

ADMINISTRATIVE STAFF

Mark Zura, Principal

Moris Jadue, Assistant Principal

Marco Marinucci, Athletic Director

Anne Bott, Associate Principal

Kyle Sheehan, Assistant Principal

Paul Poulos, School Resource Officer

GUIDANCE

Each student is assigned to a counselor for four years. The counselor is available for conferences with the student/parents regarding educational and vocational planning, as well as personal and social adjustments. Students are assigned to counselors according to the first letter of their last name. However, if at any time students wish to see a counselor other than the one assigned, they may do so.

Counselors are:

William Orr	A-D	Richard Smrek	L-Q
Daniel Ewing	E-K	Shana Craig-Yardas	R-Z
Gina Crilley	At Risk		

CALENDAR 2021 - 2022

August 30	First Day of Classes
September 3	Labor Day Recess
September 6	Labor Day – No Classes
October 15	Homecoming Game
October 16	Homecoming Dance
October 8	In-Service Recess
November 5	End of First Grading Period
November 24-26	Thanksgiving Recess
December 22-January 2	Winter Recess
January 3	Classes Resume
January 17	Martin Luther King Day - No Classes
January 21	End of Semester
January 29	Sweetheart Ball
February 18	President's Day - No Classes
February 21	President's Day – No Classes
March 11	No Classes
April 1	End of Third Grading Period
April 14	Spring Recess
April 25	Classes Resume
May 7	Prom
May 30	Memorial Day - No Classes
June 5	Commencement
June 7	Last Day of Classes

CLASS RANK & FIRST IN CLASS

Class rank is computed for every student at the middle of the junior and senior years. The rank is determined by the student's academic performance for the first five (junior rank) or seven (senior rank) semesters. All G.P.A.s are computed on a standard 4-point scale. G.P.A.s of students transferring from other schools with a different G.P.A. scale will be recalculated on the 4-point scale. To be awarded the honor of First in Class, the student shall be required to meet all of the criteria listed in the Student Information Supplement.

ADD/DROP POLICY

Drop – Students enrolled in five classes: Any student enrolled in five classes who drops or is removed from a course will receive an F for the class. This grade will be calculated in the GPA and will remain on student transcripts.

Drop – Students enrolled in more than five classes: Any student enrolled in more than five classes may drop a class without penalty until two weeks after the end of the first grading period of the class. After this date, any student who drops or is removed from a class will receive an F for the class, whether it is a semester course or a full year course. This grade will be calculated in the GPA.

Add – A student may add a course only during the first four school days of the semester in which the course occurs.

GRADE REPORTS

Grade reports are issued every nine weeks. These reports will be distributed approximately a week after the conclusion of each grading period. Deficiency reports are sent when a teacher feels the student is not performing satisfactorily. These are generally sent at the midpoint of each grading period.

At the end of each semester, students will receive a semester grade. If the course is for one semester only, this will be the final grade. Parents may access student grades via ProgressBook.

Grades are calculated as follows:

Semester Class:

1st nine weeks = 50%

2nd nine weeks = 50%

The final grade will be the weighted average of the two nine-weeks grades.

Full Year Class:

1st nine weeks = 25%

2nd nine weeks = 25%

3rd nine weeks = 25%

4th nine weeks = 25%

The final grade will be the average of the four nine-weeks percentages. In the seventh semester calculation for seniors, a projected grade will be used for full year classes. In this calculation, the first nine-weeks grade will be counted at 50%, and the second nine weeks grade at 50%.

GRADUATION REQUIREMENTS

In order to graduate from Boardman High School, a student must complete 20 units of credit. A student must be enrolled in courses each grade period that will be equal to a minimum of five credits per year toward graduation. Fifth year students may schedule only those courses needed to meet graduation requirements.

General Required Credits	2016+ Graduates
English	4
Social Studies	3
[must include American History (1), American Government (.5), Economics (.5), World History (1)]	
Science (must include 1 life science and 1 physical science)	3 ¹
Mathematics	4 ²
Health and Physical Education (See PE Waiver Section)	1
Business, Fine Arts, Technology or Foreign Language	5 ³

¹Science units must include one unit of physical sciences, one unit of life sciences and one unit advanced study in one or more of the following sciences: chemistry, physics, or other physical science; advanced biology or other life science; astronomy, physical geology, or other earth or space science.

²Mathematics units must include one unit of algebra II or the equivalent of algebra II.

³Electives units must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required. All students must complete at least two semesters of fine arts. Students following a career-technical pathway are exempted from the fine arts requirement.

In addition to the above requirements, students must meet all State guidelines as established by the ODE and ORC. Requirements may vary for students enrolled in vocational programs. Students must meet all graduation requirements established by the Boardman Board of Education in order to participate in commencement exercises. Acceptance of credits by some other means than a regular school program must be approved by the principal.

Physical Education Waiver

In accordance with Senate Bill 311, students in grades 9-10 may be excused from the physical education (PE) requirement for graduation by participating in Boardman Local School District sponsored interscholastic sports, marching band, cheerleading (2 seasons) or a combination of activities **not** within the same season. If the PE requirement is waived, the student will be required to complete one half credit in another course of study.

THIS WAIVER IS AVAILABLE TO JUNIORS ON A LIMITED, CASE-BY-CASE BASIS, WITH PRIOR ADMINISTRATIVE APPROVAL.

Should a student not complete a season for any reason, he/she must find an alternate way to satisfy the PE requirement. If a student is injured during the competitive portion of a season, he/she may still complete the season by attending all practices, games, performances, or any other team commitments for the remainder of the season. Participation in Boardman athletics, marching band, or cheerleading prior to the fall season of the 2018-2019 school year does not apply. Participation in district athletics, marching band, and/or cheerleading is a privilege, not a right. This waiver policy should not in any way be construed as granting a student the right to participate in such district-sponsored activities. In addition, any student participating in the waiver policy will be subject to any athletic fees and required drug testing. Should an athletic season be cancelled for any reason, the student must work in cooperation with counselors and administration to obtain required PE credits. This individualized plan must have administrative approval.

Procedures:

- 1. Prior to participating in a full season of a sport, marching band, or cheerleading, the student should complete and turn in the PE Waiver Application Form to his/her guidance counselor.**
- 2. PE Waiver Application Forms will be kept in the guidance office and are available on Final Forms; all forms must be signed by students and parents and verified by the coach, director, or advisor at the completion of the season.**
- 3. The guidance counselor will add the PE Waiver to the student's transcripts.**

Note: This PE Waiver Requirement mandates participation in two (2) full seasons of athletics, cheerleading, and/or marching band. Partial season participation cannot be combined with .25 credits of PE class as a means for reaching graduation requirements.

Any student who is unable to complete the PE waiver requirement by the beginning of his/her junior year will be scheduled into the necessary PE classes. Participation in athletics, cheerleading, or marching band will not qualify for the waiver during a student's junior year without the prior written permission of the administration.

APPROVED INTERSCHOLASTIC ATHLETIC TEAMS:

Baseball, Basketball, Bowling, Cross Country, Football, Golf, Soccer, Swimming/Diving, Tennis, Outdoor Track, Volleyball, Wrestling, Lacrosse, Softball, and Cheerleading.

STUDENT CONDUCT

The rules and standards set forth in this folder and student supplement apply to conduct on all school properties, school sponsored events/trips, and school transportation. These rules are also in place for misconduct that is directed at a school district official/employee/volunteer or the property of such official/employee/volunteer. Conduct while on a field trip approved by the Board or its designee is also subject to the rules and standards defined in this policy. **Any conduct which causes or which creates a likelihood that it will cause disruption or interference with any school function, activity, or purpose, or creates a likelihood that it will interfere with the health, safety, or well-being, or rights of other students, is prohibited.**

The penalty for the violation of these policies will be decided upon by the administrative staff. Such action can come in the form of counseling, parent conferences, rearrangement of class schedules, revocation of driving privileges, loss of bus privileges, denial of participation in extra-curricular/co-curricular events, detention, Saturday school, administrative removal, in-school reassignment, home suspension, placement in an alternative educational setting, recommendation of expulsion from school, placement in an intervention program, and/or referral to the juvenile authorities.

The preceding standard is a general standard that is to be used as a guide by all students. Not all acts of misconduct can be itemized. The following is an enumeration of some of the main areas of conduct which will lead to disciplinary action.

A. Stealing, unauthorized possession of another person's property, causing intentional or accidental damage /destroying school or private property, merchandising/distribution of goods or products without prior school permission. Included in this is the theft of assessments/tests/assignments/homework, whether physically taken, electronically possessed and/or disseminated.

B. Harassing, hazing, threatening, intimidating, assaulting, causing or attempting to cause mental or physical injury or harm to any student (intentional/accidental), employee or any other person. Harassment is defined as annoying, incessant, critical attacks on another person. These can be gestures, comments, social media postings, or actions which tend to demean another person on the basis of appearance, age, race, creed, national origin, disability, gender, or sexual orientation.

C. Sexually harassing by means of unwelcome physical contact, sexually explicit language or gestures, uninvited or unwanted sexual advances, or an offensive overall environment including the use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of sexual stories/jokes.

(Letters B and C include any conduct which has the purpose or effect of interfering with an individual's performance or creates an intimidating, hostile, or offensive environment.)

D. Disrupting the orderly operation of school; interfering with school purposes or with the orderly operation of the school by using, threatening to use, instigating, or causing other persons to use violence, force, coercion, threats, intimidation, fear or disruptive means. This includes providing false information with the intent to create a confrontation of verbal or physical nature between other parties.

E. Possessing, using, or transmitting any object that in fact or under the circumstances can be considered a weapon to include firearms, unauthorized fire, knives of any length, destructive devices, stun guns, tasers, pepper spray, as well as metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, or other potentially harmful items.

Firearms include any device which is designed to, imitates the action of, or may readily be converted to expel a projectile by the action of any explosive. The term "**destructive device**" means any explosive, incendiary, or poison gas, bomb, grenade, rocket, missile, mine, or similar device. A **knife** includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle.

F. Using profane, indecent, obscene, or racist language either verbally, electronically, or written. Incidents involving school employees will be treated in a more severe manner. Included in this prohibition would be gestures, signs, pictures, publications, or social postings.

G. Gambling on school premises or at school events.

H. Failing to comply with the directions of school-authorized personnel. All school personnel are authorized to make any reasonable rules to apply to their classrooms, study halls, duties, field trips, and buses, which will aid in efficiency. Any reasonable request made by school personnel must be promptly complied with by pupils in a spirit of cooperation and courtesy.

I. Providing disingenuous information, deliberately misleading responses, or providing false information in the course of an investigation, as well as failing to report (to school officials) in a timely manner a credible threat to building, students, staff, or anyone associated with the school. Also included in this is inducing fear/panic within the building or the community.

J. Failing to comply with the minimum personal grooming guidelines. (See Guidelines for Personal Grooming).

K. Possessing, using or showing evidence of having used, any illegal/prohibited drugs/substances while in the school building, on the school grounds, or at any school activity. Also included is the possession/use of over the counter or prescribed medicines. Students having these items in their possession (in pockets, purses, lockers, book bags, cars, etc.), even though they are not using them, or holding them for a friend, will be assigned progressive discipline. Holding any such item in hands, mouth, or other body part will be considered use.

The penalty for violation of this policy may be home suspension and/or expulsion. The suspension may be reduced if the student/parent(s) follow all recommendations of the administration. Violations of this policy that occur at school activities (athletic events, school dances, etc.) may result in temporary exclusion from those activities.

** Infractions under Part K of the code of conduct are cumulative throughout the student's enrollment at Boardman Schools.*

L. Distributing, dealing, trafficking, offering for sale/providing/purchasing any illegal/prohibited drugs/substances while in the school building, on the school grounds, or at any school activity.

This policy includes counterfeit substances which are thought to be illegal/prohibited drugs/substances, sold as drugs/substances, or inferred by the seller or buyer to be tobacco, alcohol, mind-altering substances, or illegal drugs. Violations of this policy that occur at school activities (athletic events, school dances, etc.) may result in temporary exclusion from those activities.

** Infractions under Part L of the code of conduct are cumulative throughout the student's enrollment at Boardman Schools.*

M. Loitering at any time on school grounds, in buildings (restrooms, hallways, etc.), or adjacent properties is prohibited. This includes being in an unauthorized area. Once students arrive for the school day, they are to promptly enter the building and remain in the cafeteria or adjacent hallways until the entry bell rings. Students are only permitted outside

the building with administrative permission or as part of a class activity. Inside the building, students are not to be in storage/staff/custodial/cooking/maintenance/locker room areas without permission/supervision. Upon conclusion of the school day, students without after school obligations must vacate the campus immediately.

N. Failing to comply with attendance procedures may result in discipline, placement in an intervention program, referral to the Mahoning County Juvenile Court, placement on a school activity exclusion list, and/or revocation of early dismissal/driving privilege.

O. Being truant from classes and study halls will result in progressive discipline. Extended, non-permitted use of a hall pass may also be considered truancy. See Attendance Procedures.

P. Falsifying/forging the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school or to authorized school personnel. This includes all records/correspondence, whether written or electronic.

Q. Engaging in acts or physical signs of affection on school premises or at any school activity.

R. Engaging in persistent disobedience or gross misconduct not otherwise defined. Disciplinary consequences are accrued on a progressive basis. Students who incur multiple discipline actions should anticipate increased consequences, regardless of the nature of the infraction. Consequences may include regular school discipline or permanent removal from individual classes without credit.

S. Initiating, advocating, or promoting gang-like activities which threaten the safety or well-being of persons or which are disruptive to the school environment. The Board believes gangs or gang activity create an atmosphere where violations of district policies and regulations as well as State laws may occur. Incidents involving initiations, hazings, intimidations and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm to students are prohibited. The Board directs the administration to prohibit any student wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action.

T. Violating any portion of the Boardman High School's Emergency Operations Plan, to include endangering safety of staff and/or students, or failure to cooperate and follow school emergency drill protocols. This includes providing entrance into the building to any person authorized or not authorized to be present on campus, providing access to the building through a non-authorized door, by propping entrances in an open state, or exiting the building without school permission.

ADMINISTRATION IS GUIDED BY THE O.R.C. 3313.66

BRING YOUR OWN DEVICE (BYOD) POLICY SUMMARY

(a complete policy is contained in the Student Information Supplement)

Devices are permissible within the following guidelines:

1. All students **must** sign an Acceptable Use Policy.
2. The school is not responsible for the theft, loss, or damage to any device brought into our buildings, nor is the school responsible for initiating a search for lost devices.
3. Usage of devices in school areas is at the discretion of the teacher or staff member in charge.
4. Wireless access for students is limited to the student network only. Students who access the faculty wireless will be subject to school discipline.
5. Data charges incurred by device users in our building are not the financial responsibility of the school or district.
6. Devices may not be used to bully, harass, intimidate, or threaten as defined by ORC 3313.666 or sections B and C in this document.
7. At no time may students film, photo, record, or in any way capture the image or likeness of anyone else without that person's expressed permission to do so. This includes students, teachers, staff, and/or administration. Incidents involving school employees will be handled in a more severe manner.
8. Students are not permitted to post or broadcast to any social media platform during the school day.
9. Out of school social media posts or broadcasts that make a connection to the school, school day, or school employees may be subject to school discipline.
10. Students may not access, search for, or share inappropriate material or content.
11. Volume from devices must not be audible or in any way disruptive to the educational process and should never prevent the student from hearing directions from school employees. In hallways, cafeteria, and all other non-classroom areas, students must have one ear available for hearing directions at all times.
12. The BYOD Policy is subject to being suspended periodically during the school year at the discretion of the administration.

DETENTION

After school detention for early dismissal students is during seventh period. After school detention for all others is from 3:05 p.m. to 3:45 p.m. Detention hours may also be served during Saturday school with prior administrative approval. Failure to serve assigned detentions within ten school days may result in Saturday school.

SATURDAY SCHOOL

The Saturday School program is designed as a consequence for truancy and other discipline infractions at the discretion of the building administration. Failure to serve Saturday School may result in a Home Suspension.

ADMINISTRATIVE REMOVAL

The administration may remove, without disciplinary consequence, any student whose continued presence may create a disruption of the school day. All missed assignments under these circumstances can be completed.

IN-SCHOOL REASSIGNMENT

The administration, at their sole discretion, may assign In-School Reassignment as an alternative to Home Suspension or as part of the progressive discipline process. Failure to follow the rules of In-School Reassignment will result in additional consequences.

HOME SUSPENSION & BUS SUSPENSION

When a student is suspended home for a violation of the Student Conduct Code, the suspension will be for a duration of a minimum of one day up to a maximum of ten days. Partial credit (up to the highest F) may be earned during a suspension. Such work must be submitted upon the student's return and meet minimum requirements as determined by the teacher. Obtaining work is the responsibility of the student. Special consideration may be given to long term assignments and cumulative assessments. Also, a suspended student will not participate in any co-curricular or extra-curricular events/practices. Suspended students are not permitted on school grounds or at school activities without administrative permission. Suspensions commence upon notification and conclude at 11:59 p.m. on the final day.

In compliance with the law, students will be given written notice of the intention to home suspend and will be granted an informal hearing. When suspended, the student and parent will be advised of their rights to appeal the decision and their rights to be represented. In all cases of suspension, the administrative staff can require a parent conference before returning the student to class.

Misconduct on school transportation may result in a bus suspension in addition to a possible home suspension. (Athletic suspensions are covered in the Athletic Code of Conduct. Parking Revocations are discussed in the parking permit application.)

STUDENT VISITORS

“STUDENT SHADOWING” ARRANGEMENTS ARE NOT PERMITTED. Other visitors are discouraged and must be approved by the administration at least one day in advance. All visitors must present a government issued ID and must be wearing a visitor sticker while in the building. Due to security measures, no commercial deliveries (flowers, food, etc.) will be permitted. The building's security is compromised by repeated lunch deliveries and such repeat deliveries are discouraged and will be addressed by building security. Students may not receive drop offs directly from an outside visitor. All deliveries destined for students must come through the security door.

EARLY DISMISSAL

Early dismissal is a privilege available to junior and senior students who are on-track for graduation and have excellent attendance. Students must have parental permission and their own appropriate transportation pending approval by their counselor and school administration. This

privilege can be revoked for discipline, transportation issues, being off-track for graduation, or for any reason deemed appropriate by administration. Students who have early dismissal may not loiter on school property (buildings, campus, parking lots, etc.) and may not use school transportation at the end of the school day.

LOCKERS

Lockers are the property of Boardman High School. They are loaned to the students for their use. It is the responsibility of the student to keep the locker securely locked and to keep it clean and in good order. The school will not be held responsible for investigating theft from lockers that students have left unsecured. Students can be held fiscally responsible for any damage to their locker. Lockers are subject to inspection at any time.

BOOK BAGS

Students are permitted to bring book bags into the building upon arrival and out of the building at dismissal time. Students are not permitted to carry book bags in the hallways and into classrooms. Upon arrival, students will visit their assigned lockers, empty their book bags into their lockers, and organize their books and materials for the day. At the conclusion of the day, again students will visit their assigned lockers and pack their bags for departure.

DRESS AND PERSONAL GROOMING GUIDELINES

It is the purpose of this code to ensure that the educational process may occur without interruption, and the high school student is taught the hygienic skills and basic appearance necessary to be a productive member of society. Freedom of expression is one of the basic civil liberties of the American way of life. With this liberty comes the responsibility of good citizenship manifested through decorum, modesty, common sense, and decency which enhance the process of education. The mission of the school includes the fostering and development of social skills, respect for all people, the development of school pride and spirit, and understanding/respecting diverse viewpoints, all with the goal of providing a safe, friendly, and productive learning environment for all students. With this in mind, the following guidelines are presented to ensure the optimal learning environment for all students.

1. All clothing will be clean, in good repair, not oversized or undersized, and worn as it was designed. Mesh or see-through clothing is not permitted.
2. All tops must be long enough to overlap with pants or skirts. Tank tops & spaghetti straps are not permitted.
3. Clothing that advertises activities related to alcohol, drug, or tobacco use is prohibited. Likewise, any clothing that displays obscenities, weapons, double meanings, promiscuous, or sexual messages/pictures is also prohibited. Clothing also must not contain racial slurs, ethnic epithets, gang affiliations, hate group, terrorist, or violent messages.
4. Clothing that promotes or displays the names of local or competitive high schools (other than those directly connected to the Boardman Local Schools) is not permitted.
5. Hats, bandanas, skull caps, and sunglasses are not to be worn or carried during school hours.

6. Pants must be worn at the waist and in good repair with minimal worn areas. Students are permitted to wear pants that extend below the knee to mid shin (capris). Sleepwear is not permitted.
7. Shorts, short dresses, and short skirts are not permitted. Dresses and skirts must extend beyond the fingertips.
8. All hair must be clean, well groomed, and worn in a style so as to not obscure one's identity. Extreme hair color or style is not permitted. Facial hair must be neatly trimmed and must not be of extreme color or style.
9. Safe shoes or sandals must be worn. Slippers are not permitted.
10. Jewelry, accessories, or objects that may cause harm to self or others may not be worn. Examples include but are not limited to: chains, ropes, spiked jewelry, or any other heavy or sharp object.
11. Heavy jackets and other oversized outdoor clothing are not to be worn during school hours. No students are to wear capes, flags, or blankets. Because of varying classroom temperatures, it is highly recommended a sweater, sweatshirt, or light jacket be available in a locker to compensate for uncomfortable conditions.
12. Students need to be aware that school organizations and departments have the right to make reasonable demands beyond those of the minimum guidelines.

Any student whose appearance is distracting or disruptive to the optimal learning environment will be considered in violation of this code of conduct. *The administration will serve as the final authority on all matters related to dress and grooming.* These are the minimum guidelines for acceptable wear at Boardman High School. When a student is in dress code violation and unable to correct the violation, the student will be placed in ISR and not permitted in the school population while in dress code violation. (If a medical condition conflicts with any of these requirements, a signed doctor's excuse is required to be on file describing the condition and the area it affects.) The administration may approve certain days for spirit or fundraising purposes in which parts of the dress code may be waived (Spirit Week, Hat Day, Shorts Day, etc.).

STUDENTS DRIVING TO SCHOOL

A student driving to school must pass the school's provided drug test, obtain a registration form from the office, fill out the necessary information, and have it signed by parent/guardian. After this form is returned, the student will be issued a parking tag **which must be displayed in the automobile**. A fee will be charged for the tag or its replacement. Students driving and parking in school parking lots do so at their own risk. Students are expected to enter the building promptly upon arriving at school. There is to be no loitering in the parking lots. Cars are not to be moved or visited during school hours without administrative permission. Students are to park in their assigned parking spot. Students are not permitted in faculty parking areas. Cars are subject to search at any time. Unsafe driving incidents will result in school consequences, to include revocation of driving privileges. Driving privileges can also be removed for attendance (excessive tardies/truancy), non-registration, disciplinary issues, and drug test failure. Failure to display a

parking tag or park appropriately in an assigned parking spot will result in progressive discipline for repeat offenses.

LUNCH PERIOD

Students are not permitted to carry food outside of the cafeteria. The academic wing is off-limits during a student's assigned lunch period. Students must exit the academic wing promptly. Students should not order food from commercial establishments or have it delivered to the school. Students must stay inside the cafeteria during lunch periods and remain seated until the exit bell rings. The courtyard will be opened weather permitting. Students should leave their lunch tables clean and orderly, disposing of waste and returning trays to the proper counter.

EMERGENCY MEDICAL AUTHORIZATION FORM

Section 3313.712 of the Ohio Revised Code requires that an Emergency Medical Authorization Form be annually provided to the parent of every pupil enrolled in Boardman High School. They are required to be completed and on file in the school by October 1 of each school year. Any student enrolling after the opening of school will need to complete the form and return it to the school at the time of initial registration. Students will not be permitted to participate in school activities (this would include school dances) if this is not on file in the office.

IMMUNIZATION

A record of each student's immunization status must be kept on file at the school. Parents must present written evidence of the child's immunization record during school registration. The record must be an official record from the physician's office or health clinic. Section 3313.67 provides that pupils be given fourteen (14) days (beginning with the first day of school) to comply with immunization requirements before they are excluded from school. Immunization records requested for personal use or for institutions of higher learning will be provided upon request for a \$2.00 charge for each prepared record. See list of complete requirements in Student Information Supplement.

CLINIC

The Clinic is for the use of members of the student body who become ill during school and to give first aid to injuries occurring at school. Students who are ill must report to the office when the Clinic is closed. Students who become ill during the school day must report to the clinic and be officially excused by the nurse. **The nurse will contact parents if a student needs to go home.** In the case of an accident, please communicate with the nurse or with the office immediately. Students who do not follow this procedure will be issued a blue pass if they leave the building and may be issued discipline. Any dismissal from the clinic will count toward attendance hours.

MEDICATION

Medication should be given by the parent at home. This includes both prescription and over the counter medications. If this is not possible, at the request of the parent and physician, the nurse or designee will dispense prescription/non-prescription (over the counter) medication to the student if a completed Medication Administration Record (MAR) General Medication form is on file in the clinic. You can obtain a MAR form from the clinic nurse which must be completed by both parent(s) and physician. Detailed guidelines for school administration of medication are available from the clinic and included in the Student Information Supplement.

SCHOOL SPONSORED DANCES

Dances sponsored by the school are governed by the student code of conduct. In addition, breathalyzers are used at all dances. All dances are for current students enrolled at *Boardman High School and alumni. No outside guests are permitted except for Prom, when only seniors & juniors may bring approved guests. Guests who are still in high school will need to complete additional paperwork. All BHS alumni and guests must be under the age of 21 and pre-approved by the administration. Consequences for violating school/dance policy can include regular school discipline, denial of participation in future dances, and police referral. Special rules for dances include:

Homecoming /Sweetheart Dances – semi-formal attire required, open to 9 -12 grade BHS students and BHS Alumni under 21.

Prom Guidelines Formal Attire Required

GRADE	
9 TH	May not attend
10 th	May attend as a guest of 11 th or 12 th grader
11 th /12 th	May attend with current BHS students (grades 10-12), alumni under 21, and outside guests (grades 10-12 if currently in school) or under 21 with administrative pre-approval.

* Boardman High School students include those who are attending MCCTC or MCHS.

GUIDELINES FOR ALL BHS ATHLETIC PROGRAMS

The Student Code of Conduct and the Athletic Code of Conduct will be the basis of operation for all athletic teams. All head coaches have the right to make rules and regulations beyond that stated in the Student Code of Conduct or the Athletic Code of Conduct. Students who violate the Student Code of Conduct, Athletic Code of Conduct, or the rules and regulations established by the coach can be denied the privilege to participate.

Students participating in BHS athletic programs are required to:

- Pay a \$50 athletic fee per sport
- Sign the Boardman Schools Athletic Participation Conduct Code and the Athletic Substance Abuse Guide
- Comply with all requirements of the school's drug testing policy and program

- Submit a properly completed OHSAA Student Participation and Physical Exam Card and Athletic Eligibility Information Bulletin
- Complete any other items contained in Final Forms

Students' parents or guardians must co-sign and attend a yearly mandatory parent meeting.

ATTENDANCE PROCEDURES

It is the belief of the Boardman Local Schools that regular attendance is vital to the academic, personal, and social needs of all students. It is the basic responsibility of the parent to ensure the proper and consistent attendance of the student. To that end, Boardman Schools have been working cooperatively with the Mahoning County Juvenile Court System in implementing an Early Warning System (EWS) to provide interventions and support for our students and families experiencing difficulties with, but not limited to, attendance, grades, and behavior.

Please do the following when your student is absent:

Reporting a student off from school:

- The parent/legal guardian must call the Attendance Office, (330) 259-7145, before 9 a.m. to report the student's absence. Information -- student's name, reason for absence, name of person calling student off, and a phone number -- should be left with Attendance personnel or on Attendance line voicemail.

Upon student's return to school:

- The student must bring a note written by a parent, guardian, or physician stating the days of the absence and the reason for the absence. A physician's excuse will be required for all absences beyond 38 hours or more in one school month or 65 or more hours in a school year.
- Falsification of any excuse, forging of a teacher's or parent's signature, or falsification of parent/guardian phone call will result in school discipline.
- Ohio law lists the following as reasonable excuses for student absence from school: (1) personal illness, (2) serious illness in the family requiring the student's presence, (3) quarantine of the family home, (4) death of a close relative, (5) observance of a bona fide religious holiday, and (6) family emergency (must be an acceptable reason in the judgment of the administration).
- All documentation for school absences must be received by the school within two school days of the student's return in order to be considered an "excused absence".

Upon student's return to class:

- The student will be given a white or a blue excusal pass.
 - White excusal pass - excuses the absence, and make up work is provided.
 - Blue excusal pass - indicates the absence is unexcused. Make-up work is provided, but points may only be awarded with the highest "F" points possible as determined by the teacher.
- The student will report to assigned classes and present the pass to the teacher at the opening of each period. Students who do not have a pass must be sent to the Attendance Office.

- It is the responsibility of the student upon return to school to contact the teacher and make arrangements to schedule make-up work.

Dismissal during the school day:

- It is expected that students stay in school the entire day. The only acceptable reasons for leaving school are: (1) physician's appointment, (2) court appearance, (3) illness, and (4) emergency situation deemed valid by the administration. Students needing to leave school during the school day must be excused by the Attendance Office, Main Office, or Clinic.
- Students who need to be excused for a planned appointment are required to have a written note and a parent/guardian phone call to the Attendance Office the day of the dismissal. Documentation from the physician or the court is required to verify the excusal.
- Students to be excused due to illness **MUST** first report to the Clinic to be evaluated. The nurse will determine whether or not the illness warrants excusal home. Any dismissal from the clinic will count toward attendance hours.

Request for family vacations during the school year:

- Parents are strongly encouraged to schedule family vacations at such a time as not to interfere with the adopted school calendar. However, the Board recognizes that there are times when families cannot control the dates when a vacation must be taken.
- The school district will honor absence due to family vacation based on the following criteria: (1) the vacation is requested in writing by a parent/guardian prior to the first day of requested excusal, (2) appropriate corresponding vacation forms are completed by the student, (3) the absence is limited to five school days, and (4) the student has not already been absent 38 hours or more in one school month or 65 or more hours in a school year.
- Any days missed during the regular school calendar for the purpose of a family vacation will be counted as absences.
- Absences the day before or the day after a vacation request must be verified with a medical excuse.
- Any unauthorized vacation days that are not in compliance with the attendance policy will be unexcused.
- Students will have the opportunity to make up missed work for full credit provided the student has not already been absent 38 hours or more in one school month or 65 or more hours in a school year. If the student has exceeded these limits, work will be accepted with highest "F" points available as determined by the teacher. The work will be completed in a manner and time frame outlined by the teacher.

College visitation:

- A student requesting to be absent from school for a college visit must present a note from a parent/guardian to the Attendance Office prior to the absence. The note should include the dates and college(s) to be visited.
- The student will complete the appropriate corresponding college visit form and return it to the Attendance Office.
- Verification of the visit provided by the college(s) must be presented upon return to school for the visit to be excused.

- Students will have the opportunity to make up missed work for full credit provided the student has not already been absent 38 hours or more in one school month or 65 or more hours in a school year. If the student has exceeded these limits, work will be accepted with highest “F” points available as determined by the teacher. The work will be completed in a manner and time frame outlined by the teacher.
- **College visits do count as part of the attendance record.**

Chronic medical issues:

- Any student absent 38 hours or more in one school month or 65 or more hours in a school year must present an official written physician’s certification of a chronic medical problem necessitating unusual absence. Any student who is subject to a quarantine for personal illness or illness of a family member must present a medical note that outlines the duration and scope of the quarantine. This official written confirmation must provide specifics on frequency of absences or tardiness. Official, written documentation must be submitted each semester.

Excessive absenteeism:

- House Bill 410 provides that “in the event that a child of compulsory school age is absent with or without legitimate excuse for thirty-eight or more hours in one school month, or sixty-five or more hours in a school year, the attendance officer of that school shall notify the child’s parent, guardian, or custodian of the child’s absence in writing, within seven days after the date after the absence that triggered the notice requirement. At the time notice is given, the school also may take any appropriate action as an intervention strategy.” A student’s excessive absence may warrant loss of privileges to make up work for full credit, denial of promotion, loss of academic credit, intervention plans, restricted privilege, and/or court action. Students with excessive absences in a specific class may lose academic credit for those courses or be retained in the current grade.

Truancy:

- Truancy is defined as missing class or school without a legal reason. Any student leaving the building without one of the above stated forms of permission will be considered “out of building-unauthorized” and/or truant.
- A student will be deemed “habitually” truant if the student is absent without excuse for: (1) 30 consecutive hours of instruction, or (2) 42 hours of instruction during one calendar month, or (3) 72 hours of instruction during one school year.
- The parent(s)/legal guardian of a student who is deemed “habitually truant” will be required to comply with school adopted policies and procedures to address the student’s truant behavior. If a student is habitually truant and the student’s parent/legal guardian failed to cause the student to resume attendance, a complaint may be filed with Juvenile Court and/or appropriate intervention actions will be taken. Truancy may result in loss of privileges to make up work for full credit, denial of promotion, loss of academic credit, intervention plans, and restricted privilege.

Tardy to school:

- Students tardy to school will report to the Attendance Office giving reasons for tardiness. Acceptable reasons for tardiness are the same as those listed for absences.
- Excessive tardiness due to illness may require official, written confirmation from a physician that a medical problem exists. This official written confirmation must provide specifics on frequency of tardiness. Official, written documentation must be submitted each semester.
- Beginning with the 5th unexcused tardy to school per semester:
 - 5th tardy: 1 hour detention
 - 6th tardy: 1 hour detention
 - 7th tardy: 2 hours detention, phone call home
 - 8th tardy: 2 hours detention, phone call home
 - 9th tardy: 3 hours detention, phone call home
 - 10th tardy: Saturday School, phone call home
 - 11th tardy and all subsequent tardies: ISR and/or loss of Early Dismissal privileges, phone call home

Late to class:

- Per semester, beginning with the third late to an individual class, the discipline is as follows:
 - 3rd late: 1 hour detention
 - 4th late: 2 hours detention
 - 5th late: 3 hours detention
 - 6th late: Saturday School
 - 7th late: Saturday School
 - 8th late: Saturday School
 - 9th late and all subsequent late: ISR and/or loss of Early Dismissal privileges

Eighteen year old students:

All students are required to adhere to all rules and regulations established at Boardman High School. All communications are directed to or with the parents of a student regardless of the student's age. The only exception to this is for those 18 year old students who have applied for and attained Independent Student Status.

