for high school students

Students are expected to adhere to the dress code standards while at school or while participating in school activities or school-sponsored events in accordance with board policy. A student may not wear clothing or accessories that disrupt the education process or constitute a risk to the health or safety of the student or others. The dress code standards include the following:

1. Shorts are prohibited for all students in grades 7-12.
2. Clothing should not display messages or images that are:
 - a. Indecent or obscene;
 - b. Suggestive of violence, including gang identification;
 - c. Threatening or demeaning;
 - d. Promote alcohol, tobacco or drugs; or
 - e. Likely to interfere with or cause a disruption to the educational process.
3. Undergarments should not be visible when a student sits, stands, bends over or raises his/her hands in the air. See-through clothing is not acceptable. Tops that expose the midriff or chest, tank tops, mesh tops and shirts without sleeves are prohibited.
4. No hats, bandanas, hoods, head coverings, sunglasses or gloves should be worn during the school day.
5. Coats and jackets that are **meant** to be worn outdoors must remain in a student's locker or in a designated area during the school day.
6. Book bags, backpacks and large utility bags are not allowed in classrooms and must be kept in a student's locker or in a designated area.
7. Footwear must support a safe and sanitary school environment. House shoes, slippers, slides, flip-flops or shoes with heels over one inch should not be worn to school.
8. Excessive hair color, jewelry or piercings that create a disruption to the school setting or pose a safety risk are prohibited.

A student may request an exception to the standards based on personal circumstances. Requests must be made in writing to the building principal and signed by a parent if the student is under the age of eighteen. The building principal must grant permission before a student deviates from the student dress code standards.

Consequence:

1st offense: Warning, ASA until a change of clothes is available if the clothing is deemed to be distracting to the classroom environment.

2nd offense: Wednesday School, ASA until a change of clothes is available if the clothing is deemed to be distracting to the classroom environment.

3rd offense: Two days ASA

4th offense: Out of School Suspension

Rule 27: General policies and procedures

The following policies and procedures should be followed in order to maintain an orderly and safe learning environment:

- Consumption of food and drink, with the exception of bottled water, are strictly prohibited outside of the cafeteria. There will be no food or drink, including bottled water, permitted in any art, science, or computer lab.
 - Students are not permitted in the hallway without a pass issued by SBEP personnel.
 - Student aides are not permitted in the hallway without badges or a pass.
 - Students shall not engage in any form of gambling; possession or use of playing cards or dice while school is in session is prohibited.
 - Students are not permitted to sleep in class.
 - Students must use their assigned lockers; students are not to share their locker or combination with other students.
1. Use of cell phones, smartphones, personal music players (iPods, mp3 players, etc.) hand-held gaming devices, and other electronic devices is strictly prohibited during instructional settings (i.e. class time) or other school related activities taking place during the school day unless otherwise directed by school personnel.

Consequence:

1st offense: Confiscation, warning, and device returned at the end of the school day

2nd offense: Confiscation, parent notified, and parent must pick up the device from school

3rd offense: Confiscation for one week; parent must pick up device from school

4th offense: Confiscation, student suspended out of school for chronic misbehavior, and prohibited from bringing device back onto school grounds during school hours

5th offense: Confiscation (length of time determined by administration) and possible recommendation for expulsion for chronic misbehavior

2. Use of cameras during the school day is strictly prohibited unless related to an approved curricular or extracurricular activity; videotaping or taking pictures of students or staff during school hours, without their permission, will result in disciplinary consequences.

3. Laser pointers, toy guns, water pistols, bean shooters, water balloons, skates, skateboards, Heelys, and other nuisance items are not to be brought to school. Students bringing these items or using them during school hours will be subject to disciplinary measures, and these items will be confiscated for return to parents or guardians.

4. The school does not take responsibility for missing or lost items, including electronic devices; the school will not search for missing electronic devices, including cell phones.
5. School publications (especially those including photos of staff or students) are protected by copyright, and the use of such photos without written permission of a school administrator is strictly prohibited.
6. Instances of inappropriate cell phone/electronic device or social media use (cyber-bullying/sexting, inappropriate picture or movie images, etc.) on or off school property, will result in disciplinary action if the actions or the effect of these actions by students result in a disruption of the school day for students or school personnel. Discipline in these instances will be determined by administration, and law enforcement will be contacted as appropriate.
7. Any items that, in the sole opinion of the administration, are belittling to others are not permitted on campus or at any school-related event. These include, but are not limited to, items that contain messages that are vulgar, offensive, obscene, or libelous; promote intolerance or confrontation, (i.e. confederate flag, swastika) denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; or promote alcohol or drug use or violence.

Consequence: All violations of the general rules listed above will be referred to the administration and will result in consequences ranging from a warning to out-of-school suspension.

Code of Conduct for Activities

Since attendance is a very important part of any activity, students will be expected to participate in meetings, performances, and practices in accordance with the activity's attendance policy. If it is necessary to be absent at any time, students will be expected to notify the coach or advisor.

1. Equipment - Students are responsible for all equipment issued to them. Students will be given a two-week period to return all equipment at the conclusion of a season or activity. After two weeks the student may be charged for the cost of the equipment and may be denied participation in future athletics or activities until restitution has been made. Students who have outstanding charges for equipment may not receive awards and may not attend award ceremonies until all charges have been cleared or the equipment has been returned.
2. A student or parent must pay for the replacement of any lost, stolen, or damaged items or equipment in the amount of the current replacement cost.

3. A student will not engage in any criminal activity or violation of civil law. Recognizing the varying degree of severity of violations (misdemeanors vs. felonies) consequences for involvement may result in a minor reprimand up to the denial of participation in activities for one calendar year. Consultation with the coach or advisor, the athletic director, the administration, will take place before a denial of participation is invoked.

4. All members of extracurricular activities (athletics, drama, student council etc.) are expected to behave in a manner that reflects positively on the school and their teams. Behavior, in the opinion of administration, that is inappropriate includes, but is not limited to, the following:

1. Repeated truancy from class or school.
2. Acts of vandalism or abuse of school property.
3. Repeated violations of school rules or chronic, incorrigible behavior.
4. Abusive language, gestures, or profanity.
5. Behavior, attitude, or unsportsmanlike conduct at or during an athletic contest, practice, or school-sponsored event.

Consequence: The coach/advisor, athletic director, and or administration will determine the penalties.

Classroom and Study Hall Rules and Regulations

1. Students must be in their assigned seats and quiet when the class begins.
2. Students must have all necessary supplies with them when arriving to class, including pen, pencil, paper, notebooks and books.
3. Students are required to have ample work with them at all times and to work the entire bell.
4. Sleeping during class/study hall will not be tolerated.
5. Eating and/or drinking during class/study hall will not be allowed.
6. Talking will not be permitted, unless permission is granted by the supervisor.
7. Students planning to work with another teacher during study hall must have a signed pass from that teacher before entering the room; students will not be permitted to leave class to get a pass from a teacher during study hall.
8. Appropriate disciplinary measures will be assigned if rules are not followed.

Guidelines and Rules for Wednesday School

1. A board-approved individual will supervise Wednesday School.

2. Students are not permitted to use the telephone or to go to their lockers; it is the responsibility of the student to bring all necessary materials to Wednesday School.
3. Students must use the time to study, read or work on school assignments.
4. Students may not leave their seats or talk to other students.
5. Restroom privileges will be given at the discretion of the supervisor.
6. No radios, cards, or other recreational articles will be allowed in the room.
7. Students will not be allowed to put their heads down or sleep.
8. No food or beverages will be brought to Wednesday School.
9. Students tardy to Wednesday School will not be admitted, and Wednesday School will not be reassigned; any students failing to attend Wednesday School will be assigned ASA.
10. In case of illness on the day of assigned session, parent/guardian must call the school before 9:00 a.m. to report the illness; the student will be reassigned to a subsequent Wednesday School date.
11. The Wednesday School assignment may occur independently or in conjunction with other disciplinary measures. Students will not be exempted from Wednesday School in order to meet employment responsibilities or extra-curricular activities.

Guidelines and Rules for Alternative School Assignment (ASA)

1. A board-approved individual will supervise ASA.
2. It is the responsibility of the student to bring all necessary materials to ASA.
3. Students will not be permitted to use the telephone or to go to their lockers.
4. Students must use the time in ASA to study, read, or work on school assignments.
5. Students may not leave their seats or talk to other students.
6. Restroom privileges will be given at the discretion of the ASA supervisor.
7. Students will not be permitted to put their heads down or sleep.
8. No food or beverages are to be brought into the ASA room.
9. If a student is removed from ASA due to disciplinary reasons, they will be sent home and will be required to re-serve that day of ASA; students will not be permitted to report to regular classes until ASA is completed.

Emergency Removal

If a student's presence poses a continuing danger to persons, property or self, or poses an ongoing threat of disrupting the academic process, the superintendent, building administrators or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises.

If either suspension or expulsion is contemplated, a due process hearing is held within three (3) school days after the removal is ordered. Written notice of the hearing, the reason for removal, and any intended disciplinary action is given to the student as soon as practicable prior to the hearing. The student has the opportunity to appear at an informal hearing before the building administrator and superintendent/designee and has the right to challenge the reasons for the removal or otherwise to explain his/her actions. The person who ordered or requested the removal will be present at the hearing. Within one (1) school day of the decision to suspend, written notification will be given to the parent(s) of the student and treasurer of the Board. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the superintendent or designee.

In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of, either by reinstatement, suspension or expulsion. Emergency removal time is counted toward the suspension or expulsion.

In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

Suspension

The superintendent or principal may suspend a student for up to ten (10) school days. Written notice of suspension will be mailed to the student and parent/guardian indicating reasons for suspension. The student will be informed of his/her opportunity to appear before the principal or superintendent to challenge the reason(s) for the suspension or otherwise to explain his/her actions.

Expulsion

The superintendent may expel a student for up to eighty school days. Written notice of the intention to expel will be mailed to both the student and the parent/guardian. This notice will include the reasons for the intended expulsion. The notice will state the time and place to appear for further explanation of the expulsion actions. The time so stated will be within a period of three to five days after the notice of expulsion is given. Neither the student nor the parent/guardian is required to appear. If the pupil is expelled after the hearing, the administrator will notify the pupil's parent/guardian and the treasurer of the Board of Education within twenty-four hours. This notice shall include:

1. the reasons for expulsion;
2. the right of the pupil or parent/guardian to appeal said expulsion to the Board of Education or its designee;
3. the right of the student/parent to be represented at the appeal before the Board of Education or its designee; and
4. the right of the student/parent to request that a hearing before the Board of Education or its designee be in executive session.

A verbatim record shall be kept of the hearing before the Board of Education or its designee. The procedure used in the expulsion of handicapped pupils shall be consistent with state and federal laws. Students who are expelled will be withdrawn; parents must re-enroll students in school when students return from an expulsion.

Locker/Storage Searches

Pursuant to Section 3313.20, Ohio Revised Code, the Board of Education has adopted the following policies:

1. Any principal/designee in this school district may search any pupil's locker/storage area and the contents thereof if the principal reasonably suspects that the locker/storage area or contents contain evidence of a pupil's violation of a criminal statute or of a school rule.
2. The Board hereby declares that locker/storage areas are the property of the Board of Education, and these locker/storage areas and the contents thereof are subject to random search at any time without regard to whether there is reasonable suspicion that any locker/storage area or its contents contain evidence of a violation of a criminal statute or school rule.
3. The principal and/or his/her designee of any school may search at any time the locker/storage area and contents thereof of any pupil if an emergency situation exists, or appears to exist, that immediately threatens the health or safety of any person or threatens to damage or destroy any property under the control of the Board and if a search of lockers/storage areas and contents thereof is reasonable and necessary to avert the threat or apparent threat.

Computer Use Policy

The St. Bernard-Elmwood Place City School District is responsible for securing its network and computing system to a reasonable and economically feasible degree against unauthorized access

and/or abuse, while making it accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not adhering to them. Any attempt to violate the provisions of this policy will result in disciplinary action in the form of temporary revocation of user accounts, regardless of the success or failure of the attempt. Permanent revocations can result from disciplinary actions taken by the building principal upon investigation into network abuse.

The users of the network are responsible for respecting and adhering to local, state, federal, and international laws. Any attempt to break those laws through the use of the network may result in litigation against the offender by the proper authorities. If such an event should occur, the St. Bernard-Elmwood Place City School District will fully comply with the authorities to provide any information necessary for the litigation process.

Once a user receives a user ID to be used to access the network and computer systems on that network, they are solely responsible for all actions taken while using that user ID. Therefore:

1. Applying for a user ID under false pretenses is prohibited.
2. Sharing a user ID with any other person is prohibited; in the event that you do share your user ID with another person, you will be solely responsible for any inappropriate actions by that person.
3. Deletion, examination, copying, or modification of files and/or data belonging to other users, without their prior consent, is prohibited.
4. Attempts to evade or change resource quotas are prohibited.
5. Continued impedance of other users through mass consumption of system resources, after a receipt of a request to cease such activity, is prohibited.
6. Use of facilities and/or services for commercial purposes is prohibited.
7. Any unauthorized, deliberate action, which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation, regardless of system location or time duration.

Email Policy

When sending email, the user's name and user ID are included in each mail message. Each student is responsible for all electronic mail originating from his/her user ID. Therefore:

1. Forgery (or attempted forgery) of electronic mail messages is prohibited.
2. Attempts to read, delete, copy or modify the electronic mail of other users are prohibited.
3. Attempts at sending harassing, obscene, and/or other threatening E-mail to another user are prohibited.
4. Attempts at sending unsolicited junk mail, "for profit" messages, or chain letters are prohibited.

Network Security

As a user of the network, a student may be allowed to access other networks (and/or the computer systems attached to those networks). Therefore:

1. Use of systems and/or networks in the attempt to gain unauthorized access to remote systems is prohibited.
2. Use of systems and/or networks to connect to other systems, in evasion of the physical limitations of the remote system/local system, is prohibited.
3. Decryption of system or user passwords is prohibited.
4. The copying of system files is prohibited.
5. The copying of copyrighted materials, such as third party software, without the express written permission of the owner or the proper license, is prohibited.
6. Intentional attempts to “crash” network systems or programs are prohibited.
7. Any attempt to secure a higher level of privilege on network systems is prohibited.
8. The willful introduction of computer “viruses” or other disruptive/ destructive programs into the organization network or into external networks is prohibited.

DRUG AND ALCOHOL POLICY

Chemical dependency is a progressive and treatable illness in which there is an overwhelming urge to use chemicals (alcohol/drugs) regardless of the consequences and/or adverse effects on one's health. The school has the responsibility to advise parents and guardians of instances when chemical use by a student is witnessed because of the adverse effect that abuse has on the individual, the family, the school environment, the educational process, and the community.

Furthermore, the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The unlawful possession, use or distribution of illicit drugs and alcohol by students is prohibited on school premises and/or at school-related functions, regardless of location. This includes over-the-counter drugs (aspirin, Tylenol, etc.). Disciplinary sanctions, consistent with local, state, and federal law, up to and including expulsion and referral for prosecution, will be imposed on students who violate the standards of conduct.

In case of suspected chemical use by a student, a staff member immediately informs the student of the observed violation, then obtains the name of the student and asks the student to accompany him/her to the office. Whether the condition of the student or other circumstances make it inadvisable to bring the student to the office, confiscate the chemical, or simply obtain the name of the student, the staff member will report incident details immediately to a building administrator.

The administrator will inform the student's parents, conduct a hearing, suspend the student for up to ten days, recommend the student's expulsion, and notify the Chemical Intervention Team and the police about the incident. A member of the team will conduct an assessment interview with the student and his/her parents and will make a recommendation for an educational/assessment program, if deemed necessary. The Chemical Intervention Team will maintain a progress record and will inform all of those concerned regarding the student's progress.

If any student is in need of assessment, the family will be given information about community facilities available. While the student is in treatment, the district will provide assignments as requested by the treatment facility. Follow-up programs are offered through appropriate agencies.

Intervention Procedures

A staff member may become aware of students whose behavior indicates harmful involvement with alcohol/drugs. The staff member will contact the Chemical Intervention Team, which gathers factual information about the student's behavior from teachers, counselors, nurse, school

psychologist, and administrators. The Chemical Intervention Team will decide on a course of action; a representative of the team will share concerns with the student, and a parent conference will be held. In the event of a parent conference, the parents and the Chemical Intervention Team will decide whether to proceed with interventions. If no intervention is necessary, the student is presented with specific factual information about his/her behavior. The action or referral previously determined in the parent conference is explained to the student.

Follow-up treatment is a vital part of recovery and will be provided by a member of the Chemical Intervention Team. Chemical Intervention Team members will inform administrators of recommendations, maintain a progress report for the student, and periodically review the student's progress with those involved.

Drug Overdose

In case of a suspected chemical overdose by a student, the school nurse and building principal are notified immediately. Emergency medical procedures are administered and, if necessary, the paramedics are called. A copy of the emergency medical form will be made available to those administering care, and the parent/guardian will be contacted immediately. In the event that the parent/guardian cannot be reached, school officials will refer to the emergency medical authorization for emergency contact information. If deemed necessary, the student will be transferred to the hospital for further care. Following the handling of the medical emergency, the rules and regulations regarding student chemical use will be imposed.

SEXUAL HARASSMENT POLICY

All persons associated with the District, including, but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property, or at school-sponsored social functions/activities, is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy.

Definition of Sexual Harassment Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or educational development;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment.

Examples of sexual harassment-type conduct may include, but is not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic verbal commentary relating to an individual's body, sexual prowess or sexual deficiencies; coerced sexual activities; any unwanted physical contact; sexually suggestive or obscene comments or gestures; or displays in the workplace of sexually suggestive or obscene objects or pictures. Whether any act or comment constitutes sexual harassment-type conduct is often dependent on the individual recipient.

The Grievance Officer: The Board directs the Superintendent to appoint one or more sexual harassment grievance officers who are vested with the authority and responsibility for investigating all sexual harassment complaints in accordance with the procedures set forth in the accompanying regulation and staff and student handbooks.

Sexual harassment matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

The Board has developed complaint procedures, which are made available to every member of the school community. The Board has also identified disciplinary penalties, which could be imposed on the offenders.

[Adoption date: December 17, 2001]
[Re-adoption date: December 14, 2009]
[Re-adoption date:]

Harassment Reporting Procedure

Informal Resolution

The Board encourages individuals who believe they are being harassed to clearly and promptly notify the offender that the behavior is unwelcome. If the individual does not wish to approach the offender directly, or if the notice does not end the harassment, then the individual should immediately notify the building principal or the assistant principal. This informal procedure is not required.

Formal Procedure

If an employee or a student believes that they have been subjected to sexual harassment, they should report the incident immediately to the building principal, (hereafter the “compliance officer”). If for any reason the individual cannot, or chooses not to, notify the sexual harassment compliance officer, then the individual may notify the superintendent of the alleged harassment. At the request of the employee or student, a person of the same sex may be designated as the acting compliance officer.

Either the reporting individual or the individual receiving the complaint in order to ensure an accurate record of the behavior shall reduce any complaint of sexual harassment to writing. This written report shall remain confidential to the extent permitted by law. Prompt reporting of complaints is encouraged and necessary, as it permits for a timely response and resolution of the complaint.

Upon receiving complaint of sexual harassment, the compliance officer or the superintendent shall promptly begin an investigation into the facts and circumstances of the complaint. The compliance officer or superintendent may contact legal counsel for guidance or aid in the investigation, or may direct legal counsel to conduct the investigation. Confidentiality will be maintained throughout the investigative process to the extent practical and appropriate under the circumstances.

Upon receipt of a complaint or other specific information regarding possible sexual harassment, the person responsible for investigation shall:

1. Promptly and confidentially investigate the incident(s) and surrounding circumstances by talking to, and obtaining signed statements from, witnesses, or other

persons having information. This should be done before contacting the alleged offender. If there is substance to the allegation, the investigation may be more productive if witness information is gathered before the alleged offender knows the investigation is underway.

2. After conducting the first interviews with witnesses, the investigator shall advise the alleged offender of the complaint, even if the allegations have already been disproved. If the problem is a misunderstanding, future incidents can be prevented. On the other hand, if the allegations are true, they may be admitted by the offender, with or without statements of justification or mitigation.

3. If the allegation is not proven or admitted during Steps 1 and 2 above, the investigator shall conduct further investigation until they have made a determination or it becomes apparent that further investigation is unlikely to lead to a reliable conclusion.

4. Throughout the investigation, a conscious effort must be made to judge the credibility of the information received. In particular, any circumstances that could lead to the complainant or witnesses giving false or substantially biased information must be identified, investigated or considered.

5. If the investigation confirms that a serious incident has occurred, or a pattern of behavior constituting sexual harassment may have been established, the investigator shall report his findings to the superintendent in writing, with a recommendation for disciplinary action or other remedial measures. If the investigation either exonerates the alleged offender or is inconclusive, the investigator shall report those findings in writing to the superintendent.

6. After the investigation of a complaint is concluded, the superintendent shall advise the complainant and alleged offender of the conclusions reached and any action taken.

DISCIPLINE

Any employee or student found to have engaged in sexual harassment shall be disciplined. Appropriate sanctions may include, but is not limited to, oral or written reprimand, referral to counseling, reassignment, suspension without pay, or termination of employment. Students shall be subject to discipline under the Student Code of Conduct.

However, if the investigation reveals that the individual making the complaint has falsely and willfully accused an employee or student of sexual harassment, the complaining individual shall be subject to discipline, including but not limited to, oral or written reprimand, suspension, termination of employment, and/or discipline under the Student Code of Conduct.

PROTECTION AGAINST RETALIATION

The Board shall not retaliate against any individual who makes a valid report of sexual harassment nor permit any employee or student to do so. Any retaliation experienced by the reporting individual should be reported immediately to the compliance officer or the superintendent. Any employee or student found to have retaliated against an individual reporting sexual harassment shall be subject to the appropriate disciplinary measures, including, but are not limited to, written or oral reprimand, referral to counseling, suspension, termination, and/or discipline under the Student Code of Conduct.

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