

# **Benjamin Logan**

## **High School**



**2019-2020**

**6609 SR 47 E.**

**Bellefontaine, OH 43311**

**937-592-1666**

**[www.benjaminlogan.org](http://www.benjaminlogan.org)**

**SUPERINTENDENT'S OFFICE**

**937-593-9211**

**4740 CR 26**

**BELLEFONTAINE, OH 43311**

**MIDDLE SCHOOL**

**937-599-2386**

**4626 CR 26**

**BELLEFONTAINE, OH 43311**

**ELEMENTARY SCHOOL**

**937-592-4838**

**4560 CR 26**

**BELLEFONTAINE, OH 43311**

BENJAMIN LOGAN HIGH SCHOOL  
6609 SR 47 E.  
BELLEFONTAINE, OH 43311  
937-592-1666

2019-2020

BOARD OF EDUCATION

SUSAN ALLEN-PRESIDENT  
JOHN STANFORD-VICE PRESIDENT  
KAREN DILL  
DEBRA JOHNSON  
KATHY STIERHOFF

THE BOARD OF EDUCATION MEETS THE THIRD MONDAY OF THE MONTH AT 7:00 P.M. IN THE CENTRAL OFFICE CONFERENCE ROOM

ADMINISTRATIVE STAFF

MR DAVID HARMON	SUPERINTENDENT
MR. MARK BUTLER	PRINCIPAL
MR. ROB WALTER	ASSISTANT PRINCIPAL
MR. SCOTT REULE	ACTIVITIES DIRECTOR
MR. MATT SMITH	COUNSELOR
MRS. NICOLE FULLER	COUNSELOR
MRS. KAE LYNN LYDEN	SECRETARY
MRS. JENNIFER MCKENRICK	SECRETARY
MRS. ROSE OVERTURF	GUIDANCE SECRETARY

2019-2020 SCHOOL CALENDAR

AUGUST 14..... FIRST DAY OF SCHOOL  
SEPTEMBER 2 ..... LABOR DAY – NO SCHOOL  
SEPTEMBER 16..... NO SCHOOL - TEACHER PROFESSIONAL DEVELOPMENT  
SEPTEMBER 26..... P/T CONFERENCES 4-7 P.M.  
OCTOBER 3..... P/T CONFERENCES 4-7 P.M.  
OCTOBER 17..... END OF FIRST NINE WEEKS  
OCTOBER 18..... NO SCHOOL COTA DAY  
NOVEMBER 5.....NO SCHOOL - TEACHER PROFESSIONAL DEVELOPMENT  
NOVEMBER 27-29..... THANKSGIVING VACATION  
DECEMBER 20 ..... END OF FIRST SEMESTER  
DECEMBER 23-JANUARY 2..... WINTER BREAK  
JANUARY 3..... NO SCHOOL – TEACHER WORKDAY  
JANUARY 6..... CLASSES RESUME  
JANUARY 17..... NO SCHOOL - TEACHER PROFESSIONAL DEVELOPMENT  
JANUARY 20..... NO SCHOOL – MARTIN LUTHER KING DAY  
FEBRUARY 6..... P/T CONFERNCES 4-7 P.M.  
FEBRUARY 13..... P/T CONFERENCES 4-7 P.M.  
FEBRUARY 17..... NO SCHOOL - PRESIDENT’S DAY  
MARCH 6.....NO SCHOOL - TEACHER PROFESSIONAL DEVELOPMENT  
MARCH 12..... END OF THIRD NINE WEEKS  
APRIL 6 - 10 ..... NO SCHOOL – SPRING BREAK  
MAY 21 ..... LAST DAY FOR STUDENTS  
MAY 22 ..... GRADUATION

## TABLE OF CONTENTS

IDENTIFICATION INFORMATION .....	1
ADMINISTRATION STAFF .....	2
ADVANCED PLACEMENT POLICY .....	7
AFTER SCHOOL DETENTION .....	7
ALERT NOW .....	7
ANNOUNCEMENTS .....	7
ASSEMBLIES .....	7
ATHLETIC CODE OF CONDUCT .....	8-9
ATTENDANCE POLICY .....	7-8
AUTOMOBILES .....	9
BELL SCHEDULES .....	6
CAFETERIA .....	9
CALAMITY DAY PROCEDURE .....	9
CLOSED CAMPUS .....	9
CODE OF CONDUCT .....	9-11
COLLEGE CREDIT PLUS .....	11
COLLEGE DAY .....	11
COLLEGE REQUIREMENTS .....	11
COLLEGE VISITATIONS .....	12
COMMENCEMENT .....	12
COMMONS/LUNCH .....	12
CREDIT FLEXIBILITY PROGRAM .....	12
DRESS CODE .....	12
DROPPING A COURSE .....	12
EARLY GRADUATION .....	12
EARLY RELEASE .....	13
EMERGENCY DRILLS .....	13
EXTERIOR DOORS .....	13
EXTRA-CURRICULAR ACTIVITIES .....	13
FIGHT SONG .....	7
FINANCIAL AID SEMINAR .....	13
FIRE SAFETY EQUIPMENT .....	13
FIRST AID/ILLNESS .....	13
FRESHMAN ACADEMY SCHEDULE .....	13
GETTING ASSIGNMENTS WHEN ABSENT .....	13
GRADE PLACEMENT .....	13
GRADING SYSTEM .....	17
GRADUATION REQUIREMENTS .....	18
HOME TUTORING .....	13
HONOR/MERIT ROLLS .....	14
HONORS DIPLOMA-COLLEGE PREP .....	14
HONORS DIPLOMA-CAREER TECHNICAL .....	14
LIBRARY SERVICES .....	14

LOCKERS.....	14
LOST AND FOUND.....	14
MAKE UP WORK.....	14
MEDICATIONS.....	15
NATIONAL HONOR SOCIETY.....	15
PERSONAL BELONGINGS.....	15
REPEATING A FAILED CLASS.....	15
SCHEDULE ADJUSTMENTS.....	15
SCHOLARSHIP INFORMATION.....	15
SCHOOL BUS SAFETY.....	15-16
SCHOOL CALENDAR.....	3
SCHOOL CANCELLATION/DELAYS.....	16
SELECTING COURSES.....	16
SIGN IN/SIGN OUT PROCEDURES.....	16
STUDENT SERVICES.....	16
SUBSTITUTE TEACHERS.....	16
SURVEILLANCE CAMERAS.....	16
TELEPHONE//CELLULAR PHONES.....	16
TEXTBOOKS.....	16
TRANSCRIPTS.....	16
TRANSPORTATION.....	17
VACATION POLICY.....	17
VALEDICTORIAN/SALUTATORIAN.....	17
VISITORS.....	17
WELCOME/OUR COMMITMENT.....	7
WORK PERMITS.....	17

## BELL SCHEDULES

### REGULAR SCHEDULE (M-F)

WARNING BELL	8:10
A BLOCK	8:15-9:35
B BLOCK	9:40-11:00
C BLOCK	
LUNCH 1	11:05-11:35
CLASS	11:40-12:55
CLASS	11:05-11:45
LUNCH 2	11:45-12:15
CLASS	12:20-12:55
CLASS	11:05-12:20
LUNCH 3	12:25-12:55
ACADEMIC ASSIST	1:00-1:35
D BLOCK	1:40-3:00

### 2 HOUR DELAY (NO AA)

WARNING BELL	10:10
A BLOCK	10:15-11:05
B BLOCK	11:10-12:00
C BLOCK	
LUNCH 1	12:05-12:35
CLASS	12:40-2:00
CLASS	12:05-12:45
LUNCH 2	12:45-1:15
CLASS	1:20-2:00
CLASS	12:05-1:25
LUNCH 3	1:30-2:00
D BLOCK	2:05-3:00

### PEP ASSEMBLY

WARNING BELL	8:10
A BLOCK	8:15-9:25
B BLOCK	9:30-10:40
C BLOCK	
LUNCH 1	10:45-11:15
CLASS	11:20-12:35
CLASS	10:45-11:20
LUNCH 2	11:20-11:50
CLASS	11:55-12:35
CLASS	10:45-12:00
LUNCH 3	12:05-12:35
ACADEMIC ASSIST	12:40-1:15
D BLOCK	1:20-2:30
PEP ASSEMBLY	2:35-3:00

### 1 HOUR DELAY

WARNING BELL	9:10
A BLOCK	9:15-10:15
B BLOCK	10:20-11:20
C BLOCK	
LUNCH 1	11:25-11:55
CLASS	12:00-1:15
CLASS	11:25-12:05
LUNCH 2	12:05-12:35
CLASS	12:40-1:15
CLASS	11:25-12:40
LUNCH 3	12:45-1:15
ACADEMIC ASSIST	1:20-1:55
D BLOCK	2:00-3:00

### 3 HOUR DELAY (NO AA)

WARNING BELL	11:10
A BLOCK	11:15-12:05
C BLOCK	
LUNCH 1	12:10-12:40
CLASS	12:45-2:00
CLASS	12:10-12:50
LUNCH 2	12:50-1:20
CLASS	1:25-2:00
CLASS	12:10-1:25
LUNCH 3	1:30-2:00
B BLOCK	2:05-3:00
D BLOCK	3:05-4:00

### 1 HOUR EARLY RELEASE

WARNING BELL	8:10
A BLOCK	8:15-9:15
B BLOCK	9:20-10:20
C BLOCK	
LUNCH 1	10:25-10:55
CLASS	11:00-12:15
CLASS	10:25-11:05
LUNCH 2	11:05-11:35
CLASS	11:40-12:15
CLASS	10:25-11:40
LUNCH 3	11:45-12:15
ACADEMIC ASSIST	12:20-12:50
D BLOCK	12:55-1:55

## WELCOME

On behalf of the staff at Benjamin Logan High School, welcome to our school. This handbook was created to answer questions you might have concerning policy at the high school. This book should be kept for further reference throughout the school year.

We hope you will take advantage of all that Benjamin Logan has to offer and that your activities will credit yourself, your family, and your community.

## FIGHT SONG

Go, Mighty Raiders, on to Victory!  
Men of courage, always winning.  
Give a mighty cheer. Fight! Fight! Fight!  
We are the Raiders,  
Black and gold and white,  
Benjamin Logan, Loyal Raiders  
We are going to win tonight!

## OUR COMMITMENT TO BENJAMIN LOGAN STUDENTS



## ADVANCED PLACEMENT POLICY

Students who enroll in Advanced Placement courses are subject to the following:

1. Each student must take the appropriate AP Examination at the time and date assigned by the College Board.
2. The student must pay the exam fee prior to March 13.
3. Fee waiver reductions are available for students who qualify.

## AFTER SCHOOL DETENTION

It is a two-hour, after school program held on Thursday from 3:00-5:00 p.m. in which students will be supervised while studying in a stringent study hall environment.

## ALERT NOW

We have an automated telephone messenger system. In the event that we delay school, have an early dismissal and/or cancellation, you can receive an up-to-the minute phone call.

## ANNOUNCEMENTS

Announcements will be made at approximately 8:16 a.m. All announcements must be cleared by the office. Announcements are posted daily on the student bulletin board and on the Benjamin Logan website.

## ASSEMBLIES

Periodically, assemblies will be held to benefit the students. Students are expected to behave properly. Please give the presenters your attention.

## ATTENDANCE POLICY

Regular school attendance is an important ingredient for students' academic success. Beginning with the 2017-18 school year, several changes take effect in the attendance policy due to a new state law, House Bill 410.

The following is a brief description of the requirements of the new law and the guidelines that Benjamin Logan Schools will follow when communicating with families concerning student absences.

Benjamin Logan School District Board Policy 5200

	Consecutive hours	Hours per school month	Hours per school year
Habitual Truancy	30 <i>without</i> legitimate excuse	42 <i>without</i> legitimate excuse	72 <i>without</i> legitimate excuse
Excessive Absences	---	38 <i>with</i> or <i>without</i> legitimate excuse	65 <i>with</i> or <i>without</i> legitimate excuse
Chronic Absenteeism	---	---	10% <i>with</i> or <i>without</i> legitimate excuse

Benjamin Logan Schools will take several steps to engage the student and family. As a last resort, a complaint with the juvenile court will be filed.

**When a student is excessively absent or habitually truant, the following will occur:**

- The parent/guardian will be notified within 7 days of the triggering absence.
- The school will attempt to secure the participation of the student's parent/guardian on an intervention attendance team.
- The Attendance Team will select interventions at a hearing held at the school.
- The student will follow the plan for the absence intervention.
- The student/family may be referred to community resources.

**Examples of legitimate excuses:**

- Medical excuse (a written physician's statement will be required for the student)
- Death in the family
- Court Proceedings
- Good cause as may be acceptable to the Superintendent

### ATHLETIC CODE OF CONDUCT

**SECTION I** All athletes should conduct themselves with pride and decorum at all times so as not to reflect discredit upon themselves, their coaches, or the school they represent. They should strive to live within the guidelines of the regulations of each sport and those of the school.

**SECTION II** Any athlete who has violated the Student Code of Conduct (Major and Minor Misconduct) or any additional rules established by their coach may be denied participation in athletic competition. Except as otherwise provided in Section III, the principal will determine the length of exclusion from participation, not to exceed one year.

**SECTION III** The rules and regulations identified within this document are to become effective on the OHSAA mandated first official day of practice for fall athletes and **August 1, 2019**, for every other student who wishes to compete in interscholastic athletics. Any code of conduct violation(s) committed by a Middle School student will be expunged upon entering High School. A High School athlete currently under athletic disciplinary action, may petition the High School Principal to have their disciplinary record expunged 18 months from the most recent violation of the code of conduct. The code is to remain in effect throughout the calendar year until the individual is no longer a student at the school or he/she is no longer a participant in any athletic program.

**ATHLETES WILL BE DISCIPLINED AS FOLLOWS:**

**1st Offense**-Denial of participation in 50% of the total scheduled games in current sport, or if not currently active, next active season. The athlete must show documentation of attendance at professional counseling. Failure to do so will result in the athlete losing eligibility for one (1) calendar year. Denial of participation with less than 50% of the season remaining will carry over into the next sport that the athlete participates in. The athlete must successfully complete this next sports season to fulfill the requirement.

Other than for sale or distribution, penalty may be reduced to 20% if the student athlete confesses the first time questioned by school officials. Denial of participation with less than 20% of the season remaining will carry over into the next sport that the athlete participates in. The athlete must successfully complete this next sports season to fulfill the requirement.



2nd Offense-Denial of participation in contests for one (1) calendar year; and an athlete must show documentation of attendance at professional counseling within the calendar year of removal. Failure to do so will result in the athlete being declared ineligible for all interscholastic athletics the remainder of their years enrolled in the Benjamin Logan Schools.

3rd Offense-Denial of participation in practices and contests for the remainder of the athlete's years enrolled in the Benjamin Logan Schools. Upon a student's third offense, no appeal process will be granted.

The sequence of violations of this code is to be accumulative in its consequences throughout the athlete's years of participation in athletics at Benjamin Logan High School.

#### AUTOMOBILES

All cars must be registered with the office. Students must park in their assigned spaces in the student parking lot. The identification tag must be visible in the front window when the car is on school grounds. No one is to be in a car during school hours. No student is to be in the parking lot during school hours without the permission of the principal or assistant principal. All cars are subject to random searches.

#### CAFETERIA

Student Lunch	\$2.85
Student Breakfast	\$1.50
Extra Milk	.40

Prices are subject to change.

Other items are also available Ala Carte'.

#### CALAMITY DAY PROCEDURE

For the 2019-2020 school year, Benjamin Logan Schools is permitted to use three (3) days of online lessons in the event that school is closed more than five (5) days. Should school be closed, days six (6) through eight (8) student assignments will be provided through an online environment called Calamity eDays.

You should attempt to have your work completed upon returning to school. Should you not have online access; copies will be made for you. You will then have up to two (2) weeks to complete the assignments for credit. (Students will not be given class time to complete.)

In order to access the calamity day lessons follow these steps:

1. Assignments will be communicated via email or google classroom.
2. These lessons will be a continuation of the classroom learning.

#### CLOSED CAMPUS

No student, other than those students involved in the Ag. Business, School to Work and ½ time JVS (P.M.) programs are permitted to leave the building and grounds area during the day. Permission to leave school must be gained from the building administration.

#### CODE OF STUDENT CONDUCT

The items in the code are applicable to all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of the code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools.

This code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, librarians, or clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel, wherever the student's conduct may occur.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include parental contact, detention, Saturday school, In-School assignment, community service, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings. Students who are suspended or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school. A copy of the student discipline code is posted in the main office, the guidance office, and the library for students to review and read.

Each student must complete a yearly verification sheet. The verification sheet indicates the student has received, read and understands all of the contents in the student agenda/handbook. A parent signature is also required prior to submission.

1. ASSAULT, ASSAULT AND BATTERY or threat thereof to any school personnel, other student, or visitor.
2. Use, possession, concealment, transmitting, or being under the influence of ALCOHOLIC BEVERAGES OR LOW ALCOHOL BEER, that being a brewed or fermented malt product containing either no alcohol or not more than 0.5% of alcohol by volume. Minimum disciplinary action will be a ten (10) day suspension.

3. Use, possession, concealment, buying, selling, transmitting, or being under the influence of any NARCOTIC DRUG OR OTHER CONTROLLED SUBSTANCE, including, but not limited to marijuana, as well as any counterfeit or "look alike" controlled substance or any prescription drug or medication which is not in its original container and prescribed for the student. Minimum disciplinary action will be a ten (10) day suspension.
4. DISRUPTION OF SCHOOL by use of violence, force, coercion, threat, harassment, noise, disorderly conduct, inducing panic, or preventing or attempting to prevent any school class, activity or function. This shall include use of same to incite others toward acts of disruption.
5. ARSON OR ATTEMPTED ARSON.
6. POSSESSING, USING, TRANSMITTING, CONCEALING, OR THREATENING TO USE WEAPONS. A student who brings a knife or firearm to a school operated by the Board of Education or onto any other property owned or controlled by it or to an interscholastic competition, an extracurricular event or any other school program or activity regardless of its location or who possesses a knife or a firearm at a school, on any other property owned or controlled by the Board of Education, any interscholastic competition, extracurricular event, or any other school program or activity regardless of its location may be expelled by the superintendent for a period not to exceed one year. The expulsion may be extended into the next school year. The superintendent may reduce, on a case-by-case basis, any expulsion imposed pursuant to the firearm provision based upon either:
  - (a) any other applicable legal requirements, including but not limited to circumstances subject to 20 U.S.C. 1400 et. seq. and/or R.C. Chapter 3323 in which the student is disabled and the incident giving rise to the one year expulsion is a manifestation of that disability insofar as such an expulsion is precluded by said law(s), or
  - (b) the superintendent's determination is his/her discretion that the interest of the expelled student is served, and the interests of other students, school employees, and other members of the school community are not disproportionately disserved, by such a reduction.

"Firearm" is defined as in 18 U.S.C. 921. "Knife" is defined as any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material and that is designed or can be used for cutting, slicing, or stabbing; this definition shall include but not be limited to straight razors, utility knives, box cutters, ice picks, pocket knives, switchblades, and buck knives.
7. BOMB THREATS A student who makes a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat, may be expelled by the superintendent for a period not exceeding one year, which expulsion may be extended, as necessary, into the school year following that school year in which the incident that gives rise to the expulsion takes place.
8. HARASSMENT A student shall not harass, intimidate, bully, incite, provoke, or threaten any other student or school employee or otherwise disrupt the school environment. The Benjamin Logan Board of Education has a zero tolerance policy in reference to sexual or any other type of harassment. Sexual harassment includes but is not limited to, unwelcome sexual advances or any form of improper physical contact or sexual remark.
 

Harassment or intimidation includes slurs; profanity; written information (includes cyber bullying); denigrating remarks or actions; obscene gestures; the wearing or display of insignia, signs, buttons, clothing, or apparel; or other verbal conduct including, but not limited to, those based on race, color, national origin, ancestry, citizenship, religion, sexual orientation, handicap, age or sex that have the purpose of:

  1. Causing or intending to cause any other student or school employee to be reasonably placed in fear of his or her personal safety.
  2. Causing or intending to cause a hostile, intimidating or offensive educational environment for any other student or school employee.
  3. Causing or intending to cause material disruption of the educational process.
  4. Unreasonable interfering with a student's co-curricular or extra-curricular performance, otherwise unreasonable impacting upon a student's educational opportunities.

\*Benjamin Logan Local Schools and the Board of Education has adopted the Bullying Policy in accordance to the 3313 section of the Ohio Revised Code. This policy is located on the district website.
9. CRIMINAL OFFENSE A student may be expelled by the superintendent for a period not to exceed one year for committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or serious physical harm to property as defined under R.C. 2901.01 while the student is at school, on any other property owned or controlled by the board, or at any interscholastic competition, an extracurricular event, or any other school program or activity. Such expulsion may be extended, as necessary, into the school year following that school year in which the incident that gives rise to the expulsion takes place.
10. VIOLATION OF TERMS OF SUSPENSION
11. DAMAGE, DESTRUCTION, OR DEFACEMENT of school property or private property on school premises; (including buses) or at any school.
12. TOBACCO/NICOTINE A student shall not possess, use, transmit, or conceal any tobacco/nicotine products or smoking devices on school premises, during school activities, or events off school grounds. A tobacco/nicotine product is any product that is made from tobacco, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, or snuff, clove cigarettes, or hand-rolled cigarettes, e-cigarettes, vaporizers. (No student shall smoke on school property. Holding a lit or unlit cigarette is interpreted as smoking.)
13. USE OF PROFANE, INDECENT, OR OBSCENE LANGUAGE Use of Profane, Indecent, or Obscene Language written or verbal. This shall include use of obscene gestures, pictures, or signs.
14. INSUBORDINATION AND/OR DISOBEDIENCE in refusing to comply with directions of school personnel.

15. TRUANCY from school, class, or any other assigned activity for class, or any other assigned activity for part or all of a day, without school authorization.
16. THEFT of school property or equipment, of personal property of any school personnel, or of another student or visitor, including property at school sponsored activities.
17. FIGHTING among two or more students on school property, (including buses) or at any school sponsored activity. This shall include inciting and/or encouraging others to fight.
18. The act of EXTORTION from any person on school property; (including buses) or at any school sponsored activity.
19. THE ACT OF FALSELY REPORTING INCIDENTS, making accusations, or giving testimony to school personnel.
20. DISHONESTY: Any forms of dishonesty including cheating, plagiarism, altering or using school documents with the intent to defraud, or providing false information to school personnel may result in disciplinary action.
21. REPEATED OR FLAGRANT VIOLATIONS of any school rules or accepted standards of school behavior.
22. PORNOGRAPHIC PUBLICATIONS/PICTURES in lockers, on cell phone, in possession of student, on a school issued technology account, or on the internet.
23. COMMISSION OF AN IMMORAL ACT
24. LOITERING, LITTERING, OR CAUSING A DISTURBANCE on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities.
25. MISUSE OF SCHOOL PROPERTY
26. THE STRIKING OF MATCHES and/or the lighting of lighters on school premises, during school activities, functions, or events off the school grounds.
27. A STUDENT SHALL NOT OPERATE A MOTOR VEHICLE IN SUCH A WAY AS COULD CAUSE PHYSICAL INJURY TO HIMSELF/HERSELF, students, school employees, or other persons on school grounds.
28. THOSE ACTS OR VIOLATIONS listed in the permanent exclusion portion of the Board policy on student disciplinary procedures.
29. ANY OTHER FORM OF BEHAVIOR which is detrimental to a proper school and/or school activity atmosphere as prescribed by the administration and as outlined in the student/parent handbook for the building in which the student is enrolled.
  1. Being present in a restricted area
  2. Displays of intimate affection between students (All displays of affection except for holding hands are unacceptable.)
  3. Failure to follow sign-in/sign-out procedure
  4. Spotting for smokers
  5. Parking violations
  6. Cheating
  7. Plagiarism
  8. Disrupting class
  9. Violations of school policies pertaining to dress and appearance
  10. Inappropriate use of school technology (Ex.-computers/accounts)
  11. Leaving school property or assigned area prior to specified dismissal time without official permission
30. ANY PICTURE VIDEO, AUDIO– taken by students must be authorized by administration or teachers.

#### COLLEGE CREDIT PLUS

Freshmen through Seniors at Benjamin Logan can take classes from near-by colleges as part of their high school program. The College Credit Plus Program provides high school students the option of taking college-level courses at Benjamin Logan. If you have any questions, see a Guidance Counselor.

#### COLLEGE DAY

This day is held in the fall of each year. All Juniors and Seniors are eligible to attend. At the program, representatives from local and state colleges give students information concerning their individual schools.

#### COLLEGE REQUIREMENTS

The standardized college entrance tests, SAT (Scholastic Aptitude Test) or ACT (American College Test), are given to help you find a college that fits your needs academically. These tests may point out areas of strengths and weaknesses that might not show on your school record. These tests are helpful in your selection of college courses and programs. Please check with the Guidance Office for dates and places for these tests.

Recommended high school courses for college admission are as follows: 4-English, 3-Math, (Algebra I, II, Geometry), 3-Science, 3-Social Studies, 2-Foreign Language, and 1-Visual Art. Each college sets its own entry requirements. Check the college catalog to determine those requirements.

## COLLEGE VISITATIONS

Juniors and Seniors are permitted two campus visits per school year. This will be considered a school activity as long as the permission slip signed by a parent and the Campus Visitation Verification form is returned to the Guidance Office. **No college visitations will be granted the first and last two weeks of each semester.**

## COMMENCEMENT

Attendance at graduation is not mandatory. Attendance at graduation is a privilege, not a right. Students may be prohibited from attending graduation for violating the student code of conduct, for failure to comply with the district dress code and/or for failure to attend any graduation practices. If for some reason a student cannot or chooses not to attend, their diploma may be picked up in the high school office the week following graduation.

The Benjamin Logan Board of Education has adopted the following dress code for graduation ceremonies:

- A. Dresses, skirts, or dress slacks for women
- B. Dress pants or dress jeans for men
- C. No shorts or skorts
- D. Appropriate footwear for the occasion
- E. Shirts with collars and ties for men
- F. Piercings only as stated in the regular dress code.
- G. No headwear other than the graduating class' mortarboard
- H. No decorations are permitted on the mortar board

## COMMONS/LUNCH

Benjamin Logan High School has a closed lunch period. No student may leave the school property for lunch. Food should **not** be taken out of the commons. Students are expected to use appropriate manners and leave the commons in neat condition. Food from outside sources cannot be brought in without prior administrative approval.

## CREDIT FLEXIBILITY GUIDELINES

The requirements for graduation from high school include earning twenty-four credits in grades nine through twelve.

However, no student shall be required to remain in school for any specific number of semesters or other terms if the student completes the required curriculum early. To earn credits for graduation, students may:

1. Complete scheduled coursework;
2. Test out or demonstrate mastery of course content; and/or
3. Pursue one or more educational options in accordance with the District's Credit Flexibility Program.

If you have any questions about the Credit Flexibility program, please see a Guidance Counselor.

## DRESS CODE

A student will not dress or appear in a fashion that:

1. Interferes with the student's health, welfare, or that of others.
2. Causes disruption or directly interferes with the educational process.
3. Wear a hat or any other type of headgear during the regular school day in the building (hair bands are permitted).
4. Wear any type of clothing that has logos, print, or drawings that utilize symbols depicting drug, alcohol, tobacco messages, or include sexual innuendo, etc.
5. Wear sunglasses, headphones, earbuds, and blankets.
6. Shoes must be worn at all times.
7. No clothing that is considered an undergarment may be worn as outer apparel (i.e. boxer shorts) Undergarments may not be visible.

Exceptions to these rules may be made on designated days by the administration.

**It shall be the responsibility of the building administration to determine the acceptability of apparel worn if a question should arise.**

## DROPPING A COURSE

If a student withdraws any time after the initial five days of a course, he or she will receive a withdraw failing grade. The W/F will appear on a student's transcript and will be calculated into the GPA.

## EARLY GRADUATION POLICY

Early graduation is available to students who would like to early enlist into a branch of the military, or at administrator discretion.

## EARLY RELEASE

Except for students enrolled in a state approved work-study program, no student shall be released early to work unless previously approved by the administration.

## EMERGENCY DRILLS

Fire and tornado drills are required by state law. Instructions are posted in each room. Your cooperation is expected and appreciated. Students are to remain quiet and proceed as directed by the staff.

## EXTERIOR DOORS

The front entrance is the only entrance that is permitted to be used between the hours of 8:15 am and 3:00 pm. Once the front doors are locked at 8:15 am, all visitors must push the security bell to be permitted entry and are required to report directly to office.

## EXTRA-CURRICULAR ACTIVITIES

Much of the enjoyment you will receive from attending Benjamin Logan High School will be the result of your involvement in the extra-curricular activities. These activities are designed to allow a student to pursue individual likes, and you are urged to take advantage of them.

In order to be eligible to participate in extracurricular activities, a student must not miss more than 40 minutes during the school day or be excused by the principal. Exceptions will be made with the approval of the administration. To participate in any extra-curricular activity a student must pass 75% of classes the preceding grading period and have a minimum 1.50 GPA. If a student's GPA is 1.75 or below, additional study tables may be required to maintain eligibility.

CLUBS/ORGANIZATIONS: AFU, BPA, FCA, FCCLA, FFA, High School Play, JETS, Key Club, Musical, National Honor Society, OMUN, Pep Band, Quiz Bowl, Robotics, Science Club, Show Choir, Spanish Club, STEM Club, Student Government, United Way Youth Allocations Committee, Yearbook, Youth Leadership, Interact.

ATHLETICS: Baseball, Basketball, Bowling, Cheerleading, Cross Country, Football, Golf, Soccer, Softball, Swimming, Track, Volleyball, and Wrestling

## FINANCIAL AID SEMINAR

Each year Benjamin Logan, Riverside, Indian Lake and Bellefontaine High Schools sponsor a financial aid seminar for parents of college bound seniors. The Logan County Counselors [Financial Aid Booklet](#) is available in the guidance office. Areas covered are as follows:

1. Completion of the standard financial aid form
2. Financial assistance for private colleges and universities
3. Availability of student loans
4. General information on scholarships

## FIRE SAFETY EQUIPMENT

Students are not to handle any fire equipment such as hoses or fire extinguishers at any time. It is imperative that all fire equipment be in working condition in the event of an emergency.

## FIRST AID/ILLNESS

If a student becomes injured or ill, report to the office. Do not stay in the restroom. If the student wishes to go home, he/she must report to the office so school officials can contact the student's parent/guardian to secure permission for the student to leave school. No one may leave the building without permission from the office.

## FRESHMAN ACADEMY SCHEDULE

Freshmen will take their core classes (English, Math, Science, and Social Studies) during A & B blocks on alternating days. Should school be cancelled for any reason, upon their return, students will attend the classes that were scheduled on the cancelled day.

## GETTING ASSIGNMENTS WHEN ABSENT

Students who have been absent for two or more days may call the school at 592-1666 to obtain assignments. Parents or students are asked to call before 9:00 a.m. to make sure assignments are ready to be picked up by 3:00 p.m.

## GRADE PLACEMENT

### **24 CREDITS REQUIRED**

To be considered Grade 10—5 credits

To be considered Grade 11—11 credits

To be considered Grade 12—17 credits

## HOME TUTORING

Students may be provided home tutoring if a doctor, licensed psychologist, licensed school psychologist, or a certified school psychologist determines and certifies in writing that the student will be unable to attend school for a minimum of two weeks. Parents should contact a guidance counselor to obtain form SE 10A to be filled out by the student's doctor. The form is to be returned to the guidance counselor who will arrange the tutoring.

## HONOR & MERIT ROLLS

A student must have 3.2 GPA to be included in the honor roll with no grades less than a C. The merit roll requires a 4.0 GPA. Any student named to the honor or merit roll will receive a reduced admission price for all pre-sale tickets to all home athletic events for the following grading period.

### HONORS DIPLOMA - COLLEGE PREPARATORY

Any student who completes the college preparatory curriculum in high school must meet any seven of the following eight criteria. The student must meet the requirements for the regular diploma plus criteria for honors listed below.

- A. Earn four units of English.
- B. Earn four units of mathematics that include Algebra I, Algebra II, and Geometry and another higher level or complete a four-year sequence of courses that contain equivalent content.
- C. Earn four units of science including two units of Advanced Science.
- D. Earn four units of social studies.
- E. Earn either three units of one foreign language or two units of two foreign languages.
- F. Earn one unit of fine arts.
- G. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year.
- H. Obtain a composite score of 27 on the American College Test (ACT) (excluding the optional writing test) or a combined composite score of 1210 on the Scholastic Assessment Tests (SAT) (excluding the optional writing test).

### HONORS DIPLOMA - CAREER-TECHNICAL

Any student who completes an intensive career-technical education curriculum in the high school must meet any seven of the following eight criteria. The student must meet the requirements for the regular diploma plus criteria for honors listed below.

- A. Earn four units of English.
- B. Earn four units of mathematics that include Algebra I, Algebra II, and Geometry or complete a four-year sequence of courses that contain equivalent content.
- C. Earn at least four units of science including two units of Advanced Science.
- D. Earn four units of social studies.
- E. Earn four units in the student's career-technical education curriculum.
- F. Achieve the proficiency benchmark established for the Ohio Career-Technical Competency Assessment or equivalent assessment aligned with state-approved and industry validated technical standards.
- G. Maintain an overall high school grade point average of at least a 3.5 on a 4.0-point scale up to the last grading period of the senior year.
- H. Obtain a composite score of 27 on the American College Test (ACT) (excluding the optional writing test) or an equivalent composite score of 1210 on the Scholastic Assessment Tests (SAT) (excluding the optional writing test).

### LIBRARY SERVICES

Any material taken out of the library must first be checked out at the circulation desk. Circulation time for books is two weeks although there are some situations where they will be checked out for a longer or shorter period of time. Books may be renewed as many times as necessary unless someone else has requested a particular book. Books should be renewed rather than left to become overdue.

### LOCKERS

Student lockers will be assigned from the office. These lockers are school property and will remain under school control. No one is to change lockers without permission. For security reasons, do not give out your combination. Lockers should be locked at all times. The school is not responsible for student property in the lockers. Do not glue any objects to the lockers. If you have problems with your locker, see an administrator or the custodian.

Student lockers, desks, cabinets, and similar property are the property of the Benjamin Logan Board of Education provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the student who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning.

### LOST AND FOUND

All items will be sent to the office. Please check with the secretary for an item before you report it missing.

### MAKE-UP WORK

Students will be allowed to make up work when absent. It is the responsibility of the student to check for make-up work on his/her first day of return. The students will be given one day to make arrangements with the teacher for make-up work. Any work not made up will receive a "0".

## MEDICATIONS

State law requires that schools have instructions on file when it is necessary for students to receive any prescribed or non-prescribed (over the counter) medication at school. A prescribed medication form must be completed and signed by the physician and the parent or guardian. A parent must sign the non-prescribed medication form. These forms are available in the office. The medication must be received in the original container in which it was dispensed/purchased by the prescribing physician, licensed pharmacist or pharmacy. Medication must be given to the office staff on arrival at school.

## NATIONAL HONOR SOCIETY

The Logan County Chapter of the National Honor Society includes all Logan County schools. The National Honor Society is an organization to honor those juniors and seniors who rate highly in scholarship, leadership, character and service. Students must have a 3.5 GPA to be considered for membership. A five-member faculty council selects new members as mandated by the national governing board. All faculty members have input in the selection.

## PERSONAL BELONGINGS

Students are responsible for all belongings brought to school. The school is not responsible for stolen personal belongings. Valuable items should not be brought to school. In the event it is necessary to bring valuables to school, take them to the office for safekeeping.

## REPEATING A FAILED CLASS

Students who fail a course will be permitted to retake that course one time. After the second failure, the student will have to take the course in summer school or via a school-approved correspondence course.

## SCHEDULE ADJUSTMENTS

**STUDENTS ARE STRONGLY ENCOURAGED TO CAREFULLY SELECT THEIR COURSES AS SCHEDULE CHANGES WILL BE VERY LIMITED. IN THE EVENT A CHANGE NEEDS TO BE MADE, IT MUST BE DONE IN THE FIRST FIVE DAYS OF THE SCHOOL YEAR. NO SCHEDULE CHANGES WILL BE GRANTED AT THE BEGINNING OF SECOND SEMESTER WITH THE EXCEPTION OF COURSES NEEDED TO MEET GRADUATION REQUIREMENTS.** Requests may be made for these reasons: master schedule conflict in classes chosen, unrequested course assigned to a student due to requested sections being full, academic purposes, and/or special cases deemed necessary by administration.

## SCHOLARSHIP INFORMATION

As the cost of higher education increases each year, students need to know of scholarships available to them. Scholarship information is available to students and parents on the guidance website. It is also emailed to students each month.

## SCHOOL BUS SAFETY

Controlled and reasonably quiet behavior is required. Any misbehavior, which distracts the driver, is a very serious violation and jeopardizes the safety of everyone on the bus. Remember, riding the bus is a privilege which can be denied. Misbehavior on the bus may result in a suspension of bus privileges.

### **Responsibility of Parents and Pupils:**

1. Parents are responsible for the safety and actions of students while going to and from pick-up points and while waiting for buses.
2. Parents are responsible for any damage done to a bus by their children. Assessments will be made to reimburse the school district for damages.
3. Students and parents must consider the school bus as an extension of the classroom. Therefore, students must conduct themselves in a manner consistent with established standards for classroom teachers.
4. Students should go directly from home to pick-up points and return directly home from drop-off points.

### **Regulations for Students:**

1. Students shall arrive at the bus stop five minutes before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and away from the bus stops. Students should respect the rights of property owners in the area.
3. Students must cross the street ten feet in front of the bus, in full view of the driver, and at the driver's signal indicating it is safe to cross.
4. Behavior at school bus stops must not threaten life, limb or property of an individual.
5. Students must go to their assigned seat so the bus may safely resume motion.
6. Students must remain seated keeping aisles and exits clear.
7. Students must observe classroom conduct and obey the driver promptly and respectfully.
8. Students must not use profane language.

9. Students must refrain from eating and drinking on the bus except as required for medical reasons.
10. Students must not use tobacco on the bus.
11. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student while on the bus.
12. Students must not throw or pass objects on, from or into the bus.
13. Students may not bring glass containers or balloons on the bus.
14. Students may carry on the bus only objects that can be held in their laps.
15. Students must exit or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
16. Students must not put head or arms out of the bus windows.
17. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by handicapped students.
18. Proper steps will be taken to collect, store and use medical information related to students known to have medical problems which may require driver attention.

### SCHOOL CANCELLATION/DELAYS

When school or any school related activity is in jeopardy of cancellation due to inclement weather or other circumstances, the Alert Now program will be activated and the local radio and TV stations will be contacted. The Benjamin Logan School website will also have information regarding school delays/closings. [www.benjaminlogan.org](http://www.benjaminlogan.org)

Bellefontaine 1390 AM 98.3 FM

### SELECTING COURSES

We ask that you review course selections with your son or daughter and choose the courses that are best suited to their future plans. In addition, students will be required to schedule a minimum of 50% core academic courses (English, Social Studies, Science, Math, and Foreign Language), graduation requirements and/or courses needed for college and career readiness.

### SIGN IN/SIGN OUT PROCEDURE

Students arriving late or leaving the building for any reason must go to the office and sign in or out. Students may only be excused during the day if they have a written excuse or phone call/contact from the parents. Notes to leave must be signed by an administrator by 8:15 a.m. This does not pertain to students on the work program.

### STUDENT SERVICES

Students have available to them services other than academic or vocational education. Listed below are services you may find useful and beneficial:

- |                             |  |
|-----------------------------|--|
| 1. Counselor                | Any time a student may need assistance in matters of a personal or academic nature, the student needs only to make an appointment. |
| 2. Psychologist             | The Benjamin Logan Board of Education provides a psychologist who is available to any student.                                     |
| 3. Speech & Hearing Therapy | Any student in need of special therapy may use this option provided by the Benjamin Logan Board of Education.                      |

### SUBSTITUTE TEACHERS

Students are to show any substitute teacher the same respect shown a regular staff member. This is a difficult task for the substitute, and your cooperation is expected.

### SURVEILLANCE CAMERAS

For students' safety and welfare, video surveillance cameras are placed throughout the building, school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to law enforcement agencies. (Required)

### TELEPHONES/CELLULAR PHONES

Students who need to contact parents, must do so by way of the office. Cell phones are not permitted during school hours (8:15 – 3:00) with the exception of scheduled lunch period. **Students violating this policy will have their phone confiscated and returned to parents, who must pick it up at school. Further violations of the policy may result in disciplinary actions.**

### TEXTBOOKS

Textbooks are the property of the school, and are furnished for student use. Reasonable wear is expected through daily use. Unreasonable wear or damage will result in the student making appropriate payment for damages. Lost books must be replaced at the student's expense.

### TRANSCRIPTS

Copies of transcripts are available to students through the Guidance Office. The Guidance Office will send official transcripts directly to employers, scholarship organizations and colleges upon request of the student.



## TRANSPORTATION

Due to bus capacity, regular resident students of an assigned route will have priority; babysitting stops and open enrollment ridership will only be authorized on a space available basis. If a student has a change in pick up or delivery sites, a written note from a parent or guardian must be received five (5) days ahead by the Transportation Director. No transportation for a student to go to another student's home for social purposes will be permitted.

## VACATION POLICY

Parents are encouraged to plan vacations in conjunction with school vacations. Although students have the opportunity to make up work missed, it is never possible to regain the information and learning experience provided by daily classroom instruction. Whenever a proposed absence for vacation is requested, parents must discuss it with a principal. (These days will be considered an authorized unexcused absence.) It is the student's responsibility to take the trip sheet to his/her teachers. The teachers will fill out this sheet with assignments that will be covered during the student's absence. After the form is filled out, it must be returned to the office at least one day before the student leaves. Pre-approved students may be granted permission for vacation without penalty, except the week ending each semester.

## VALEDICTORIAN & SALUTATORIAN

Students earning the first (valedictorian) and second (salutarian) positions in the graduating Class of 2019, shall be so honored. In the event the top position is shared, students would be co-valedictorians and there would not be a salutarian. Students must have been enrolled at Benjamin Logan for a minimum of three semesters to be eligible.

**Beginning with the Class of 2020, a senior may earn the title of Valedictorian if he/she:**

1. Attains the highest accumulative grade point average
2. Completes at least 8 advanced core courses in the areas below, with a minimum of 1 course from each category:  
**English:** College Writing I, AP English Lit. & Composition, Literature Appreciation  
**Math:** Statistics, Calculus, Advanced Calculus  
**Science:** Advanced Biology, Chemistry, Anatomy, Physics, Forensic Science  
**Social Studies:** AP US History, AP European History, Honors Government, Psychology  
(The list of courses may be modified in the event a course is not offered.)
3. Completes at least three (3) years of a foreign language or two (2) years each of two foreign languages.

College Credit Plus students completing college courses of similar standing with core criteria may substitute those courses for high school courses with the approval of the high school administration and guidance.

An approved on-line, Advanced Placement, or advanced course not offered in the high school curriculum may be included in the above courses with administration permission. If more than one (1) student attains identical grade point averages and meets the core criteria described above, each will be recognized as a Valedictorian. If there is only one (1) Valedictorian, the student who attains the second highest grade point average and who meets the core criteria will be recognized as Salutarian.

**Top 10:** Seniors with the ten highest GPA's are honored. Students must have been enrolled at Benjamin Logan for a minimum of three semesters to be eligible.

## VISITORS

A visitor must register at the office (be issued a pass) before visiting a student, teacher, the commons, or a classroom. Those who do not register will be asked to leave. Those who refuse to register or continually reappear will be charged with trespassing. Visitors for students must be prior approved and is limited to lunch time only. Teachers may have approved visitors during their individual conference time.

## WORK PERMITS

Applications for work permits are available in the office. The application consists of (1) Student Application form, (2) Pledge of Employer, (3) and Physician's Certificate. After all parts are completed, the application must be returned to the high school office.

## GRADING SYSTEM

Following are the two grading scales to be used at Benjamin Logan High School. One scale will be used for regular classes and the other scale is for college prep, AP, and Dual Enrollment (CCP) courses.

<u>Regular Scale</u>	<u>Advanced College Prep./AP Scale</u>
A 95-100	A 93-100
A- 93-94	A- 90-92
B+ 91-92	B+ 87-89
B 86-90	B 83-86
B- 84-85	B- 80-82
C+ 82-83	C+ 77-79
C 76-81	C 73-76
C- 74-75	C- 70-72
D+ 72-73	D+ 67-69
D 67-71	D 63-66
D- 65-66	D- 60-62
F 0-64	F 0-59

**Classes identified as college preparatory, AP, or CCP are as follows:**

Math: Calculus, Advanced Calculus/CCP, Pre-Calculus, Honors Algebra 2, Statistics/CCP, College Algebra/CCP

Social Studies: Sociology/CCP, Psychology, AP European History, Economics, AP U.S. History, AP Government

Science: Advanced Biology/CCP, Chemistry, AP Chemistry Physics, Anatomy & Physiology/CCP, Research, Genetics, Forensic Science, Aquatic Ecosystems.

Language Arts: Spanish III/CCP, Spanish IV/CCP, Spanish V/CCP, Honors English 10, Honors English 11, Honors English 12, College Writing I/CCP, AP Literature & Composition, Principles of Speech/CCP, Literature Appreciation/CCP

Any student receiving a "D" in a course may retake the class and receive the higher grade. Only 1 credit shall be granted.

Determination of Final Grades

Final course grades are on a cumulative basis for the two grading periods. A culminating activity/assessment in each class, at the discretion of the teacher, will be incorporated into the second grading period of each semester.

**MINIMUM ACADEMIC GRADUATION REQUIREMENTS GRADUATING**

**CLASS OF 2020 - 2023**

English	4	credits	
Math	4	credits	(must include 1 credit Algebra II)
Science	3	credits	(1 Physical, Biology, 1 Advanced)
Social Studies	3	credits	(U.S. History, World History, Government)
Health	1	credit	
Physical Education	.5	credit	
Financial Literacy	.5	credit	(Career & College Readiness)
Fine Art	1	credit	(Band, Color Guard, Chorale, Jazz Ensemble, Art, Media Arts, Digital Imaging, Multi-Media Web Design, Music Theory & Appreciation, American Popular Music, Music Technology)
Elective Courses	7	credits	
<b>TOTAL CREDITS</b>	<b>24</b>	<b>credits</b>	

To be eligible to participate in the graduation exercises all local and state requirements must be fulfilled. (i.e. minimum number of required credits earned, credits in required classes earned, earn a minimum of 18 points on the End of Course Exams.

**MINIMUM VOCATIONAL (JVS) GRADUATION REQUIREMENTS**

English	4	credits	
Math	4	credits	(must include 1 credit Algebra II)
Science	3	credits	(Physical, Biology, 1 Advanced)
Social Studies	3	credits	(U.S. History, World History, Government)
Health	1	credit	
Physical Education	.5	credit	
Financial Literacy	.5	credit	
Fine Arts	Waived with the completion of a two-year program		
Elective Courses	8	credits	

To be eligible to participate in the graduation exercises all local and state requirements must be fulfilled. (i.e. minimum number of required credits earned, credits in required classes earned, earn a minimum of 18 points on the End of Course Exams.