 APPROVED BY THE BOARD OF EDUCATION: JULY 24, 2019

BLACK RIVER
LOCAL SCHOOL DISTRICT
Home of the Pirates

2019-2020
HANDBOOK FOR
STUDENT CODE OF EXCELLENCE
Dear Parents and Students,

Welcome to the 2019-2020 school year at Black River Local Schools.

The Handbook will be your guide for information related to your rights and responsibilities as a student and parent(s)/guardian(s). The handbook includes the Student Code of Excellence and other information that will allow for a successful school year by providing the basic expectations of all students. The latest version of this handbook is available on our website at www.blackriverschools.org for your continued reference. The handbook is also available by disc or paper version upon your request. You may request an alternate version of the handbook from your child’s school office by completing the “Handbook for the Student Code of Excellence Acknowledgment”.

At the beginning of the 2019-2020 school year, students will bring home information and forms requesting both student and parent(s)/guardian(s) signatures. The signed forms are very important and will need to be returned to school as soon as possible. Please provide your e-mail address where requested as this is critical communication link between our teachers and parents/guardians.

We wish you a safe and productive school year at Black River.

Chris A. Clark, Superintendent

EVERY ATTEMPT HAS BEEN MADE TO INSURE THE THOROUGHNESS AND ACCURACY IN THIS PUBLICATION. NEWLY APPROVED POLICIES AND PROCEDURES ADOPTED BY THE BLACK RIVER BOARD OF EDUCATION WILL TAKE PRECEDENCE OVER THIS HANDBOOK.
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Welcome to Black River Middle School. We hope you are ready for a year that is challenging, rewarding and exciting. Your success depends on the development of regular attendance, effective study habits and self-discipline. This handbook has been carefully prepared so that it may help you succeed at Black River Middle School and more importantly, become an integral part of our school.

The BRMS staff has spent countless hours learning new skills and finding resources to help you through an amazing journey. All students will participate in enriched core curriculum, explore elective courses connected to real world applications and be offered a variety of opportunities to engage in throughout the school year. The vision of Black River Middle School is to provide our students with opportunities and resources to become well rounded, responsible citizens who work to achieve their maximum potential. BRMS is committed to pride, excellence, and in being the best school that we can be. We hope that you will become committed with us and become involved with the various activities BRMS has to offer.

Middle school is a time of academic, social and emotional growth. This time comes with normal challenges as students and parents sail the uncharted waters of adolescence. Since communication is an essential part of this journey we have placed priority on regularly sharing information through a variety of sources. We ask that you also communicate with us; we can not help or resolve issues that we are not aware of. The staff will work with families to assist as necessary and connect families with local resources that help meet all our students’ needs.

The BRMS staff wishes you a successful year!

Cathy Aviles
BRMS Principal
MISSION STATEMENT

In partnership with the community, Black River Local Schools provides the highest quality education to all students by engaging them with challenging opportunities, in a safe technologically rich environment, through superior staff, facilities, and curriculum.

VISION

Black River…

"World-class citizens reaching their full potential”

GOAL

1. Develop Mastery of Basic Skills.
2. Gain Knowledge and Experience in Natural Sciences, Social Sciences, Humanities and Fine Arts.
4. Develop Skills of Constructive and Critical Thinking.
5. Develop Skills Appropriate to a Technological Society.
6. Develop Respect for Others and the Law.
12. Develop Within the Community a Sense of Pride in the Schools.

ALMA MATER

All Hail, Black River High School
   To thee we sing our praise
   To honor Alma Mater
   For our voices now we raise.
To the Black River High School
   Beloved black and gold
   Our team will ever conquer
   For ours are brave and bold.

FIGHT SONG

Fight the Team, Across the Field
   And show them the Pirates are here
We're going to send the air reverberating
   With a mighty cheer
   RAH, RAH, RAH
   Hit them hard and see how they fall
   Never let that team get the ball
   Hail, hail the gangs all here
   Let's go win the old conference now
### 2019-2020 SCHOOL CALENDAR

|-------------|---------------|-------------|--------------|--------------|-------------|-------------|------------|-----------|---------|

- Student Attending Days<br>No Student or Teacher Days<br>Early Release Day
HIGH SCHOOL (GRADES 9-12)
Tracey Lambdin, Principal
233 County Road 40
Sullivan, Ohio 44880
Phone: (419) 736-3303 ext. 201
Fax: (419) 736-3302

MIDDLE SCHOOL (GRADES 6-8)
Cathy Aviles, Principal
257 County Road 40
Sullivan, Ohio 44880
Phone: (419) 736-3304 ext. 301
Fax: (419) 736-3309

ELEMENTARY (GRADES K-5)
Becky Luth, Principal ext. 401
Roshelle Dewey, Asst. Principal ext. 404
257 Country Road 40
Sullivan, Ohio 44880
Phone: (419) 736-2161
Fax: (419) 736-2165

STUDENT SERVICES
(SPECIAL ED, GIFTED, ESL, PRE K)
Linda Coad, Director
257 County Road 40
Sullivan, Ohio 44880
Phone: (419) 736-2161 ext. 108
Fax: (419) 736-2165

CENTRAL OFFICE
257-A County Road 40
Sullivan, Ohio 44880
Phone: (419) 736-3300
Fax: (419) 736-3308

TRANSPORTATION DEPARTMENT
Bruce Berry
257-A County Road 40
Sullivan, OH 44880
Phone: (419) 736-3305
Fax: (419) 736-3310

CENTRAL OFFICE ADMINISTRATION
Chris A. Clark, Superintendent ext. 101
Connie Hange, Treasurer/CFO ext. 103
Jill Holland Beiser, Curriculum Director
Joe Knitt, Maintenance Supervisor
Bonnie Cooper Food Service Director
Matt Triplett, District Technology
Barb Clark, Payroll Clerk
Amanda Derr, Accounts Payable/Receivable
Mary Stefanik, Administrative Secretary/EMIS School Psychologist

BOARD OF EDUCATION
Scott Meredith, President
Chuck Stiver, Vice President
Matthew Clark, Member
Dan Sexton, Member
Pam Wheeler, Member
SECTION I - GENERAL RULES, POLICIES & PROCEDURES

Articles Prohibited At School:
Prohibited items will be taken from students and returned only to the parent at the discretion of the administrator in charge. These items include, but are not limited to, animals, guns, knives (of any type or length), water pistols, razor blades, chains, radios, beepers, laser pens, tape recorders, video games, fireworks, stink bombs, cigarette lighters, vaping devices, any unauthorized medications or supplements, pepper spray, energy drinks and dietary supplements, etc. Refer to the Technology Privacy and Acceptable Use Policy (Section V) for electronic devices. Appropriate disciplinary action will be taken in each case.

Custody/Legal Papers:
If one parent has been awarded custody of the student by the courts, the custodial parent shall provide the school with a stamped copy of the legal custody order and inform the school in writing of any limitations in the rights of the non-custodial parent. If the proper paper work is not on file in the office, the school will presume that the student may be released into the care of either parent. If two parents were never married, then the biological mother is considered legal and custodial parent.

Directory information includes the student’s name, address, phone number, date and place of birth, photograph, participation in officially recognized activities and sports, dates of attendance, and awards received. This information will only be given to non-profit organizations. If you do not want directory information shared, please complete the FERPA form that is sent home at the beginning of the school year. If you do not receive a FERPA form, please contact the building office. The district is required to submit names to the military for high school students, if you do not want your child’s name to be submitted, please contact the high school office.

Dances (All Buildings):
Dances are considered a co-curricular activity. At the high school, students outside of Black River may attend a dance upon receiving administrative approval. Guests must be pre-registered by completing the “Guest Application Form” with the office and approved by the principal. Students who leave a dance will not be readmitted and parents will be contacted. High school students will not be permitted to leave until there is fifteen minutes remaining of the event. High School students must have fees paid before purchasing tickets. Students may also be requested to follow a dress code for dances.

Discrimination Information:
Federal law requires that all school districts guarantee no person (student or staff member) be excluded from participation in or be subjected to discrimination in any educational program on the basis of race, color, national origin, gender, religion or handicap.

The U.S. Department of Education has published regulations for implementing Title IX of the Education Amendments of 1972, which prohibits sex discrimination in federally assisted education programs.

Title IX states, in part: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance."

The Board ensures compliance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and the regulations promulgated through the U.S. Department of Education.

All persons associated with the District, including, but not limited to, the Board, administration, staff, students, and third parties are expected to conduct themselves at all times so as to provide an atmosphere free from sex discrimination and sexual harassment. Sex discrimination and 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. The District may have an obligation to investigate and/or respond to sexual
harassment occurring off school grounds, when the harassment creates a hostile environment within the school setting. Sexual harassment is strictly prohibited by this policy.

The Board designates the following individual to serve as the District's Title IX Coordinator:

Title: Jill Holland Beiser, Director of Curriculum
Address: 257-A County Road 40 Sullivan, OH 44880
Phone number: (419) 736-3300
Email: jbeiser@blrv.org

The Title IX Coordinator serves as the grievance officer and coordinates the District's efforts to comply with and carry out responsibilities under Title IX, including any complaint under Title IX. He/She is 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. Any investigatory responsibilities of the Title IX Coordinator may be delegated to a designee trained in Title IX compliance and procedures.
Dress Code (Grades K-5):

*If there is a question as to whether or not something is acceptable to wear, don’t wear it.*

The following dress code applies to all school related activities such as the normal school day, field trips, banquets, meetings, etc. The objective of the Black River Dress Code is to provide an appropriate, safe and respectful educational environment while allowing students to dress comfortably, within limits, and to facilitate learning. Black River expects students to maintain an appearance that is not distracting to students, teachers or the educational process.

Dress Code (Grades 6-12):

**If there is a question as to whether or not something is acceptable to wear, then don’t wear it.**

The following dress code applies to all school related activities such as the normal school day, field trips, banquets, meetings, etc.

Students should dress in an appropriate way to ensure a safe and respectful educational environment. Students shall follow the listed guidelines. If a student misses any class time after the second offense due to a dress code violation, the student’s absence may be considered unexcused and the student may not receive class credit.
Section I: General Guidelines for All Articles of Clothing
- Clothing without tears or rips above mid-thigh
- Clothing that does not promote drugs, alcohol, tobacco, sex, violence or is offensive or degrading.
- Clothing should not expose underwear or private parts of the body.
- Top and bottom clothing must overlap and not expose the midsection.
- No excessive ornamentation, including but not limited to necklaces, bracelets, spiked jewelry, gloves, make up, etc… due to safety concerns.
- Sunglasses are for outdoors unless prescribed in writing by a medical doctor for indoor wear.
- Undergarments must be worn in an appropriate manner and are required.
- Writing on clothing should not cause a distraction.

Section II: Pants, Shorts, Capris, Skorts, & Skirts
- Clothing must fit appropriately.
- Pajama pants, flannels or fleece are not allowed unless a teacher has determined a student has earned a pajama day.
- Pants, shorts, capris, skirts, or skorts should not unbutton down the legs.
- Writing on clothes should not cause a distraction.
- Skirt, shorts or skorts must be at least mid-thigh length (fingertip length when arms are dropped to the side).
- At the elementary, shorts may be worn during 1st and 4th quarters.

Section III: Tops
- Tops should have sleeves. Females may wear “business-appropriate” sleeveless tops of at least a three-finger width across the shoulder.
- Tops should not be formfitting or low-cut. No visible cleavage for both males and females.
- Coats or cold weather jackets are for outdoors and not inside the school during the school day.

Section IV: Head Coverings
- Hats, caps, scarves or head coverings (including hoods) are for outside and not inside the school during the school day (unless a teacher has determined a student has earned a hat/hoodie day).
- Head coverings are allowed for medical or religious purposes. The parent is to notify school administration of the medical or religious practice prior to the start of the school year to prevent the students from being questioned about the attire.

Section V: Shoes
- Shoes must be worn at all times.
- Flip flops are not allowed at the Black River Education Center
- Sandals must have an ankle strap.
- Mules/clogs are acceptable as dress shoes.

Attire for Field Trips - Students representing Black River may be required to adhere to a more rigid and specific campus wear code. Students attending Black River events are expected to follow the Black River Dress Code. Students may be requested to leave at the discretion of the supervisor or administration based on student appearance.

Any dress or grooming that interferes with the cleanliness, health, welfare or safety of the students, or that disrupts the educational process by being distracting, indecent or inappropriate, is expressly prohibited. Violation of these standards may result in dismissal from class or school until the violation is corrected.

The school administration is the final determiner of acceptable wear.

Drills:
Fire: The fire drill signal is the ringing of the fire alarm. Fire drill procedures are posted in each classroom. Drill exit signs are posted above each door in every classroom. Fire drills are required by law on a monthly basis.

Tornado: The tornado drill signal is a broadcast over the public address system or a whistle. Tornado drills are required by law during the months of March, April and May. Tornado drill signs indicating where to report are posted in each classroom.
**Safety Drills:** Safety drills, including lockdowns, are conducted three times a school year to prepare students for various emergencies.

**Driving Privileges (High School Students):**
Student use of cars is a privilege, not a right. It is also considered a co-curricular activity. As such, students who drive to school must meet all co-curricular activity guidelines as related to grade point average and minimum number of credits earned each nine week grading period. Students who drive to school will need to register their vehicles (including Medina Career Center and PSEO students). A current driving permit must be displayed. A registration fee is required. The application may be obtained in the HS office.

Violations of parking regulations may result in suspension or permanent denial of driving privileges. If driving privileges are suspended, parking fees will not be refunded.

1. The following regulations apply to parking and driving on school property: Seniors will have first privilege, then juniors followed by sophomores. Freshman will be allowed to drive with special permission from the principal.
2. BRHS, MCCC, and PSEO students must use the West parking lot.
3. The campus speed limit is 10 mph. Students are to observe posted speed limits on school property at all times.
4. Students are not to be in the parking lot during the day without permission from the high school office.
5. Illegally or improperly parked vehicles or those without a parking permit clearly displayed on the rear-view mirror may be towed at the owner’s expense.
6. Attendance (tardiness) problems may result in the cancellation of driving privileges.
7. Vehicles parked on the Board of Education property may be searched at any time by the administration with assistance by local law enforcement officers. Recent changes in law allow civil authorities to take over a search at the request of school authorities if the search is initiated by school authorities.

**Emergency Medical Forms:**
Parents may elect to submit the Emergency Medical Forms online on www.blackriverschools.org.

Every student must have an Emergency Medical Authorization Form completed and signed by his/her parent or guardian. The form is kept on file in the office. Parents must notify the office of any changes such as address, phone number, parent email, and new employment. It is imperative that the school be able to reach someone in case of an emergency. **FORMS MUST HAVE AT LEAST THREE (3) DIFFERENT WORKING PHONE NUMBERS THAT CAN BE CALLED.** If the school is unable to make contact with a parent then, at the discretion of the building principal, local law enforcement may be contacted to assist in finding a parent or guardian. If providing a cell phone number as a contact, please make sure it accepts incoming calls and messages.

If listing diabetes, seizures, or allergies on the emergency medical form, please see the school website and download a care plan to be returned to the nurse at the beginning of the school year. If an additional medical action plan is needed for your student, please contact the school office to set up a meeting with the nurse. This information is needed for us to follow appropriate steps if a medical emergency arises regarding said condition. It is the parent’s responsibility to provide the necessary supplies to manage the care of their student while they are at school.
**Extra-Curricular Activities:**

Extra-curricular organizations and activities occur outside of the school day. They include, but are not limited to, athletics, class trips, dances, and student organizations. Student participation may be limited if the student has been suspended from school or any other activity or has been involved in legal proceedings with a juvenile or adult court system where they are charged or being charged.

To maintain extra-curricular eligibility, a student must maintain a grade point average (GPA) of 1.4, no more than one F and must be passing at least 5 academic courses. Eligibility will be determined by previous nine week grading period. For the 2019-2020 school year the GPA eligibility requirement will increase to 1.6.

To maintain extra-curricular eligibility, a student may not earn more than one “F” and not more than one “D” range grade (i.e. D-, D, or D+) or less per grading quarter. A student must be passing at least five courses. Courses worth a quarter credit are not considered for eligibility. (Example: A student with 2 “Fs” is not eligible, a student with 2 “Ds” is not eligible.)

A student must be in attendance a minimum of 3.5 hours in order to continue participating in events. In the event of an emergency, exceptions may be made by the building principal upon receipt of a verified excuse, or an excuse signed by a physician, and/or parents in a family emergency.

Student athletes must meet Ohio High School Athletic Association Guidelines and the guidelines found in the Black River Athletic Handbook.

**Harassment/Initiations/Hazing/Bullying:**

*Includes Multimedia/Cyber-Bullying/Texting/Sexting*

It is the policy of the Black River Local School District that any initiation/hazing activities of any type, which are inconsistent with the educational process, are prohibited at all times. Harassment/initiation/hazing/bullying is defined as an act of coercing another, including the victim, to do any act of intimidation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing/bullying and/or dating violence does not lessen the prohibition.

No student may harass, bully or participate in the hazing of any other student, staff member, or any person associated with Black River Local School District on the basis of handicap, gender, race, color, creed, age, religion, national origin, or any difference of ideology. This rule applies to harassment in any form (i.e., physical, written or verbal). Any form of discrimination including symbols that either promote one race or are designed to offend or discredit any group or individual and cause a repeated disruption between individuals or groups are prohibited from school property. This includes racially inflammatory clothing, banners, signs or symbols of any kind.

Administrators, teachers and all other district employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering district employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

**Health:**

School personnel are not permitted to dispense any medication – including over-the-counter medicines – without the express written consent of parents and/or a physician. All medication must be brought by the parent or guardian to the nurse’s office or the child’s building’s office, accompanied by the “Authorization to Administer Medication Form” which must be completed by the parent and the physician. Medicine should be in its original container, with the child’s name, date and exact dosage. Failure to follow this procedure will result in school personnel being unable to administer the child’s medication and possible disciplinary consequences. With a doctor’s authorization, students may carry inhalers or Epi-pens. All forms must be on file with the nurse and in your child’s building’s office.
Although immunizations are compulsory, a parent or legal guardian may file a State of Objection with the school principal at the time of enrollment. This notice shall be done in writing on a form furnished by the school. The form requires parents or a guardian to state the objection(s) and reason(s). The form will then be forwarded onto the nurse for review. You will be contacted by the nurse after consideration is given in this matter. Immunizations per Ohio School Immunization Laws (Section 3313.67 & 3313.671):

### Immunization Summary for School Attendance

#### Ohio

<table>
<thead>
<tr>
<th>VACCINES</th>
<th>FALL 2019 IMMUNIZATIONS FOR SCHOOL ATTENDANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DTaP/DT</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Tdap/Td</strong></td>
<td>Diphtheria, Tetanus, Pertussis</td>
</tr>
<tr>
<td>K</td>
<td>Four (4) or more of DTaP or DT, or any combination. If all four doses were given before the 4&lt;sup&gt;th&lt;/sup&gt; birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4&lt;sup&gt;th&lt;/sup&gt; birthday, a fifth (5) dose is not required. *</td>
</tr>
<tr>
<td>1-12</td>
<td>Four (4) or more of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up.</td>
</tr>
<tr>
<td>Grades 7-12</td>
<td>One (1) dose of Tdap vaccine must be administered prior to entry. **</td>
</tr>
<tr>
<td><strong>POLIO</strong></td>
<td></td>
</tr>
<tr>
<td>K</td>
<td>Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4&lt;sup&gt;th&lt;/sup&gt; birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. ***</td>
</tr>
<tr>
<td>Grades 9-12</td>
<td>Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.</td>
</tr>
<tr>
<td><strong>MMR</strong></td>
<td></td>
</tr>
<tr>
<td>Measles, Mumps, Rubella</td>
<td></td>
</tr>
<tr>
<td>K-12</td>
<td>Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.</td>
</tr>
<tr>
<td><strong>HEP B</strong></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B</td>
<td></td>
</tr>
<tr>
<td>K-12</td>
<td>Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.</td>
</tr>
<tr>
<td><strong>Varicella</strong></td>
<td></td>
</tr>
<tr>
<td>(Chickenpox)</td>
<td></td>
</tr>
<tr>
<td>K-8</td>
<td>Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid.</td>
</tr>
<tr>
<td>Grades 8-11</td>
<td>One (1) dose of varicella vaccine must be administered on or after the first birthday.</td>
</tr>
<tr>
<td><strong>MCV4</strong></td>
<td></td>
</tr>
<tr>
<td>Meningococcal</td>
<td></td>
</tr>
<tr>
<td>Grade 7-9</td>
<td>One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.</td>
</tr>
<tr>
<td>Grade 12</td>
<td>Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****</td>
</tr>
</tbody>
</table>

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NOTES:

- Vaccine should be administered according to the most recent version of the Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger or the Catch-up Immunization Schedule for Persons Aged 4 Months through 18 Years Who Start Late or Who Are More Than 1 Month Behind, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at http://www.cdc.gov/vaccines/schedules/index.html.

- Vaccine doses administered ≤ 4 days before the minimum interval or age are valid (grace period). Doses administered ≥ 5 days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.

- For additional information please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director’s Journal Entry (available at www.odh.ohio.gov, Immunization: Required Vaccines for Childcare and School). These documents list required and recommended immunizations and indicate exemptions to immunizations.

- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

*Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4th birthday, a sixth dose is recommended but not required.

**Pupils who received one dose of Tdap as part of the initial series are not required to receive another dose. Tdap can be given regardless of the interval since the last Tetanus or diphtheria-toxoid containing vaccine. DTaP given to patients age 7 or older can be counted as valid for the one-time Tdap dose.

***The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.

****Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1st) dose of MCV4 was administered on or after the 16th birthday, a second (2nd) dose is not required. If a pupil is in 12th grade and is 15 years of age or younger, only 1 dose is required. Currently there are no school entry requirements for meningococcal B vaccine.

- A nurse is available on the district campus.
- The nurse assists with health classes, providing information on sexually transmitted diseases, sexual abstinence, hygiene, growth and development and hand-washing.
- Screenings provided – vision, hearing, blood pressure.

  **Vision and hearing screenings will be done with all children in preschool, kindergarten, first, third, fifth, ninth and eleventh grades as required by state law. Seventh grade is only required to have vision screening completed. If your child does not pass the screenings, the nurse or other medical personnel will send a letter to share the results and may make a recommendation for further evaluation. If your child has a known hearing or vision deficit, a referral will be sent home to enable you to follow up with your provider.**

- An immunization update is offered to seniors in the spring.
- All accidents, injuries, illnesses must be reported to the office.
- Students suffering from any contagious disease or condition will be sent home. Communicable Diseases and Conditions may be diagnosed and treated by a physician. Some conditions may be treated at home. Contact your physician or pharmacist for the recommended treatment medication.

  **Impetigo:** Impetigo is a contagious skin infection and can be spread to various parts of the body and to other susceptible people.

  **Scabies:** Skin rash commonly found on finger webs, inside of wrists and elbows. It is difficult to see until 4-6 weeks after exposure. Individual will experience severe itching, especially at night and rash appears.

  **Head Lice:** Parasitic insects found on the human head. Head lice are most often found on the scalp behind the ears and near the neckline at the back of the neck. The lice hold onto the hair with hook-like claws at the end of each of their six legs. Student must return nit free.

Students should not return to school until they are no longer contagious. Do not send student to school if condition is recognized outside of school.
PROCEDURES FOR THE SAFETY OF STUDENTS WITH FOOD ALLERGIES

The Black River Local School District recognizes that food allergies can be life threatening.

Parents are required to:
1. Notify the district of your child’s allergies prior to the opening of school (or as soon as a diagnosis is made).
2. Provide the district with a detailed script from the child’s physician.
3. Complete the District Allergy Action Plan available online or in the nurse’s office.
4. Nurse is required to:
   1. Coordinate the overall program for preventing and treating allergic reactions.
   2. Educate staff at the beginning of each year with respect to recognition of signs and symptoms and treatment of reactions.
   3. Provide staff with up-to-date allergy list (through the online medical alerts) in DASL

Teachers are required to:
1. Follow the district procedure for maintaining a safe classroom environment for the food allergic child.
2. Know which students in their classroom have a food allergy and adhere to the child's emergency medical plan.
3. Provide parents with the approved safe food list while planning for each event relating to food.

If a student has serious food allergies, the following procedures are to be implemented and followed:

   1. Develop a Plan
      a. The building principal, teacher(s), school nurse, and parents of the food-allergic child shall develop a plan for dealing with the child’s food allergies based on the district guidelines.

   2. District Guidelines
      a. Keep allergy-producing snacks out of the classroom by adhering to the approved safe food list.
      b. Any person bringing a snack for the class must adhere to the safe food list that will be distributed to every child in the classroom, the teacher will not dispense any snacks that are not on the approved list of safe foods. Parents will be required to pick up inappropriate snacks.
      c. The teacher will not do classroom projects that involve nuts (like bird feeders or art projects)
      d. For class activities that require food, the teacher will make sure parents provide food from the “Safe Food List”
      e. Hand washing will be expected.
      f. Students will be directed to not trade snacks, lunches, and utensils.
      g. Parents will be notified in writing that a child has a food allergy in the classroom. The letter will also state that if their child ate any food containing nuts for breakfast, they are to make sure that his/her hands are washed with soap and water before leaving for school. Water alone does not eliminate contamination.
      h. Students will wash hands after eating lunch to avoid cross-contamination.

Student Health Insurance: Information regarding the voluntary purchase of student health insurance will be sent home with the students during the first week of school. Parents are able to secure this insurance at any time during the school year.

Interview by Law Enforcement:
The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control, therefore:

   1. Whenever possible, law enforcement officers should contact and/or question students out of school. However, when it is absolutely necessary, law enforcement may enter the school without a warrant to question students. The questioning will be done in administrative offices in the presence of school personnel/preferably an administrator.
   2. The school administration must be notified before a student may be questioned in school or taken from a classroom.
   3. If possible, the parent(s) or legal guardian(s) of the student to be interviewed should be notified by law enforcement or school personnel before the student is questioned so that the parent(s) or guardian(s) may be present if they so desire.
   4. When it is necessary to remove a student from school, after notifying the school administration, office personnel will notify the parent(s) or guardian(s).
   5. The school administration will always notify law enforcement whenever a student is involved in any type of
criminal activity. When the school learns of such activity, it will notify the school resource officer and/or the local law enforcement agency. The school will not attempt to handle situations that are properly in the realm of law enforcement.

Lockers and Coat Rooms:
A locker will be assigned to each student. Locker and coat room inspections may occur at any time by school administration and staff. The district has the right to search lockers and their contents. Students should use good judgment about bringing valuables to school. We are not responsible for missing items. Sports equipment, books, musical instruments, etc. should be secured in lockers or in areas provided by the school. Students in grades 6-12 should place a combination lock on their locker which they are issued at the beginning of the school year.

Lost and Found:
Please mark jackets, coats, book bags, and other personal items with your child’s name. Lost items may be reclaimed if marked. Lost and found items will be disposed of periodically throughout the school year. Articles of clothing are given to charitable organizations or other students deemed in need by the guidance counselor or administration.

Lunch and Lunch Charges:
The cost of the standard Class A lunch as defined by law is as follows:

<table>
<thead>
<tr>
<th>Building</th>
<th>Breakfast</th>
<th>Reduced Breakfast</th>
<th>Student Lunch</th>
<th>Reduced Lunch</th>
<th>Adult Lunch</th>
<th>Milk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary &amp; Middle School</td>
<td>$2.00</td>
<td>$0.30</td>
<td>$3.50</td>
<td>$0.40</td>
<td>$3.50</td>
<td>$0.50</td>
</tr>
<tr>
<td>High School</td>
<td>$2.00</td>
<td>$0.30</td>
<td>$3.50</td>
<td>$0.40</td>
<td>$4.00</td>
<td>$0.50</td>
</tr>
</tbody>
</table>

*A la carte items may not be charged.*

Black River Local Schools utilizes a computerized debit system called Point-of-Sale. This system allows advance deposits in the form of cash or check to your child’s lunch account. Payment by credit card can be made by visiting our website at www.blackriverschools.org. Use the quick link on the district website to register on PayForIt.net for online payments. Online payments are available within 24-48 hours. Sign up to receive e-mail alerts for low balances to keep apprised of your student’s account. Please note this system is confidential and will only allow your child access to his or her account by way of PIN number and digital image. There is no limit on the amount of deposit into a debit account.

Students who are unable to pay for their meals will be provided the daily breakfast or lunch being served for the day. The meal charged to their account will be noted as a negative balance. The negative balance is to be repaid. These procedures allow for the students to receive the daily nutrition they need and minimize the identification of students with insufficient funds to pay. There will be weekly phone calls to notify parents of their child’s negative balance. If you are unable to pay, please contact the School Treasurer at 419-736-3300 extension 103 to develop a payment plan.

If you would like to request a school meal application or have any questions about the application, please contact the Food Service Director at 419-736-3300, extension 109. To maintain the integrity of the school food service account any cafeteria charges that are not paid in full by the end of the 2019-2020 school year will be added to the student’s fees.

Media Center Facilities:
The district provides library facilities to help meet student needs. Students may visit the building media center for purposes of research, checking out books and instruction. Students will be financially responsible for lost or damaged library books.

Parent Forms/Information:
The following are forms distributed at the beginning of each year to be completed by parents. Forms may vary per building and grade. **Report any change of address, phone number, or parent email to the school office promptly.**

- Registration
- Emergency Medical Form/Emergency Dismissal Form
- Parents may elect to submit the Emergency Medical Form digitally (online) on blackriverschools.org
• Student Transportation Form
• Health Information Form
• Free and Reduced Lunch Form – to be completed if applicable
• Student Insurance Letter – to be completed if student is in need of insurance
• Student/Parent Handbook Acknowledgement/Technology Agreement

**Passes (MS and HS):**

Passes must be obtained by students who wish to be in another class/area other than their assigned class. Students in the hallways without a pass may be assigned a disciplinary consequence.

**Pets/Animals:**

Animals/pets of any kind are NOT permitted at school without the permission of the building administrator. No animals/pets are permitted on the buses.

**Property Care/Vandalism:**

It is the responsibility of all students to help care for school facilities. Students who vandalize school property, including but not limited to school buildings, property, buses, school equipment (including textbooks, technology, musical instruments, etc.) will be subject to disciplinary actions (suspension and possible expulsion) and monetary restitution. Parental liability limits are set at $10,000 for acts of willful destruction of property by their children (HB 601).

NOTE: Participation in curricular and extracurricular events may be restricted and receipt of grades, awards, progress reports, access/report cards, transcripts and/or permanent records may also be held until assessed charges are paid in full.

**Public Awareness:**

For school age students, a disability means a student has been identified as having one or more of the following conditions: autism, developmental handicap, hearing handicap, multi-handicap, orthopedic and/or other health handicap, severe behavior handicap, speech and language handicap, specific learning disability, traumatic brain injury, and/or visual handicap.

Black River Local Schools offer:

a. Evaluation for all children with disabilities age 3 through age 21; and
b. Education for all children with disabilities age 3 through age 21.

Once we are notified:

a. The child’s parent(s) are contacted and notified of their rights as required by the Individuals with Disabilities Education Act, the Ohio Revised Code and the State Board of Education Rules for the Education of Handicapped Children; and
b. Arrangements are made to evaluate the child in cooperation with the parent(s).

**Public Display of Affection:**

Students, regardless of gender, are not to engage themselves in touching, or extended hugging, or kissing other students while on school grounds.

**School Delays and Closings:**

In the event of inclement weather, hazardous road conditions or mechanical failure in the district, school may be delayed by 2 hours and/or closed or may have an early release initiated. School closings, delays and early releases will be announced over the following radio and TV stations:

WAKR (1590 AM), WONE (97.5), WQMX (94.9), WEOL (930 AM), WNCI (97.9 FM), WQKT (104.5), WKYC-Channel 3, Fox 8-Channel 8, and News Channel 5, First Alert (19)

An automated call through One Call Now will also be initiated for closings, delays and other important information. Please make sure your contact information is updated throughout the school year. Parents should have an alternate plan for emergency early dismissals.
**Student Alleged Discrimination Grievance Procedures:**

In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any student who believes the Black River Local School District’s staff, teachers or administrators have inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender) and Section 504 of the Rehabilitation Act of 1973 (disability), he/she may bring forward a complaint which shall be referred to as a formal grievance. However, whenever possible and practical, an informal solution to the alleged grievance is encouraged and should be attempted at the teacher or supervisory level. An informal grievance with the above mention does not require parent(s)/guardian(s) to be present.

Should a person have a question or a complaint, he/she has assurance that it shall receive an answer within the earliest possible time frame and that all correspondence will be kept confidential. The Student Services Director is the coordinator for Title VI and Title IX issues.

However, if an informal acceptable solution cannot be attained, formal Title IX and Section 504 grievance procedures shall commence as follows:

**Step I**  The student should always talk with the teacher as a first step to obtain satisfactory clarification.

**Step II** If the question or complaint is not satisfactorily resolved, the student should present a formal question or complaint in writing to the Grievance Officer/Director. The student will then receive a written response within five school days.

**Step III** Should the student be dissatisfied with the decision rendered, an appeal may be addressed to the Superintendent not later than ten days following the decision. The Superintendent will respond within ten school days.

**Step IV** Should the student not be satisfied with the Superintendent’s decision, a formal appeal may be made in writing to the Board of Education within ten school days. The issue will then be placed on the agenda of the next board meeting.

**Step V** If not resolved at Step IV, the decision may be appealed by the complainant to the Office for Civil Rights, U.S. Department of Education, 55 Erieview Plaza, Room 300, Cleveland, Ohio 44114-1816. (Complaints may be filed at any time at the office for Civil Rights).

NOTE: Parents/guardians do not have to be present at the informal complaint meeting with the Director/Principal/Supervisor. However, parent(s) and/or guardian(s) must be present for youths under age 18 at all levels of the formal alleged discrimination process. There will be no data placed in the student’s file unless requested by the student. A complaint may be withdrawn at any time without prejudice or record.

**Student Fees/Charges:**

Student fees are based on grade level and/or course assignments.

Parents will be given a copy of unpaid fees with each quarterly grade card. The elementary and middle schools will hold final report cards until all school fees are paid or a payment plan has been developed with the school treasurer.

Grades and credits are not made available to any student, graduate or to anyone requesting same on his/her behalf until all fees and fines for the student have been paid in full regardless of being cumulative over several years or present school year, except where required by law. Participation in field trips will not be permitted unless payment or arrangement for payment is on record at the child’s school office. A student will be prohibited from participating in commencement exercises unless all outstanding fees have been paid.
**Student School Day:**

Grades PreK-5 ........................................................................................................... 9:00 a.m. – 3:25 p.m.
Grades 6-8 ............................................................................................................. 7:25 a.m. – 2:15 p.m.
High School ............................................................................................................ 7:25 a.m. – 2:08 p.m.

2-hour delay (Preschool) – No AM Preschool.
2-hour delay (K-5) start time will be 11:00 a.m. – **Breakfast WILL NOT be served on these days.**
2-hour delay (6-8) start time will be 9:25 a.m. – **Breakfast WILL NOT be served on these days.**
2-hour delay (High School) start time will be 9:25 a.m. – **Breakfast WILL NOT be served on these days.**

Classes will be dismissed at the regular time on 2 hour delay days.

**Visitation Procedure:**

If you wish to visit a school building or a particular classroom, contact the office to make arrangements. All visitors must sign-in at the office upon arrival and will be given an identification badge.

**Volunteers:**

Parents may be invited to participate in school events in a supervising role. Depending on the type of activity, a volunteer may be required to obtain both an FBI and BCI fingerprint background check. These background checks may be completed at the board office. Volunteers must complete a district volunteer form. These are available in each building office. Please check with the building office for volunteer requirements.
Ohio law requires that all students enrolled in a school program up to age eighteen must attend school for the full time that school is in session. Regular school attendance is critical for a student to receive the full benefit of district educational programming. In many cases, irregular attendance is the major reason for poor academic performance. Therefore, all students are urged to make doctor and other appointments outside of school hours. In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy.

**Absence Notification Process:**

1. As a courtesy, after five (5) days or 30 hours of absences, the building principal will send written notification to the student’s parent(s)/guardian(s), providing a copy of the absence/tardiness report.

2. After seven (7) days or 42 hours of unexcused absences, the school’s principal/designee will contact the parent(s)/guardian(s) and schedule an Attendance Intervention Meeting. This time will be partially used to clarify the attendance problem, develop corrective measures to be taken, and provide information regarding the consequences of failing to compel the child to attend school.

3. When a student has missed a total of ten (10) days or 60 hours of unexcused absences, the building principal will send written notification to the student’s parent(s)/guardian(s), providing a copy of the absence/tardiness report via registered mail.

   The building principal, after investigation of the student’s attendance record, will review the educational impact of these absences, which may include a recommendation concerning the loss of course credits and participation in extra-curriculars. The principal may issue an Incomplete (I) on the progress report or report card until the student has made up the work. (See Attendance Monitoring Status).

4. Further unexcused absences will result in a formal complaint filed within the county of residence.

**Absence Procedure:**

Because of the Missing Child Act, schools and families must work together to clearly determine the location of children each day. **Parent(s)/guardian(s) have a responsibility to contact the school office each day the student is absent. This notification should occur prior to the start of school or within the first hour of the school day.** It is important to report the reason for the absence when you notify the school. **It is not necessary to send a note when the parent has notified the school of the absence prior to the start of the school day or within the first hour of the school day.**

Parent(s)/guardian(s) who fail to call will be contacted at home or work by the building secretary or by the automated One Call Now system to verify the absence of their child. **If the parent(s)/guardian(s) has not contacted the school, the student will need to bring a note from the parent(s)/guardian(s) or a doctor’s excuse in order for the absence to be considered excused.** The note should be submitted within 5 days and include the following information:

1. First and last name of student.
2. Date(s) of absence.
3. Reason(s) for absence.
4. First and last name of parent(s)/guardian(s).
5. Phone number of the parent(s)/guardian(s).

Failure to notify the school on the day of an absence or to send a note upon return may result in an absence becoming permanently unexcused. **This requirement also applies to 18 year old students who are not emancipated.**

**Tardy** = Students arriving before 7:55 am, but after 7:25 am (High School and Middle School)  
Students arriving after 9:25 am (Elementary School)

**Early Dismissal** = Students leaving at 2:00 pm or after (High School and Middle School)  
Students leaving at 2:56 pm or after (Elementary School)

**Half (½) day absence** = Students arriving after 7:56 am; and students leaving before 1:59 pm (High School and Middle School)  
Students arriving after 9:26 am and students leaving before 2:55 pm (Elementary School)
**Attendance Monitoring Status:**

Students who have accumulated ten (10) days or 60 hours of absence will be placed on Attendance Monitoring Status. These total days include all unexcused absences. Any further absences incurred after a student attains Attendance Monitoring Status will require a medical excuse or approval from the principal or his/her designee. The medical excuse must be filed with the office within 5 days of the student returning to school. Parent(s)/guardian(s) will be notified by registered mail when a student is placed on Attendance Monitoring Status. The Superintendent will also be notified.

**College Visitation Days:**

Seniors are permitted to visit a college, tech school, or other post-secondary training school. Students will make arrangements for such visits through the guidance office. Two single day visits are permitted, one day per visit. Other visits may require the use of vacation days.

Juniors are permitted one college visit per school year. Additional visitation days may be approved by the principal.

College visitation request procedure:
1. Student must not be failing any course.
2. Student must not have more than ten absences.
3. Request a visitation form from the high school office. The form must be approved by each teacher.
4. Turn in the visitation form containing name, college visiting and date attending to school secretary.
5. Students must make up all work missed as teachers direct.
6. Upon return to school, the student will give the form, signed by the college, to the school secretary. Failure to do so will constitute an unexcused absence.

**Excused Absences:**

Notes, written by parent(s)/guardian(s) only, should be brought to school within five (5) days of the absence or the absence will become a permanently unexcused absence. In accordance with ORC 3321.04, a student may be legally absent from or tardy to school or classes for the following reasons:
1. Personal illness
2. Illness in the family
3. Death of a relative
4. Quarantine of the home
5. Observance of religious holidays
6. Attendance at school-related events
7. Family emergency
8. Pre-planned absences
9. Other set of circumstances which, in judgment of the administration or attendance officer, constitutes good and sufficient cause for absence from school, including, but not limited to: house fire, tornado damage, basement flooding, etc.

**Future/Pre-Planned Absence from School:**

Submitting a request for future/pre-planned absences does not guarantee approval of those requests. Therefore, plans, especially those with financial obligations (e.g., plane tickets), should be delayed until the request is granted. Students will be granted a maximum of five (5) future/pre-planned absence days from school for travel related/family vacation purposes. Students will **not** be granted future/pre-planned absences beyond five days even though the absence may be perceived as “educational”. Students will **not** be excused for vacation during semester exams or state tests. School administrators are the only personnel who are authorized to allow any absence from school; teachers may not authorize any absences from school. A student’s vacation days will not be excused if the absence will put him or her over the ten-day limit. When a student knows he or she will be out of school, the following procedure will apply:
1. Obtain a future/pre-planned absence form from the attendance secretary, one week prior to the absence.
2. The form will be signed by each of the student’s teacher(s), including the study hall monitor, indicating their awareness.
3. The form should be signed by parent(s)/guardian(s) or have a note attached.
4. Return the form to the office secretary **three days** before the absence.
Approval is based upon grades and attendance as reviewed by an administrator. If the request is not granted, each day of the absence will be unexcused. If the absence is excused, all work must be turned in on the first day back to school. Tests must be made up within three days of returning to school or at teacher discretion. The times to make up tests will be determined by the teacher(s) and may include study hall and before and after school sessions.

Habitual Truancy:
According to House Bill 410:
1. Definition of ‘habitual truant’ changed from days to hours. The new definition is:
   a. Absent 30 or more consecutive hours (5 days) without a legitimate excuse;
   b. Absent 42 or more hours (7 days) in one month without a legitimate excuse; or
   c. Absent 72 or more hours (12 days) in one year without a legitimate excuse.
2. Includes ‘excessive absences’:
   a. Absent 38 or more hours (6.3 days) in one school month with or without a legitimate excuse; or
   b. Absent 65 or more hours (11.0 days) in one school year with or without a legitimate excuse.
3. The creation of an absence intervention team, which includes the parent(s)/guardian(s), to develop absence intervention plans for students who are habitually truant.

License Suspension:
ORC 3321.13(B)(1) provides that when a student under the age of eighteen does not attend school, the Board of Education, within two weeks, must report this fact to the Registrar of Motor Vehicles and to the local juvenile judge. The Registrar must then suspend the driver’s license or temporary permit of the student. If the student has not yet been issued a license or permit, the Registrar must deny the application for same. The suspension or denial will remain in effect until the student is eighteen or until the superintendent informs the registrar of the student’s regular attendance.

Pick-Up Of Student/Early Release:
Students leaving a building during the school day should provide a note to the school office the morning of an early release. The note should include the date, time and phone number, reason for early dismissal and if someone other than persons listed on the Registration and Emergency Medical Form will be picking them up. Parents and authorized designees must be prepared to show ID to sign out students. Students who drive should provide a note from the parent granting permission to leave school early. Leaving school without permission and/or not properly signing out constitutes an unexcused absence – which is truancy.

School Work Make-Up:
Work missed because of any absence must be made up. Generally, one day will be allowed for each day of absence. It is the student’s responsibility to ask for missed work. Reports and projects assigned before the absence are due upon return. Make-up work submitted after the allowed time period may not be for full credit. If the student is ill, requests for student work may be made by calling the school secretary.

Senior Residency Rule:
Senior Residency Rule: If a student’s family moves from the school district during their senior year, the student may be allowed to complete the school year with the approval of the Principal and Superintendent.

Tardiness Guidelines (MS and HS):
Students tardy to school must report to the office for an admit slip before reporting to class. Tardies will impact attendance hours.

If a student at the high school is tardy more than three times each quarter, the following sequence of consequences will occur as determined by the administrator in charge for unexcused tardies:
1. Fourth through eighth tardies to school may result in lunch detention(s). Failure to serve lunch detention will result in additional consequences.
2. Nine or more tardies to school may result in In-School Restriction and/or possible loss of driving privileges.

Students tardy to individual classes will be subject to discipline per the Code of Excellence.
SECTION III - ACADEMIC INFORMATION

Academic Honesty:
Academic dishonesty is any work copied or taken in part or in whole from another source and submitted as the student’s own for the benefit of a grade. Students who cheat or voluntarily allow another student to cheat will receive an “F” grade for each incident. Students who cheat will be reported to the administration and their actions are recorded in an academic misconduct report which is shared with all the teachers and may be subject to disciplinary action.

College Credit Plus:
If a student is taking all course work at the post-secondary institution, all full-time students must take at least 13 to 18 hours per quarter or semester in order to maintain athletic eligibility. College Credit Plus is open for students in Grades 6-11 (to be taken during grades 7-12). It is highly recommended that you obtain a copy of Ohio’s College Credit Plus Program from the State Department of Education. All students must meet the following minimum criteria in order to apply for the Post-Secondary Enrollment Option Program at Black River High School:

1. Students interested in applying as a College Credit Plus student must attend a STATE mandated meeting in March, accompanied by a parent(s)/guardian(s), to participate in the College Credit Plus Program.
2. Students must apply for College Credit Plus by April 1.
3. Applicants must meet the College Entrance Requirements as established by the college they are attempting to enroll.
4. Students must declare if they are obtaining both high school and college credit or just college credit at the time of enrollment. If a student uses a class for college credit only, the student is financially responsible for the course.
5. If approved, students must successfully pass the college placement test.
6. Receiving a failing grade means the student receives no credit and the student/parent is required to reimburse Black River Local School District for the cost of the course textbook and lab fees. The student may have to pay the tuition for the failed course.
7. College Credit Plus students must meet with the HS counselor prior to each quarter/semester to determine appropriate course selection and the maximum amount of courses that may be taken by the student.
8. Students must meet graduation requirements as determined by the Black River Board of Education and the Ohio Department of Education (ODE).
9. All students must take enough course work at the post-secondary institution and/or high school combined to be equivalent to at least (5) one-credit hour courses.
10. Interested students must follow all program requirements previously passed by the Black River Board of Education, and, when amended, the current updated requirements.
11. All grades/credits earned are included in the student’s grade point average.
12. If a student fails a college credit course the student may be responsible for all the costs associated with the course.

Further information about College Credit Plus can be obtained from the High School Counselor.

Early Release Qualifying Criteria:

1. The student must be enrolled in a workforce development program.
2. The student must have senior status as determined by credit minimum.
3. The student’s attendance rate must equal or exceed the average district attendance rate of 90 percent.
4. The student must have at least a 1.5 GPA for the previous grading period and not have failed more than one course. Failure to maintain this GPA will result in removal from this program.
5. The student must be in possession of a work permit and be currently employed.
6. The student will provide a current pay stub or time sheet every two weeks to the Program Director to remain in this program.
7. The incidence of an eighteenth birthday shall not preclude required parent(s)/guardian(s) signatures.
8. Tardiness, absence problems, and/or behavior concerns will result in loss of this privilege.
9. On school delay days, the student is expected to be in attendance for classes that do not interfere with the work schedules.
10. Students involved in any after school extra-curricular activities will not be released until the sport is completed for the school year.
Flexible Credit:
Black River Local School District recognizes that an effective educational program is one that provides opportunities for students to customize aspects of their learning around their respective needs and interests. Credit flexibility is one method to motivate and increase student learning by allowing access to more resources, customization around individual student needs and the use of multiple measures of learning.

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

Students may earn high school credit by:
- Completing coursework,
- Testing out or showing mastery of course content, and
- Pursuing an educational option and/or an individually approved option, and/or any combination of the above.

Please contact the High School Principal to complete an individually approved credit flexibility plan.

Grade Cards:
Grade Cards are issued per the school calendar and are available electronically through Progress Book. You may obtain login and password information from your school secretary.

Grading Scale: Unweighted/Weighted (5 point scale) Grades 5 - 12

<table>
<thead>
<tr>
<th></th>
<th>Unweighted Points</th>
<th>Weighted Points</th>
<th>Unweighted Points</th>
<th>Weighted Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100</td>
<td>A  4.0</td>
<td>5.0</td>
<td>73-76</td>
<td>C  2.0</td>
</tr>
<tr>
<td>90-92</td>
<td>A- 3.6</td>
<td>4.6</td>
<td>70-72</td>
<td>C- 1.6</td>
</tr>
<tr>
<td>87-89</td>
<td>B+ 3.4</td>
<td>4.4</td>
<td>67-69</td>
<td>D+ 1.4</td>
</tr>
<tr>
<td>83-86</td>
<td>B  3.0</td>
<td>4.0</td>
<td>63-66</td>
<td>D  1.0</td>
</tr>
<tr>
<td>80-82</td>
<td>B- 2.6</td>
<td>3.6</td>
<td>60-62</td>
<td>D- .6</td>
</tr>
<tr>
<td>77-79</td>
<td>C+ 2.4</td>
<td>3.4</td>
<td>59-Below</td>
<td>F  0</td>
</tr>
</tbody>
</table>

59- below F- Intervention Mandated (0 points)

Guidance Sponsored Information Nights:
High school and college information nights are held throughout the school year for students in grades 6 – 12. Information will be communicated through the high school guidance office.

High School Class Status:
Sophomore .................................................5.5 credits and pass English, math, science and social studies
Junior .........................................................10.5 credits and pass English, math, science and social studies
Senior .........................................................16 credits and pass English, math, science and social studies
Graduation .............................................................................................................................21 credits

All assigned work must be completed or you may not receive course credit.

High School State End of Course (EOC) Assessments:
Students will be required to take end of course assessments in all classes that the State of Ohio have deemed required for graduation with their class. Students in the Graduation Class of 2018 and beyond are required to take State Performance-Based and End of Year Exams in English Language Arts I, English Language Arts II, Algebra I, Geometry, US History, US Government, and Biology. Students who have not earned enough EOC points may be required to enroll in an appropriate intervention class(es) to receive intervention help. It may be determined that a student will enroll in a proficiency class instead of an elective course.
High School Schedule Change Policy:
It is strongly recommended that much thought and planning be given in developing a high school schedule and graduation plan by both the students and their parents beginning in the ninth grade. Schedules will not be changed without the approval of the High School Principal and the Guidance Counselor. **Students will have 10 school days at the beginning of the year to make a change for year-long courses, and 5 school days for semester courses.**

Reasons for changing a schedule:
1. The student is scheduled for a class he/she already passed.
2. A scheduled class conflicts with another class required for graduation.
3. The student schedule conflicts with Work Force Development Program requirements for early work release.
4. A College Credit Plus student realizes that he/she has not met the minimum requirements of five Carnegie units or the equivalent in a university program (a class adds situation) for athletic eligibility.
5. Teacher and Principal recommendation.

Classes **will not** be changed for:
1. Teacher preference.
2. Social reasons.

**NOTE:** All underclassmen are required to take a minimum of 6 classes per grading period.

Honor/Merit Roll (5-12):
The honor and merit rolls are published on a quarterly basis. Students must not have received an “F”, “D”, “I” or “U”.

<table>
<thead>
<tr>
<th>Grades 5-12</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Honor Roll</td>
<td>GPA of 3.6 and higher</td>
</tr>
<tr>
<td>Merit Roll</td>
<td>GPA of 3.0 to 3.59</td>
</tr>
</tbody>
</table>

Intervention (K-12):
A student may be referred to a Response to Intervention (RTI) or Multi-Tiered Support System (MTSS) process if the student has

1. Unsatisfactory, or failing grades or is working below grade level and received interventions by the classroom teacher that have not been successful. The RTI/MTSS process is guided by the building principal. This team along with the classroom teacher will use scientifically researched based interventions to help the students become academically successful.
2. Whenever a student is at risk, intervention should take place immediately. Communication between the teacher and the parents/guardians will play a key part of the intervention process. The teacher will continue to monitor the intervention progress by documenting the student’s success to any intervention that may have to be used.
3. If the student is not successful with any intervention that the teacher has used, then the teacher will begin the RTI/MTSS process. The teacher must present documented evidence of interventions that have been implemented and be able to identify a problem or problem areas for further interventions. At this meeting, the team will look at the root of the problem for the student’s lack of success and develop a plan to put into action.
4. Once the plan is put into action, the teacher keeps the documentation of the student’s progress. The RTI/MTSS Team will meet with the parents/guardians. If the student is successful with the interventions, then the teacher(s) will use those interventions throughout the course of the student’s education until those interventions are no longer needed.

National Honor Society (9-12):
The National Honor Society was formed in 1921 to create an enthusiasm for scholarship, to simulate a desire to render service to promote worthy leadership, and to encourage the development of character in the secondary schools of the nation. Our local chapter conforms to these admirable standards, endeavoring to recognize those individuals who have maintained high academic standards and who have proven themselves to be leaders of good character and involved outside the classroom.

Criteria for Selection:
- The student must have a minimum of 3.50 GPA beginning with grade 9.
- Sophomores, Juniors, and Seniors are eligible if they demonstrate strengths in leadership, character and service in addition to the 3.50 cumulative GPA.
Procedures for Selection:
Qualified students are selected for NHS membership by a majority vote of the faculty council on the basis of faculty assessments of eligible students. Students may not apply for membership. Membership is an honor bestowed upon a select group of students by faculty council on behalf of the school faculty.

Tapping and Induction:
Those students selected will be honored in the spring of the year they are selected and are expected to attend monthly meetings and participate fully in the organization’s activities. This is an honorary but active organization.

National Junior Honor Society (6-8):
Being a member of the BRMS chapter of the National Junior Honor Society is the highest academic honor a middle school student can achieve. In April, students who have a 3.5 GPA (or higher) two out of the first three nine weeks are considered for membership. Membership into the organization is not only based on grades, but also leadership, character and citizenship. Eligible students must complete and submit a resume of their activities (both in and out of school). Faculty members will then review the information and qualified students are selected for membership by a rating scale completed by faculty members. Once a student has been accepted into the NJHS, they must maintain a 3.50 GPA or higher to remain a member.

Parent-Teacher Conferences (K-12):
Parent-teacher conference days are scheduled by the district calendar and are generally held during the fall and spring. Parents are encouraged to attend these conferences as well as at any time during the school year as deemed necessary. To schedule a parent/teacher conference contact your child’s teacher or your child’s school office.

Physical Education:
Physical Education Credit/Exemption is required by state law for graduation. If a child cannot participate in gym class for 3 consecutive gym periods or more, then a written medical doctor’s excuse may be required excusing the student. In the case of physically handicapped students, a written medical doctor excuse requesting complete exclusion from participation or limited participation must be submitted to the principal. This notice shall state the reason to be completely excused from gym or state the extent the handicapped student should participate.

All students in grades 6-12 participating in physical education are required to have the appropriate clothing (gym shorts, a t-shirt and gym shoes as required by the program). Students are expected to be in attendance, dress properly and participate in order to receive a passing grade. Gym lockers may be issued to students. Students may place a lock on the locker when storing clothes or valuables.

Pirate Privilege (Seniors Only):
Any senior with a minimum of a 3.2 GPA, who is also in good standing as far as attendance, discipline and academics, may apply for Pirate Privilege. This allows qualified students to leave one period early during their senior year. Those with Pirate Privilege MUST attend assemblies and pep rallies, unless a valid reason is provided to the principal at least a week in advance. Applications are available in the Guidance Office and must be approved by an administrator. Any requests falling outside of these guidelines are subject to administrative discretion. Eligibility will be reviewed each 9 weeks and any student who falls below a 3.2 GPA and/or have problems with academics, attendance, or discipline issues will have their Pirate Privilege revoked and be sent to study hall. Failure to remain in good standing may result in a loss of Pirate Privilege.

Promotion and Retention of Student (K-8):
1. A 5th through 8th grade student receiving passing grades, “D” or above, in reading, social studies, mathematics, science and English is promoted.
2. A student having failing grades in reading, mathematics, and English at the end of each year is evaluated by the teachers, guidance counselors, and principal for placement.
3. Promotion of student may be a “conditional placement” based on the child’s performance in academics and personal factors.
4. A student having failing grades may be assigned to the next higher grade at the discretion and approval of the superintendent or superintendent’s designee.
5. Any student who is habitually truant and has failed two (2) of more of the required curriculum subject areas in the
current grade may be retained, unless the student’s principal and the teacher of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

6. Retention of Kindergarten through 4th grade students will be based upon collection of student work, individual assessments, and observations made by the classroom teacher, intervention specialist, and building principal. Students receiving a predominant amount of Needs Improvement may be considered for retention by the superintendent or superintendent’s designee.

**Promotion Appeals (K-12):**

1. Parent(s)/Guardian(s) are asked to contact the student’s teacher(s) and request a conference concerning their child’s academic success and/or failure status.
2. Parent(s)/Guardian(s) may ask to meet with the Intervention Team to discuss their child’s intervention and progress.
3. Parent(s)/Guardian(s), if still dissatisfied after meeting with the teachers and Intervention Team, are asked to contact the principal for a conference concerning their child’s academic progress.
4. Parent(s)/Guardian(s), if dissatisfied after meeting with the principal, are asked to contact the superintendent for a conference concerning their child’s academic progress.
5. The superintendent or his designee shall determine the assignment of student placement (ORC 3301.07).
6. Parent(s)/Guardian(s) may appeal to the Black River Board of Education.

*Evidence of each step, 1-6, must be documented.

**Student Tests/Testing Dates:**

<table>
<thead>
<tr>
<th>2019 – 2020 Test Schedule</th>
<th>TBA</th>
<th>High School PSAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 23 – October 4</td>
<td>K – 5 MAP tests, Middle School MAP tests, SpEd</td>
<td></td>
</tr>
<tr>
<td>October 22 –25</td>
<td>2nd and 4th grade Inview tests</td>
<td></td>
</tr>
<tr>
<td>October 22 – 25</td>
<td>3rd grade ELA tests</td>
<td></td>
</tr>
<tr>
<td>December 2–6</td>
<td>High School Fall EOC tests</td>
<td></td>
</tr>
<tr>
<td>February 3 –March 27</td>
<td>OELPA tests</td>
<td></td>
</tr>
<tr>
<td>February 18 – April 10</td>
<td>AASCD tests</td>
<td></td>
</tr>
<tr>
<td>February 25</td>
<td>High School ACT tests</td>
<td></td>
</tr>
<tr>
<td>March 24</td>
<td>High School ACT Makeup test, High School ELA I &amp; II (Part 1) tests</td>
<td></td>
</tr>
<tr>
<td>March 26</td>
<td>High School ELA I &amp; II (Part 2) tests</td>
<td></td>
</tr>
<tr>
<td>March 31</td>
<td>High School Algebra &amp; Geometry tests (Part 1), K-12 Gifted Art/Music Screening</td>
<td></td>
</tr>
<tr>
<td>April 1</td>
<td>Middle School ELA (Part 1)</td>
<td></td>
</tr>
<tr>
<td>April 2</td>
<td>High School Algebra &amp; Geometry tests (Part 2), Middle School ELA (Part 2)</td>
<td></td>
</tr>
<tr>
<td>April 14</td>
<td>Grades 3 – 5 ELA tests (Part 1)</td>
<td></td>
</tr>
<tr>
<td>April 15</td>
<td>Grades 3 – 5 ELA tests (Part 2), High School Biology tests (Part 1 &amp; 2)</td>
<td></td>
</tr>
<tr>
<td>April 21</td>
<td>Grade 5 Science tests (Part 1)</td>
<td></td>
</tr>
<tr>
<td>April 22</td>
<td>Grade 5 Science tests (Part 2), High School Am. History &amp; Government tests (Part 1 &amp; 2)</td>
<td></td>
</tr>
<tr>
<td>April 23</td>
<td>Grade 8 Science tests (Part 1 &amp; 2)</td>
<td></td>
</tr>
<tr>
<td>April 28</td>
<td>Grades 3 – 5 Math tests (Part 1)</td>
<td></td>
</tr>
<tr>
<td>April 29</td>
<td>Grades 3 – 5 Math tests (Part 2)</td>
<td></td>
</tr>
<tr>
<td>April 30</td>
<td>Middle School Math tests (Part 1 &amp; 2)</td>
<td></td>
</tr>
<tr>
<td>May 4 – 15</td>
<td>K – 5 Map tests, Middle School MAP tests, SpEd</td>
<td></td>
</tr>
</tbody>
</table>

According to the Ohio Department of Education, Ohio’s achievement tests tell us how well our students are growing in the knowledge and skills outlined in Ohio’s Learning Standards. These tests help guide and strengthen future
teaching so we can be sure that we are preparing our students for long-term success in school, college, careers and life. Test results also allow citizens to know how their local schools are performing compared to others around the state.

**NWEA MAP Testing**

Northwestern Education Association Measures of Academic Progress (NWEA MAP) computerized tests are adaptive computerized tests in Reading, Language Usage, and Mathematics. Results, available typically within 48 hours, allow teachers to differentiate and adjust instruction based on results of the assessments. Although not timed, it usually takes students about one hour to complete each MAP test. MAP for Primary Grades tests take from 20 to 30 minutes to complete. Students are tested in Fall, Winter, and Spring.

<table>
<thead>
<tr>
<th>Level</th>
<th>Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>NWEA MAP Reading and Math</td>
</tr>
<tr>
<td>Grade 1</td>
<td>NWEA MAP Reading and Math</td>
</tr>
<tr>
<td>Grade 2</td>
<td>NWEA MAP Reading and Math</td>
</tr>
<tr>
<td>Grade 3</td>
<td>NWEA MAP Reading and Math</td>
</tr>
<tr>
<td>Grade 4</td>
<td>NWEA MAP Reading and Math</td>
</tr>
<tr>
<td>Grade 5</td>
<td>NWEA MAP Reading and Math</td>
</tr>
<tr>
<td>Grade 6</td>
<td>Ohio State Test (OST) Reading and Math</td>
</tr>
<tr>
<td>Grade 7</td>
<td>Ohio State Test (OST) Reading and Math</td>
</tr>
<tr>
<td>Grade 8</td>
<td>Ohio State Test (OST) Reading, Math, and Science</td>
</tr>
<tr>
<td>Grade 9-12</td>
<td>Ohio End of Course Exams (EOCs)</td>
</tr>
<tr>
<td></td>
<td>*ELA I, ELA II (ELA II)</td>
</tr>
<tr>
<td></td>
<td>*Algebra I, Geometry, or Integrated Math I, Integrated Math II</td>
</tr>
<tr>
<td></td>
<td>*American history, American Government</td>
</tr>
<tr>
<td>Grades 11</td>
<td>ACT Test</td>
</tr>
<tr>
<td>OELPA K-12</td>
<td>Ohio English Learner Proficiency Assessment</td>
</tr>
<tr>
<td>AASCD</td>
<td>Ohio’s Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD)</td>
</tr>
<tr>
<td></td>
<td>Grades 3, 4, 6, 7: English Language Arts (ELA) and math</td>
</tr>
<tr>
<td></td>
<td>Grades 5, 8: ELA, math, and science</td>
</tr>
<tr>
<td></td>
<td>HS: ELA, math, science and social studies</td>
</tr>
</tbody>
</table>
Third Grade Guarantee:
In order for third grade students to advance to the fourth grade a students must meet the state mandated promotion score. The district will offer intervention to those students that need assistance in passing this test.

Work Permits:
Students, ages 14-17, who wish to work part-time or full-time during the school year are required to have a work permit (ORC 3331.02(A)). Forms for this permit may be obtained from the high school office. A work permit is issued for a specific job. Each time a student changes jobs, a new work permit must be issued. In addition, a physical exam is required each year. An Age and Schooling Certificate can be issued to students who wish to terminate school to go to work. These forms may also be obtained from the high school office. Generally, these permits are issued to persons who cannot benefit from further education due to mental incapacity or extreme hardship. The principal must be convinced that these conditions exist, or the request may be denied. The student can then appeal the decision to the district Superintendent, then the Board of Education, finally, through the local Court of Common Pleas, Juvenile Division.
SECTION IV - GRADUATION INFORMATION

Commencement:
Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal. **Graduation practice is mandatory and failing to attend practice may result in denial to participate in Commencement.** Denial to participate in Commencement may be exercised if personal conduct warrants.

Criteria for Diploma with Honors:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Academic Diploma with Honors for Classes</th>
<th>Career-Technical Diploma with Honors for Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>4 units, including Algebra I, Geometry, Algebra II or the equivalent and another higher level course or a four-year sequence of courses that contain equivalent content</td>
<td>4 units, including Algebra I, Geometry, Algebra II or the equivalent and another higher level course or a four-year sequence of courses that contain equivalent content</td>
</tr>
<tr>
<td>Science</td>
<td>4 units, including physics and chemistry</td>
<td>4 units, including two units of advanced science</td>
</tr>
<tr>
<td>Social Studies</td>
<td>4 units</td>
<td>4 units</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>3 units (must include no less than 2 units for which credit is sought), i.e., 3 units of one language or 2 units each of two languages</td>
<td>N/A</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1 unit</td>
<td>N/A</td>
</tr>
<tr>
<td>Electives</td>
<td>N/A</td>
<td>4 units of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post-secondary credit</td>
</tr>
<tr>
<td>Grade Point Average</td>
<td>3.5 on a 4.0 scale</td>
<td>3.5 on a 4.0 scale</td>
</tr>
<tr>
<td>ACT/SAT Score [excluding scores from the writing sections]*</td>
<td>27 ACT / 1280 SAT</td>
<td>27 ACT / 1280 SAT, or 6 or higher on reading for information and 6 or higher on Applied Math</td>
</tr>
<tr>
<td>Additional Assessment</td>
<td>N/A</td>
<td>Achieve proficiency benchmark established for appropriate Ohio Career-Technical Competency Assessment or equivalent</td>
</tr>
</tbody>
</table>

Students must meet all but 1 section.
Graduation Requirements (Board Policy IKF):  
The Board desires that its standards for graduation meet or exceed the minimum standards of the Ohio Department of Education as well as State law and, further, that our high school compares favorably with other high schools in the state that are recognized for excellence.

The requirements for graduation from high school are as follows.

<table>
<thead>
<tr>
<th>Ohio Core</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Arts</td>
<td>4</td>
</tr>
<tr>
<td>History and government</td>
<td>1</td>
</tr>
<tr>
<td>including one-half unit of American History and one-half unit of American Government</td>
<td></td>
</tr>
<tr>
<td>Social Studies</td>
<td>2</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
</tr>
<tr>
<td>with inquiry-based lab experience, including one unit of a life science, one unit of a physical science and one unit of an advanced science.</td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td>4</td>
</tr>
<tr>
<td>including one unit of Algebra II or its equivalent</td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1</td>
</tr>
<tr>
<td>Health</td>
<td>½</td>
</tr>
<tr>
<td>Physical Education</td>
<td>½</td>
</tr>
<tr>
<td>Financial Literacy</td>
<td>½</td>
</tr>
<tr>
<td>(may be embedded in classes like Agriscience, life planning, financial literacy)</td>
<td></td>
</tr>
<tr>
<td>Electives**</td>
<td>5</td>
</tr>
<tr>
<td>Total</td>
<td>21</td>
</tr>
</tbody>
</table>

The Ohio Core requirements for graduation also include:
1. Student electives** of any one or combination of the following: foreign language, fine arts (must complete two semesters in any of grades 7-12 unless following a career-technical pathway), business, career-technical education, family and consumer sciences, technology, agricultural education or additional English language arts, math, science or social studies courses not otherwise required under the Ohio Core;
2. Units earned in social studies shall be integrated with economics and financial literacy.
3. Meeting all state required examination criteria.

Summer School
Summer school credits are accepted toward graduation provided that administrative approval has been given prior to registration for the course.

Educational Options
High school credit is awarded to students who successfully complete Board-approved educational options that count toward the graduation requirements and subject area requirements.

Post-Secondary Enrollment Options
Credit is awarded for courses successfully completed at an accredited postsecondary institution. High school credit awarded for a course successfully completed under this section of the Ohio Revised Code counts toward the graduation requirements and subject area requirements of the district. If a course comparable to the course successfully completed is offered by the district, then comparable credit for the completed equivalent course is awarded. If no comparable course is offered, the district grants to the student an appropriate number of credits in a similar subject area.

Correspondence Courses
High school courses offered through correspondence courses are accepted for credit toward graduation only when they meet the following criteria.
1. Credits earned in correspondence schools directly affiliated with state universities are evaluated by the school administration for students who wish to qualify for graduation from high school.
2. Credits earned from correspondence schools not directly affiliated with an accredited college or university may not be applied toward graduation.
3. Credits earned from schools, which have been established primarily for correspondence study, rather than an institution primarily for residence study, are not accepted toward graduation. Courses must be approved by Black River Administration.

**Coursework Prior to Ninth Grade**
Student work successfully completed prior to the ninth grade is applied to graduation credit if the course is taught by a teacher holding a license valid for teaching high school and is designated by the Board as meeting the high school curriculum requirements.

**Community Service**
The District offers community service education, which acquaints students with the history and importance of volunteer service and with a wide range of existing community needs. Community service opportunities may be considered an elective credit towards graduation upon approval by administration. Students are required during their senior year to complete 10 hours of community service as a graduation requirement for Black River Local Schools. These hours must take place outside of the high school day and be independent of club or extracurricular requirements.

**Valedictorian/Salutatorian/Class Ranking:**
The Valedictorian has the highest GPA by the end of the 7th completed semester and has taken a majority of honors, AP, and CCP classes. The Salutatorian has the second highest GPA by the end of the 7th completed semester and has taken a majority of honors, AP, and CCP classes. Class rank is determined by the cumulative GPA.
SECTION V - TECHNOLOGY PRIVACY AND ACCEPTABLE USE POLICY

Student Acceptable Use Policy

The Acceptable Use Policy is for your use of the {Black River Local School} District network and the Internet. For the purpose of this policy, device(s) will include any desktop computer, laptop computer (PC or Mac), iPad or other Wi-Fi, 3G or 4G device whether student owned or school owned. Student use of technology and computer networks, including the internet, is a privilege, not a right. Consequences will be determined based upon the section violation according to the Student Code of Conduct. There is no expectation of privacy when using the District network.

A. Educational Purpose
   1. The District has a network for classroom activities and career development.
   2. The District network is not a public access service or a public forum. The District network has the right to restrict the material you access or post through the system.

B. Student Internet Access

The Internet offers valuable educational opportunities for students of Black River Local School District. Every student at Black River has the opportunity to use the Internet via the district’s network. It is important to remember when accessing the Internet all students are to use it in an ethical and productive manner for educational purposes.

1. Students will have access to Internet information resources while on campus.
2. Students are not permitted to access personal e-mail accounts or maintain personal web pages through the District network.
3. Google Apps for Education supports the educational and administrative activities of the school and serves as one means of communication by and among users.
4. Content connected with Google Docs needs to remain appropriate to the District’s AUP.
5. Google Mail (Gmail) is the proposed program utilized by students and faculty on the Black River campus.
6. E-mail during class is prohibited unless authorized and supervised by faculty or administration.
7. School provided e-mails are only for the exchange of appropriate language and/or information. An inappropriate e-mail is considered to include derogatory, obscene, or harassing content. E-mail messages of an abusive or harassing nature will be regarded as a violation of a school policy and will be subject to disciplinary action.
8. The school reserves the right to search and read e-mail as deemed necessary.
9. Google Sites are provided as an online tool in support of a collaborative work effort at Black River. Their use is therefore restricted to the District.

C. Network Policy

1. Personal safety
   a. You will not post or retrieve personal information about yourself or any other person. Personal information includes, but is not limited to, your home address, telephone, school address, work address, photographs, etc.
   b. You will promptly disclose to your teacher or other school employees any information you receive that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities
   a. You will not access or attempt to gain unauthorized access to the District network or to other computer systems through the District network or go beyond your authorized access. This includes attempting to log in through another person’s account, access another person’s files, access resources, features or go beyond any other restriction, including bypassing the proxy. These actions are illegal.
   b. You will not use resources so as to cause damage to or alter the operation, functions, or design of the information technology facilities or content of any other computer network.
   c. You will not use the District network to engage in any other illegal act.
   d. You may not use the District network for financial or commercial gain.

3. System Security
   a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
   b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. By not reporting problems, this may be construed as an illegal attempt to gain access.

4. Inappropriate Language
   a. Restrictions about inappropriate language apply to public messages, private messages, and material posted on web pages.
   b. All manners of inappropriate language, including but not limited to obscene, profane, lewd, vulgar, rude,
inflammatory, threatening, disrespectful, or harassing language is strictly forbidden as stated in the student code of conduct.
c. You will not infringe on the rights or liberties of another person.
d. You will not post information that could disrupt or cause damage.
5. Respecting Resource Limits
   a. You will use the District network only for educational and career development activities.
   b. You will not download large files unless authorized by your teacher or library media specialist.
   c. You will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.
6. Plagiarism and Copyright Infringement
   a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
   b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner.
7. Access to Inappropriate Material
   a. The District will monitor the Internet and will use content filtering software programs. Nevertheless, students may still find Internet sites that contain inappropriate materials. Parents and students should be aware of this possibility.
   b. You will not use the District network to access or reproduce material that is harmful to minors, which includes but is not limited to material containing profanity, obscenity, child or other forms of pornography, or material that advocates illegal acts, or that advocates violence or discrimination, including hate literature.
   c. If you mistakenly access inappropriate information, you should immediately tell your teacher or library media specialist. This will protect you against a claim that you have intentionally violated this acceptable use policy.
8. Waiver of privacy
Due to the inherent lack of security in some information systems, and due to the right and need of the Black River Local Schools to monitor compliance with this policy, utilization of information systems that require privacy of any kind for any purpose are not supported and are prohibited. Any person utilizing any information system of the Black River Local Schools understands and agrees that they are specifically waiving any expectations of privacy in their communications, data, programs and other personal information stored, displayed, accessed, communicated, or transmitted on the system. Those utilizing the network who require security for district-related purposes shall contact Black River Local Schools’ Technology Coordinator to arrange for specific project or program arrangements.
D. Your rights
1. Limitations
   a. The District may restrict your speech on the network for educational or other appropriate reasons or may limit offensive, lewd or disruptive speech.
2. Search and Seizure
   a. Routine maintenance and monitoring of the District network may lead to the discovery that you have violated this acceptable use policy, the District code of conduct, or the law.
   b. The District network, any files on that network, or on any peripherals, including but not limited to flash drives, memory sticks, or iPods, attached to the network including personal files are the property of the Board of Education and the contents are subject to random search at any time without regard to whether there is a reasonable suspicion that the network or the files therein contains evidence of a violation of a criminal statute or a school rule.
3. Due process
   a. The Black River Local School District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the District network.
   b. In the event there is a claim that you have violated this acceptable use policy, the privilege of using the network may be revoked. In addition, you will be disciplined in accordance with, and receive the due process rights under, the District student code of conduct.
E. Limitation of liability
The Black River Local School District makes no guarantee that the functions or the services provided by or through the District network will be error-free or without defect. The Black River Local School District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The Black River Local
School District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The Black River Local School District will not be responsible for financial obligations arising through the authorized or unauthorized use of the District network.

F. Personal responsibility

It is unlawful to deface, damage or destroy any computer that is property of the board of education. You are responsible to report any damage.

1. Personal Property
   The Black River Local School District will not be responsible for any personal property used to access the District network or Internet access.

2. Wireless Communication Devices
   The use of wireless communication/electronic device at school is a privilege not a right that may be forfeited by any student who fails to follow the terms of the Black River Board of Education Policies 5136 (Wireless Communication Devices) and 7540.03 (Acceptable Use) or any student who otherwise engages in the misuse of this privilege.
   a. Unless permitted within the class all electronics and wireless communication devices (WCD) are to be completely turned off and in the student's assigned locker.
   b. The use of any wireless communication/electronic devices to place phone calls, send emails, text, or any other social media is prohibited.
   c. No student should have any expectation of confidentiality while using wireless communication/electronic devices on school premises or property.
   d. Any use of a wireless communication/electronic device that violates the Black River Student Code of Conduct will result in confiscation of the wireless communication/electronic device and will be reported to the office. Discipline will be based on the Black River Student Code of Conduct. Depending on the offense and whether it is considered an illegal act the student may be referred to law enforcement.
   e. Students are prohibited from using wireless communication/electronic device to capture, record or transmit the words and/or images of any student, staff member or any other person in the school or while attending a school-related activity, without the express prior notice and explicit consent for the capture, recording or transmission of such words or images.
   f. Students are prohibited from using a wireless communication/electronic device in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.
   g. Students are also prohibited from using a wireless communication/electronic device to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating or academic dishonesty.

Likewise, students are prohibited from using their wireless communication/electronic device to receive such information.

G. Video and Photo Release

1. The Black River School District reserves the right to use your child’s image (photographs or video footage) and schoolwork for the purpose of school-related displays, performances and activities as well as typewritten articles in which Black River students are featured during the school year.
2. Throughout the year, numerous identified photos of Black River students are supplied to local public media. Photos identified by first name only may be used to illustrate news items, programs or projects on school or District web pages.
3. Photos with six or more children will be exempt from the District’s withholding permission, provided that the photograph is reasonably related to the subject matter and the identifiable people are not the focus of the photograph.
4. Portraits taken with the intent to be used for school identification or the school yearbook will be exempt from the District’s withholding permissions.
Technology Insurance - Optional

Students, parents/guardians will be offered the option to purchase technology insurance, at a cost of $30.00 per student, per school year.

If a student breaks or damages the Chromebook beyond repair, the student will be given a replacement Chromebook at no additional charge. This coverage provides a replacement Chromebook once per year. Additional insurance will not be offered once used during that school year. If it is found that the student purposely damaged or broke the device, insurance cannot be used during this incident.

- If a student breaks or damages the Chromebook and it can be repaired without cost, they will not lose their optional insurance coverage.
- If a student purchases optional insurance coverage, they will be able to use it one time (per school year) to replace or repair the device.
- This optional insurance does not cover lost or stolen devices. Students who lose their device will be charged full replacement cost.
- Students, parents/guardians have until September 15th of each school year to pay for the optional insurance. By not paying by September 15th, students, parents/guardians will lose the opportunity to purchase the insurance coverage and will be responsible for paying for all repairs/replacements.
- Assigned power cord is covered by the optional insurance.

**Only Black River employed technology department employees should fix a damaged Chromebook. If someone other than a Black River technology department employee attempts to fix a damaged Chromebook or alter the Chromebook in any manner, all warranties and optional insurance will become void and the student becomes responsible for all charges related to fixing/replacing the Chromebook.**
SECtion VI - Bus Transportation Guidelines

Bus transportation for secondary students, by Ohio law, is a privilege, not a right. It is expected that all students behave appropriately and follow all bus guidelines. Students who violate the following bus rules are subject to disciplinary measures up to and including removal from the bus for periods of time, or permanently. Principals, Superintendents or designees are authorized to immediately remove a student from the bus when the student’s presence poses a danger to persons or property or is a threat to the safe operation of the school bus or school vehicle per Ohio law 3301-83-08. All Bus Transportation Guidelines include transportation of students for extra-curricular activities.

1. Students with concerns about any aspect of bus transportation must take concerns to the building administration. Students who defy, argue with, or challenge a driver will be subject to disciplinary action for insubordination. Students removed from the bus and who do not attend school will be charged unexcused absences. If those absences constitute absence limits, the Superintendent will commence disciplinary proceedings up to and including a citation to Medina, Lorain or Ashland County Juvenile Court.

2. Video cameras are utilized on some Black River buses.

3. Student pick-up points may be consolidated. Students will be directed by his/her particular driver for the first five days of any school year as to the appropriate pick up area and designated place of safety. Riders are to be at the school bus stop 5 minutes before the scheduled time and ready to board the bus when it stops; stay off the street or road, load and unload the bus in an orderly manner, ride only the assigned bus, unload at the assigned stop. If a student misses the bus, a call should be made to the school to determine whether the principal or attendance officer feels that the bus was missed for a legitimate reason.

4. Students are to wait at the designated place of safety until the bus arrives. Consult the driver, Transportation Supervisor or building Principal whenever you feel a student pick-up point may be hazardous.

5. At drop off, parents of preschool and kindergarten students must be visible so the bus driver knows you are there for drop off of your child(ren).

6. Students riding a Black River bus will be assigned to a seat. Students are expected to sit in that seat whenever they ride the bus, or as directed by the driver. Students will be seated, facing forward, with seat on the seat, back on the back, and feet on the floor (if they can reach), and out of the aisle until the driver signals otherwise. Upon finding any damage to the seats, students should report this to the driver immediately. Each student is responsible for his/her assigned area. Fees will be assessed for any damage to Black River buses.

7. Students are to remain seated while the bus is moving, loading or unloading, at school or a stop. Students are to face forward in the seat keeping body and property out of aisle. Eating, drinking and chewing gum on the bus are prohibited.

8. Noise on the bus must be kept to a minimum. Students may talk quietly on the bus with the permission of the bus driver. **Absolute quiet is required at all railroad crossings.**

9. No objects or substances will be thrown out of, inside of, or at the bus. No part of the body may be outside the bus windows.

10. Student Behavior:
   a. The school bus driver is in charge of the bus at all times and shall be responsible for order. Disorderly conduct shall be sufficient reason for refusing transportation service to any student. Verbal direction from a driver must be followed by the student. No student shall argue with or defy the instruction of a bus driver.
   b. Whenever it becomes necessary to refuse student transportation, the school authorities shall notify the parents, in writing, with a full explanation of such action.
   c. Students are not permitted to use offensive language, carry or use tobacco, alcohol, drugs, intoxicants, or any other controlled substance, lighters, matches, vaping devices, or other related materials/paraphernalia, chew gum, have aerosol products, spit, eat, drink or throw objects – in or out of the bus.
   d. Public displays of affection are not permitted on the bus.

11. Students shall board and depart the bus only at their designated stop and at school. Whenever it is necessary to change designated pick-up and drop-off locations, the student transportation form must be updated and submitted to the school office by the parent/guardian.

12. Students are to ride only the buses to which they are assigned.

13. Forbidden cargo: students are not to bring on board the bus: animals, firearms, ammunition, explosives, or other dangerous objects. **Any object that cannot fit on the student’s lap or his/her assigned area will not be transported (e.g. large art and shop projects, band instruments).**

14. Under no circumstances is any student in the Black River Local School District to display obscene gestures from the bus/van.
15. Electronic devices may be used on the school bus appropriately. The bus driver will determine any misuse of electronic devices and privileges may be denied. The school district is not responsible for lost, stolen or broken items. Students may not take photos or videos or access content not deemed school appropriate.

16. Toys and trading cards are discouraged from all buses. If a school project would make it necessary for a toy to be transported, then items must be bagged and the items cannot be removed from the bag. Abuse will forfeit future rights to bring items on the bus.

17. Students riding any Black River vehicle will be subject to the Student Code of Conduct.

18. Minor Offenses – Possible consequences may include but are not limited to the following: warning, parent communication, detention, or bus suspension, or other discipline as determined by administration.

19. Serious Offenses – Possible consequence may include but are not limited to the following: suspension or expulsion from all vehicles or district transportation, school, and/or criminal charges.

Bus Passes:

In order to provide safe, efficient transportation; bus passes will only be granted in emergency situations. Please contact the Transportation Supervisor, Bruce Berry, at 419-736-3305, so the drivers can make arrangements in the event of an emergency. Sleepovers, parties, etc. are not emergencies and bus passes will not be issued for them.

Alternate Stop Guidelines:

1. All students will be picked up and dropped off at the same locations, Monday through Friday. If your schedule changes, plan to pick your child up at the normal drop off location.

2. Schedules must be consistent each week (i.e., 2 days home and 3 days to daycare).

3. Transportation Request Forms must be submitted by parent/guardian 3 days prior to requested change

SECTION VII - ATHLETICS

School athletic teams exist for boys and girls in grades seven through twelve. Some sports have a practical limit to the number of players on the team. Therefore, the coach may select players according to his/her criteria and judgement.

Students participating in athletic events at Black River will be required to review an athletic handbook which will outline further expectations. All athletic decisions are final with the Athletic Director and/or the Building Principal.

Absence/Attendance - A student/athlete must be in attendance at school at least a half a day on the day of a contest or practice in order to participate that day. A half day is defined as being in school a minimum of 4 full class periods for high school students and 3 full class periods for middle school students. The parent(s)/guardian(s) in advance of an absence (when possible) must make arrangements with the appropriate grade level principal or athletic director for the absence. Participation in all athletic events relating to the student/athlete absences will be at the discretion of the principal or the athletic director.

A student serving an out of school suspension is ineligible for any athletic participation (practice or contest) on the days of suspension. A student athlete, who has completed his/her suspension responsibilities, is eligible to participate in contests after he/she has completed one full regularly scheduled practice. He/she may participate in the next regularly scheduled practice the day after he/she has completed the last day of suspension.

COMMUNICATIONS - The Athletic Director administers all athletics and the office is located at Black River High School. The Athletic Director may be reached at 419 736-3303 ext. 204.
ELIGIBILITY- In order to participate on an athletic team, students must be academically eligible. To maintain extracurricular eligibility, a student may not earn more than one “F” and not more than one “D” range grade (i.e. D-, D, or D+) per grading quarter. Student must be passing at least five courses and maintain a cumulative 1.4 GPA. Courses worth a quarter credit are not considered for eligibility.

All eligibility of students is determined by the previous quarter. Fall eligibility is determined by the 4th quarter of the previous year. At the conclusion of the 2019-2020 school year, eligibility will be 1.6 cumulative GPA.

Physicals- Students must have a yearly physical examination acceptable to the Ohio High School Athletic Association before they participate or practice in interscholastic events. As a service to the community, the Black River Local School District’s Athletic Director will arrange for physical exams to be administered at the school for a nominal charge near the end of each school year. These exams will qualify a student for any participation during the next school year.

SECTION VIII – POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)

The Black River Schools have implemented Positive Behavior Interventions and Supports as part of a state initiative by the Ohio Department of Education (ODE). PBIS focuses on creating and sustaining school-wide, classroom and individual systems of support that improve the educational environment for all children. Our aim is to explicitly teach behavioral expectations and then recognize the positive behaviors shown by students.

By implementing PBIS, we hope to reduce school and classroom behavior disruptions and educate all students about acceptable school behaviors. Our PBIS implementation plan includes clearly defined outcomes, research-validated practices, supportive administrative systems and information for problem solving behaviors.

All Black River staff members will establish regular, predictable, positive learning and teaching environments. The staff members will serve as positive role models to students as they teach expected school behaviors. Our school has a system in place for recognizing and rewarding expected behaviors. By improving the school environment, we hope to increase learning time and promote academic and social success for every student.

All schools are focusing on the following theme:

We Are B.R.
Be Responsible
Be Respectful
Be Resourceful
Be Ready
SECTION IX - DRUG AND ALCOHOL POLICY

A student shall not possess (includes, but not limited to, purses, wallets, lockers, desks, etc.) buy, sell, use, transmit, apply any STEROID, NARCOTIC DRUG, HALLUCINOGENIC DRUG, AMPHETAMINE, BARBITURATE, MARIJUANA, TRANQUILIZER, PRESCRIPTION DRUG, COUNTERFEIT SUBSTANCE, ALCOHOLIC BEVERAGE, INTOXICANT OR MIND/MOOD ALTERING CHEMICAL OF ANY KIND.

This rule is in effect during school or school sponsored events. This includes any activity on school grounds, on the school bus or bus stop, or in transit to and from school, and at any other time when the school is being used by a school group or off the school grounds at any school sponsored activity, function or event. This is considered a major offense.

SUSPICION OF USE is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemical, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for the particular student.

Counterfeit Substance:

1. Any unmarked or unlabeled substance that is represented as a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured processed, packed or distributed it.
2. Any drug or drug container or label that bears a trademark, trade name or other identifying mark used without the owner of the rights to such trademark's authorization;
3. Any substance that is represented to be a controlled substance, but is not a controlled substance or is a different substance;
4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, its labeling, markings, packaging, distribution, or the price for which it is sold or offered for sale.

The following procedures will be followed in dealing with the above situation:

A. Possession, use, transmission, sharing

First Offense:

1. The principal will suspend the student for a period of up to ten (10) days in compliance with the student due process procedures.
2. The principal will notify the parent(s)/guardian(s) in writing using the Notice of Suspension Form.
3. The principal will contact parent(s)/guardian(s) to arrange a conference.
4. The principal will notify the proper authorities.
5. The principal will notify the nurse/counselor.
6. The principal will recommend to the superintendent of schools that the student be expelled unless the following procedure is followed:
   a. The student must agree to be evaluated by a professionally trained dependency counselor or a licensed physician trained in chemical dependency for a professional opinion concerning use/misuse/addiction.
   b. The contacted agency or office will notify the school principal that the client has made contact and is willing to comply with the appropriate treatment process. Based on the data that the student is being evaluated and appropriate recommendations by the counselor are being followed by the student, then a recommendation for expulsion will be withdrawn. A recommendation for expulsion may be made by the principal at a later date if the student fails to comply with the treatment prescribed by the chemical dependency counselor.
   c. In cases where the school administration or board of education consider a violation for the drug and alcohol policy to be severe enough, a student will be recommended for expulsion after the ten day suspension is completed in compliance with student due process procedures.

Second Offense:

1. The principal will suspend the student for ten (10) days and will recommend to the superintendent of schools that the student be expelled unless the following procedure is followed.
2. The principal will notify the parents(s)/guardian(s) in writing, using the Notice of Suspension Form.
3. The principal will notify the Medina/Ashland/Lorain County Sheriff's Department and the Juvenile Court.
4. The principal will request the juvenile officer refer the student to Juvenile Court.
B. Supplying/sale of chemicals (drug/alcohol)
   1. Supplying or selling chemicals will result in a ten (10) day suspension. A recommendation by the principal will be sent to the superintendent of schools for an expulsion of the student in compliance with student due process procedures.
   2. The principal will notify the parent(s)/guardian(s) in writing, using the Notice of Suspension Form.
   3. The principal will refer the case to the Medina/Ashland/Lorain County Sheriff's Department and Juvenile Court, for court referral.

C. Black River Counseling/Support Group Services
   Following a student's return to school after any violation of the drug and alcohol policy, it is recommended that the student participate in the school's support group or request that a school guidance counselor review his/her progress in this area. This step is in addition to the communication between the professional chemical dependency counselor and the principal. Education counselors and teachers should use professional judgment in observing the student body in potential chemical abuse involvement. They shall offer assistance when confronted with drug situations and make referrals when appropriate.
   1. When confronted with a student seeking help the teacher or counselor may exercise professional judgment on guidance and confidentiality while seeking guidance from appropriate agencies involving parents.
   2. When on school premises and confronted with a suspected drug possessor, user, distributor or seller, who is not seeking help then school personnel shall refer the information to the administration immediately for its disposition.
   3. When confronted with students seeking help, the administration shall:
      a. Exercise judgment and confidentiality but may notify parent(s)/guardian(s), or custodian.
      b. Seek guidance from appropriate agency.
      c. Coordinate assistance from appropriate school staff personnel.

The student's role is to be informed of the drug situation, the policies and the people from whom and places from where help can be sought. The student's responsibility is to use this information to make wise decisions about the situation in question. Students must understand that information cannot always be kept confidential, in some cases it will be referred to the appropriate individual or agency. These cases will include those that endanger the welfare of the student or others. This information is subject to disclosure in a court of law.

Prescription Drugs and Over-The-Counter (OTC) Substances:
The Ohio Revised Code prohibits the administration of any medication (prescription or over-the-counter) including, but not limited to cold remedies, Tylenol, poison ivy relief medication, topical applications, asthma inhalers, etc. It shall not be a violation of this policy when a parent/physician signed statement is on file in the school office for the use of prescriptions and over the counter substances. Medicines will be kept in the school main office and administered by school staff as needed upon signing a use form with name and time of use. Medicine must be in its original container and labeled with instructions for its administration. A medical administration form may be obtained in the school office. The form must be completed and signed by the child's physician and returned to the school. The medical administration form must be on file in the office.

The following procedure will be used in implementing this policy:
   1. The principal may suspend the student for a period up to ten (10) days.
   2. The principal will notify the parent(s)/guardian(s) in writing with the Notice of Suspension document.
   3. The principal will notify the Medina/Ashland/Lorain County Sheriff's Department and Juvenile Court.
   4. The principal will notify a nurse and counselor.
   5. The principal may recommend to the superintendent that the student be expelled unless the following procedure is followed:
      a. The parent(s)/guardian(s) must agree to have the student evaluated by professionally trained personnel for an assessment concerning the extent of use / misuse / dependency / abuse of prohibited substances.
      b. The agency or office contacted by the parent(s)/guardian(s) will notify the school principal that the client has made contact and is willing to comply with any treatment process prescribed. Based on information to the principal that the student has been evaluated and appropriate recommendations made by health professionals is being followed, then a recommendation for expulsion will be withdrawn by the principal in writing to the superintendent.
c. In cases where the school administration or board of education feels that drug activity or violations are serious enough, students will be recommended for expulsion.

SECTION X – STUDENT CODE OF EXCELLENCE/DISCIPLINARY ACTION

Student Code of Excellence and Disciplinary Action:
The Board of Education and the Superintendent are required to establish written policies, rules, and regulations of general application governing school conduct in all schools. In addition, Principals, by law are permitted to make rules, policies and regulations of a temporary or permanent nature to cover unforeseen circumstances that are inconsistent with those of the Board of Education or not posted in the Black River Student/Parent Handbook. Teachers are held accountable for effective control of their classrooms, assigned duty areas and the verbal ordering of the cessation of undesirable conduct or the reporting of same to the administration of the building. ALL STUDENTS ARE SUBJECT TO ANY ADULT EMPLOYEE’S REASONABLE REQUESTS, ORDERS OR INSTRUCTIONS.

The rules and policies set forth in this Student/Parent Handbook apply to behavior on school premises, school buses and other school property, and any other venue in which a school function may take place, including the property of other schools and property leased, borrowed, rented, loaned or otherwise offered for school functions. The Handbook does not and cannot define or foresee all types and aspects of behavior, however, the Board has the responsibility to set forth policies to help each student understand how to conduct him/herself in a proper manner as a good student of the school and larger community.

While under the jurisdiction of the school, on school property or at any school sponsored activity on or off school grounds, a violation on the part of the handbook adopted by the Board of Education in accordance with ORC Sec. 3310.21 and 3313.661, can result in disciplinary action.

The Superintendent, Principal, administrative personnel, facility manager, and any teacher/advisor, or any other person authorized to be in charge of a school facility, function or event, including, but not limited to, bus drivers, coaches, cafeteria personnel, custodians, etc., are authorized to take such prudent action in connection with student behavior or activities as is reasonably desirable or necessary to help any student, to further school purposes or to prevent interference therewith.

Areas of Prohibited Student Conduct:
Any conduct which causes or creates a reasonable likelihood that it will cause a disruption in, or a material interference with any school function, activity/purpose, or that interferes with or creates a reasonable likelihood that it will interfere with the safety, health or well-being or the rights of other students, staff or visitors, is prohibited.

Course of Action (can vary per grade):
Student(s) should come prepared to work on school assignments according to disciplinary action. Student(s) are to follow the directions of the teacher/administrator in charge. Failure to comply with reasonable disciplinary measures may result in a more stringent disciplinary action. Disciplinary actions may consist of the following options:

- Community Service
- Detention (lunch or after school)
  - Absence from detention without prior approval, may result in further disciplinary action.
- In-School Restriction (ISR)
  - Students are encouraged to complete assignments they are missing while in ISR. Come prepared with materials for the entire day.
  - Students may receive credit for missed class work and will be allowed to make up quizzes, tests, etc.
- Out-of-school Suspension (OSS)
  - Student and his/her parent will be notified of an OSS decision with the details and their rights.
  - Student is not permitted on school property (board-owned, leased or rented) or at co/extra-curricular activities for any reason during OSS.
- Students are expected to make up missed work during suspension in accordance with the absence policy.

**Expulsion**
- Expulsions may be recommended for up to 80 days which can stretch over vacations, school breaks and summer.
- Expulsions will begin on the first school day after a ten-day suspension.
- The student is not permitted on school property (board-owned, leased or rented) or at co/extra-curricular activities for any reason during expulsion.
- A student who is expelled will have the academic grades from the semester expunged.

**Emergency Removal from School** - If a student’s presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, then the Superintendent or Principal may remove the student from curricular activities or from the school premises. A teacher may remove the student from curricular activities under the teacher’s supervision, but not from the buildings or the premises. If a teacher makes an emergency removal from the classroom, the teacher will notify a building administrator immediately of the removal and direct the student to immediately report to the office. No prior notice or hearing is required for any removal under this policy. In all cases of normal disciplinary procedures where a student is removed from a curricular activity for less than one (1) school day and is not subject to further suspension or expulsion, due process requirements do not apply. (Board Policy JGDA)

**Exclusion from Field Trip/Extra Curricular/Special Events** - All special events and field trips will be subjected to eligibility to ensure safety and success.

The purpose of field trips is to allow for an enrichment experience that goes beyond the confines of the school. When it is the consensus of the team that the behavior of any student is consistently disruptive and his/her behavior would interfere with the learning experience of the group, the student will not be permitted to participate.

Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Therefore, The Board of Education authorizes the Superintendent, Principals and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the district for offenses or violations of the Student Code of Excellence for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Excellence took place. In addition, student athletes are further subject to the Athletic Code of Excellence and may be prohibited from participating in all or part of any interscholastic sport or violations therein. Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing, or appeal rights. (Board Policy IGD)
BEHAVIOR GUIDELINES

The goal of The Black River Local School District is to help all students to make positive choices impacting their personal and academic development.

Administrators and school staff will establish building regulations and discipline procedures; post such regulations and make written copies of such regulations available to parents and students. The building level administrator has the discretion to choose the appropriate action based on the offense.

**LEVEL 1: BEHAVIOR**  Conduct which impedes the orderly operation of a classroom or school.

Multiple offenses in Level 1 may automatically place a student in 2F – Insubordination.

<table>
<thead>
<tr>
<th>BEHAVIOR</th>
<th>DEFINITION</th>
<th>POSSIBLE DISCIPLINARY ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A Dress Code</td>
<td>Dressing or grooming in a manner which disrupts the teaching and learning of others as determined by administration.</td>
<td>• Parent Conference</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Conference with Principal</td>
</tr>
<tr>
<td>1B Electronic Devices</td>
<td>Any electronic device that is a disruption to the educational environment is prohibited.</td>
<td>• Verbal Warning and documentation</td>
</tr>
<tr>
<td>1C Tardiness (School)</td>
<td>Tardiness policy as outlined in Handbook Section II – Attendance *</td>
<td>• Detention</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Discipline Contract</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• In-school Restriction (ISR)</td>
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<tr>
<td></td>
<td></td>
<td>• Out-of-school Suspension</td>
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<tr>
<td></td>
<td></td>
<td>• Confiscation of items</td>
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<td></td>
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<td>• Community Service (does not count toward graduation requirement)</td>
</tr>
<tr>
<td></td>
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<td>• Suspension from extra-curricular activities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Field trip exclusion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Driving suspension</td>
</tr>
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<td></td>
<td></td>
<td>*Attendance guidelines will also be followed where applicable for tardies.</td>
</tr>
<tr>
<td>1D Unacceptable Behavior</td>
<td>Conduct and/or behavior unbecoming of a Black River student which is disruptive to the orderly educational process of the school may include, but is not limited to: failure to follow directions, food or drink in the halls/class, littering, throwing objects, horseplay, talking, bus misconduct, unacceptable hall or cafeteria behavior, or bringing animals to school. A combination of any unacceptable behaviors may move the student to the 2F or 2H level offense.</td>
<td>*Attendance guidelines will also be followed where applicable for tardies.</td>
</tr>
<tr>
<td>1E Class Cutting</td>
<td>A student shall not deliberately cut class.</td>
<td>*Attendance guidelines will also be followed where applicable for tardies.</td>
</tr>
<tr>
<td>1F Failure to serve detention (includes lunch detentions)</td>
<td>Failure to be present at an assigned disciplinary location &amp; time. A student later than 5 minutes to an assigned detention may be considered a failure to serve detention.</td>
<td>*Attendance guidelines will also be followed where applicable for tardies.</td>
</tr>
<tr>
<td>1G Public Display of Affection</td>
<td>Act of kissing or suggestive positions on school property.</td>
<td>*Attendance guidelines will also be followed where applicable for tardies.</td>
</tr>
<tr>
<td>1H Driving or parking</td>
<td>Students must register their vehicle with the high school office and park in their assigned spot. Committing a violation of parking regulations. School’s driving policy is defined in Section 1 of the handbook.</td>
<td>*Attendance guidelines will also be followed where applicable for tardies.</td>
</tr>
<tr>
<td>BEHAVIOR</td>
<td>DEFINITION</td>
<td>POSSIBLE DISCIPLINARY ACTIONS</td>
</tr>
<tr>
<td>--------------------------------</td>
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<td>---------------------------------------------------------------------</td>
</tr>
<tr>
<td>2A Plagiarism</td>
<td>Using, submitting, or attempting to obtain data or answers dishonestly, by deceit, plagiarism or by means other than those authorized by the teacher. (Including, but not limited to, translator programs, copying from the internet).</td>
<td>• “F” grade on the assignment</td>
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<td>• Report on file during student’s HS career</td>
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<td>• Loss of credit in the course for the grading period, semester, or year</td>
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<td></td>
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<td>• Parent Conference</td>
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<td></td>
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<td>• Conference with Principal</td>
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<td></td>
<td>• Detention</td>
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<td>• Behavior Contract</td>
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<td>• Discipline Contract</td>
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<td>• Community Service</td>
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<td></td>
<td>• ISR</td>
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<td></td>
<td>• OSS</td>
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<td></td>
<td></td>
<td>• Emergency Removal</td>
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<td></td>
<td></td>
<td>• Suspension from extra-curricular activities</td>
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<td></td>
<td></td>
<td>• Verbal reprimand</td>
</tr>
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<td></td>
<td></td>
<td>• Counseling referral (at expense of parent/guardian)</td>
</tr>
<tr>
<td>2B Cheating, Dishonesty or</td>
<td>Lying, giving false information, deceit, intentionally covering up information either verbally or written, copying someone else’s homework.</td>
<td></td>
</tr>
<tr>
<td>Academic dishonesty</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2C Forgery</td>
<td>Writing or altering the name of another person, or altering times, suspension dates, dates, grades, passes or permits (including signing parent’s names on permission slips).</td>
<td></td>
</tr>
<tr>
<td>2D Gambling</td>
<td>Playing any game of chance or skill for money or items of value.</td>
<td></td>
</tr>
<tr>
<td>2E Peer Conflict (ORC 2901.20,</td>
<td>Unauthorized touching, threats or challenges between students.</td>
<td></td>
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<tr>
<td>2901.21, 2901.22)</td>
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</tr>
<tr>
<td>2F Insubordination,</td>
<td>Refusing to comply with reasonable instructions of any staff and invited guest. Failure to accept prescribed disciplinary action under this code will be considered willful disobedience and may be grounds for juvenile charges in court.</td>
<td></td>
</tr>
<tr>
<td>Willful Disobedience, or</td>
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<tr>
<td>Disrespect</td>
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</tr>
<tr>
<td>2G Profanity or verbal abuse</td>
<td>Profanity or obscene language, written or verbal, including the use of gestures, signs, or personal slurs.</td>
<td></td>
</tr>
<tr>
<td>2H School, class or bus</td>
<td>Acting in a disrespectful and/or disorderly manner that disrupts the educational process of any class or school related function.</td>
<td></td>
</tr>
<tr>
<td>disruption</td>
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</tr>
<tr>
<td>2I Trespassing, Truancy or</td>
<td>Being in a school building in an unauthorized area or on school grounds without permission, or failure to sign in; refusing to comply with a request to leave; in a building after school hours without staff supervision. Leaving school grounds without proper authorization.</td>
<td></td>
</tr>
<tr>
<td>Unauthorized Area</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**LEVEL 3: BEHAVIOR**  
Illegal and/or serious misconduct – Not life or health threatening.

A student charged with behavior which is classified herein as Level 3 shall be subject to removal from the school immediately, and repeat offenses may be subject to a recommendation for expulsion from the Black River Local School District and possible court referral. Depending on the severity of the offense, a student may be given a harsher penalty.

<table>
<thead>
<tr>
<th>BEHAVIOR</th>
<th>DEFINITION</th>
<th>POSSIBLE DISCIPLINARY ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>3A Extortion</td>
<td>Obtaining or attempting to obtain money or property from another or forcing another to act by either physical force or intimidation (threat).</td>
<td>• Community Service</td>
</tr>
<tr>
<td>3B Fighting</td>
<td>Physical conflict between students, words/actions that provoke a fight or attempt to fight, exchange of words may be considered fighting.</td>
<td>• Discipline Contract</td>
</tr>
<tr>
<td>3C Harassment, Hazing, Menacing, Threatening safety of self and/or others, Bullying or Cyber-bullying</td>
<td>Interfering with, annoying, accosting, threatening, or harassing another person verbally, non-verbally, or physically hazing.</td>
<td>• Emergency Removal</td>
</tr>
<tr>
<td>3D Sexual misconduct, inappropriate material</td>
<td>Any sexual harassment, unauthorized touching, verbal, non-verbal, written sexual-oriented actions, cell phone pictures or videos or other electronically or printed materials.</td>
<td>• ISR</td>
</tr>
<tr>
<td>3E Theft or shop lifting</td>
<td>Stealing or attempting to steal the money or property of another; possession of stolen property. Items of higher values may result in greater penalties.</td>
<td>• OSS</td>
</tr>
<tr>
<td>3F Tobacco Products (ORC 3313.751)</td>
<td>Using or possessing any tobacco product, lighter, matches, vaping devices or other related materials/paraphernalia.</td>
<td>• Recommendation for expulsion</td>
</tr>
<tr>
<td>3G Vandalism</td>
<td>Destruction or defacing of public or private property or the school, its staff or other students’ property or equipment.</td>
<td>• Court referral</td>
</tr>
<tr>
<td>3H Computer Technology and Tampering</td>
<td>Violation of School Technology Privacy and Acceptable Use Policy in Parent/Student Handbook, Section V.</td>
<td>• Counseling referral (at parent/guardian) expense</td>
</tr>
<tr>
<td>3I Multiple suspensions and/or repeated violations of the Student Code of Excellence</td>
<td>Repeated failure to follow classroom and/or Student Code of Excellence regulations, and/or technology and bus rules.</td>
<td>• Restitution</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Suspension from extra-curricular activities.</td>
</tr>
</tbody>
</table>
LEVEL 4: BEHAVIOR  Illegal and/or serious misconduct – Life or health threatening.
A student charged with behavior which is classified as Level 4 shall be subject to removal from the school immediately. Repeat offenses will be subject to a recommendation for expulsion from the Black River Local School District. Legal authorities may be contacted and court referrals may be made.

<table>
<thead>
<tr>
<th>BEHAVIOR</th>
<th>DEFINITION</th>
<th>DISCIPLINARY ACTION</th>
</tr>
</thead>
</table>
| 4A Arson                        | Setting fire, or attempting to set fire to a school building or property located on school grounds or any property belonging to, rented by, or on loan to the school district, or property (including automobiles) of persons employed by the school or in attendance at the school. | • Emergency Removal  
• 10 day out-of-school suspension  
• Restitution and recommendation for expulsion  
• Court referral made |
| 4B Assault                      | Intentionally causing or attempting to cause physical harm.                                                                                                                                                 |                                                                                      |
| 4C Bomb Threats and False Alarms | Making a knowingly false statement regarding the possession or location of explosive or incendiary materials or activating the fire alarm system on school property, or reporting a fire where no fire exists. |                                                                                      |
| 4D Chemical Abuse               | Possession, use, sale, distribution, having the odor on the breath of alcohol, drugs, intoxicants, or other controlled substances of any kind (including OTC or prescription drugs, possessing drug paraphernalia on school property or at school activities or possession of counterfeit or “look alike” drug paraphernalia. Refer to Section IX, Drug and Alcohol Policy. |                                                                                      |
| 4E Weapons and Dangerous Instruments (Gun Free Schools Act of 1994. ORC 3313.66, 3313.661, (1995, H.B., 64)) | Possessing, handling, transmitting a knife, razor, ice pick, explosive, leaded cane, sword cane, machete, gun or any other object that could be used as a weapon or dangerous instrument; discharge any firearm explosive, or disruptive devices but not limited to stink bombs or smoke bombs. |                                                                                      |
FERPA PRIVACY ACT

Many parents already understand the medical privacy act effective April 2003. Since 1974, student’s education confidentiality has been protected by Family Educational Rights and Privacy Act (FERPA). This federal law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s education records.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading.

Generally, schools must have written permission from the parent or eligible students in order to release any information from a student’s education record. However, FERPA allows to disclose those records, without consent, to the following parties or under the following conditions (34CFR & 99.31).

- School officials with legitimate education interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- Juvenile justice system, pursuant to specific State law.

Schools may disclose, without active consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance as long as parents and eligible students are given enough time to request their information not to be disclosed.

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school.
A. Each school district shall adopt and implement written procedures, approved by the Ohio Department of Education, Office for Exceptional Children, that ensure all children below twenty-two years of age residing within the district who have a disability, regardless of the severity of their disability, and who are in need of special education and related services are identified, located and evaluated. This includes:

1. Children attending private schools, including children enrolled in parochial schools;
   a. Activities undertaken to carry out child find for private school children with disabilities must be comparable to activities undertaken for children with disabilities in public schools.
   b. Each school district shall consult with appropriate representatives of private school children with disabilities on how to carry out child find activities for private school children.
2. Highly mobile children with disabilities (such as migrant and homeless children); and
3. Children who are suspected of having a disability and being in need of special education, even though they are advancing from grade to grade.

B. Before any major identification, location, or evaluation activity, each school district shall give notice which is adequate to inform the public of activities to identify children with disabilities.

1. The notice shall be given in the native languages of the various population groups within the school district.
2. The notice shall be published in newspapers having significant circulation within the school district and geographic area covered by the identification activities and shall include:
   a. A description of the children on whom personally identifiable information is maintained, the types of information sought, the methods the school district intends to use in gathering the information (including the sources from whom information is gathered), and the uses to be made of the information;
   b. A summary of the policies and procedures that the school district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information; and
   c. A description of all the rights of parents and children regarding this information, including the rights under the Family Educational Rights and Privacy Act of 1974 and implementing regulations in 34 C.F.R. 99.

C. Each school district shall maintain an Education Management Information System (EMIS) and submit data to the Ohio Department of Education.

D. County Boards of MR/DD and State Institutions operated under the Ohio Department of Mental Health, Department of Youth Services, and the Ohio Central School System shall submit data reports directly to the Ohio Department of Education on prescribed forms and in the prescribed manner.

E. The Ohio Department of Education and each school district shall examine child data submitted to the Department to determine if significant disproportionality based on race is occurring in the school district with respect to:

1. The identification of children with disabilities, including the identification of children with disabilities in accordance with a particular impairment, and
2. The placement in particular education settings of these children;
3. If the Ohio Department of Education and the school district determine a significant disproportionality with respect to race in the identification of children with disabilities, or the placement in particular educational settings of these children, the Ohio Department of Education and school district shall review practices used in the identification or placement of children with disabilities.
4. The school district shall, if appropriate, revise its practices used in the identification or placement of children with disabilities.

F. The collection and use of data to meet the requirements of this rule are subject to the confidentiality requirements in Rule 3301-51-04 of the Administrative Code.
BLACK RIVER ACADEMIC BOOSTER CLUB

WHO WE ARE...The Black River Academic Boosters is a charitable organization with the general purpose of fostering academic excellence within the Black River Middle School and High School community. Specific purposes include:
1. Promote and recognize outstanding scholastic achievement in the Black River High School.
2. Raise funds and dispense these funds to support qualifying organizations and individuals in academic activities.
3. Encourage participation in interscholastic competition.
4. Enhance community awareness and support for academic excellence.

We meet the 1st Monday of every month at 7:00 pm in the Black River High School Library.

BLACK RIVER ATHLETIC BOOSTER CLUB

WHO WE ARE...The objective of the Black River High Athletic Booster Club is to promote and assist in any way possible all the athletic programs and student athletes at Black River High School and Middle School.

Membership of the Black River Athletic Booster Club shall be open to anyone wishing to aid in carrying out the objectives and purposes of this organization.

We meet the 4th Monday at 7:30 pm of every month at the Black River High School Library.

BLACK RIVER BAND BOOSTERS

WHO WE ARE...The Black River Band Boosters is a support organization whose purpose is to encourage and promote an enthusiastic interest in the various activities connected with the music department, including (but not limited to) instrumental and vocal music of the Black River Local Schools, grades six (6) through twelve (12). The group strives to lend all possible support, both moral and financial, to the vocal and instrumental activities of the Black River Middle School and High School, and to facilitate and insure cooperation and communication among those interested in the development of music education in the Black River Local Schools.

Membership is open to any parties interested in supporting the Black River Music programs.

We meet the 2nd Tuesday of each month at 7:00 pm in the Black River High School Band Room.

BLACK RIVER PIRATE PARENTS

The purpose of the Black River Pirate Parents is to promote children’s health, well-being, and educational success through strong parent, family, community, and school involvement. The Black River Pirate Parents will provide support to the Black River Local School District through volunteerism and fundraising.

If you would like to volunteer or for more information, please contact Pirate Parents at pirateparentsbr@gmail.com.
HANDBOOK FOR STUDENT CODE OF EXCELLENCE ACKNOWLEDGMENT

Black River encourages the electronic use of the Board approved Handbook for Student Code of Excellence. The Code of Excellence includes, but is not limited to, important information such as the Grading Scale, the Technology Privacy and Acceptable Use Policy, graduation requirements, and bus transportation guidelines. To ensure everyone has access to the Handbook for Student Code of Excellence, please sign and return this acknowledgment to your child’s school office by September 6, 2019.

____ I am able to access the Board approved *Handbook for Student Code of Excellence* for the 2019-2020 school year via the Black River website (www.blackriverschools.org). I have read and understand its contents completely.

____ I am unable to access the Board approved *Handbook for Student Code of Excellence* for the 2019-2020 school year via the Black River website (www.blackriverschools.org).

Student’s Name – (PLEASE PRINT)       Grade

I have read and understand its contents completely.

Student’s Signature       Date

Parent(s)/Guardian(s) Signature       Date

Black River has permission to photograph and use the image of my child on the District’s website or news release.

_____Yes  _____No

My child has permission to use the internet and will abide by the policy set forth in the student handbook.

_____Yes  _____No

Parent(s)/Guardian(s) Signature       Date

By signing a release form, the parent(s)/guardian(s) grants permission to the District to create and/or ask students to create accounts for certain online services. These services are posted on the Black River Website at [www.blackriverschools.org](http://www.blackriverschools.org).
Black River Local Schools
2019-2020 Transportation Request Form

<table>
<thead>
<tr>
<th>Date</th>
<th>Date of Birth:</th>
</tr>
</thead>
</table>

Student’s Name
First          MI          Last

Home Address

Home Phone #   Cell #   Emg #

School Of Attendance

Grade
AM            PM

Medical Alert Driver should know:

Parent/Guardian Signature:

Morning Transportation - ONLY ONE LOCATION PERMITTED, UNLESS COURT-ORDERED SHARED PARENTING

- I will be providing transportation in the AM
- My child will attend Latchkey - needs no busing
- My child will need busing from our home address in the AM
- My child will need busing EVERYDAY from an alternate address in the AM
- Pre-Approved Transportation Request detailed below *** MUST be approved in advance

Alternate Address:

Child Care Provider:
Provider's Name   Phone #   Relationship

Afternoon Transportation - ONLY ONE LOCATION PERMITTED, UNLESS COURT-ORDERED SHARED PARENTING

- I will be providing transportation in the PM
- My child will attend Latchkey - needs no busing
- My child will need busing to our home address in the PM
- My child will need busing EVERYDAY to an alternate address in the PM
- Pre-Approved Transportation Request detailed below *** MUST be approved in advance

Alternate Address:

Child Care Provider:
Provider's Name   Phone #   Relationship

List any pre-approved transportation requests below:

Transportation Use Only:
Driver notified: ______________ Entered into software: ______________
Student ID: ______________ Parent notified: ______________ Initials: ______________

Please complete and submit this form selecting the appropriate box for BOTH the AM pickup and PM drop off. One form required for EACH student. Only ONE pickup and ONE drop-off point is permitted per student. Schedule MUST be the same for all school days, unless prior arrangements have been made and approved!!
### BLACK RIVER LOCAL SCHOOLS BUS CONDUCT REPORT

<table>
<thead>
<tr>
<th>Student</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Incident</td>
<td>Bus/Van #</td>
</tr>
<tr>
<td>Time of</td>
<td>Driver</td>
</tr>
</tbody>
</table>

**Location of Incident:**
- On Route
- On School Grounds
- Other Location

Ohio Administrative Code Section 3301-83-08-(C) 1-14 Rules Violated – Check ALL that apply

- Student is not at the Designated Place of Safety 5 minutes prior to scheduled pickup time.
- Student is not displaying proper behavior at Place of Safety and is compromising their safety as well as others.
- Student is not going directly to available or assigned seat in order for vehicle to resume route quickly and safely.
- Student is not remaining seated, keeping aisle and all exits clear. Pupil is not sitting in seat properly.
- Student is not observing classroom conduct or obeying the driver promptly or respectfully.
- Student is using foul and profane language and/or gestures that are offensive.
- Student is eating or drinking in the vehicle which is not allowed for safety reasons.
- Student is using tobacco products or vaping in the vehicle.
- Student has possession of alcohol or drugs in the vehicle that are not prescribed by a physician.
- Student is throwing/passing objects, distracting the driver or leaving the vehicle in need of cleaning.
- Student is bringing on the vehicle unauthorized items or items which are too large to be held on student’s lap.
- Student is boarding or exiting bus at unauthorized stop locations to which they have not been assigned.
- Student is putting themselves in danger by putting parts of their body out of the vehicle’s open windows.
- Student is not following school policy regarding electronic devices, cameras and cell phones.
- Student is fighting, pushing, or tripping others, or vandalizing the vehicle.
- Student is bullying or harassing others in the vehicle.

**DRIVER STATEMENT REGARDING THIS CONDUCT REPORT:**

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

**Additional conduct reports may result in the student being removed from the vehicle for a period of 3-10 school days, or permanently excluded from transportation.** The student’s days in school are the only days that will be counted. Days will be specified in a letter from the school Principal.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Grade</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent/Guardian Signature</td>
<td>School</td>
<td>Date</td>
</tr>
</tbody>
</table>

**Action Taken:**

# Conduct reports to date_______
# Suspensions to date_______

Principal Signature ___________________________ Date ______________________

Entire form is signed and returned to Building Principal.

PARENTS COPY – WHITE / BUILDING OFFICE – CANARY / TRANSPORTATION COPY – PINK / DRIVER’S COPY - GOLD
Black River
LOCAL SCHOOLS
Home of the Pirates

257-A County Road 40
Sullivan, Ohio 44880
Telephone: (419) 736-3300

Website – www.blackriverschools.org