

# **BEDFORD CITY SCHOOL DISTRICT**

## **Student/Parent Handbook (K-5)**

**2023 – 2024**



### **Central Primary School**

**Grades Pre-K-2**

*8:40 a.m. – 3:10 p.m.*

799 Washington Street

Bedford

440-439-4225

### **Glendale Primary School**

**Grades Pre-K-2**

*8:40 a.m. – 3:10 p.m.*

400 W. Glendale Avenue

Bedford

440-439-4227

### **Carylwood Intermediate School**

**Grades 3 – 5**

*9:00 a.m. – 3:30 p.m.*

1387 Caryl Drive

Bedford

440-439-4509

### **Columbus Intermediate School**

**Grades 3 – 5**

*8:40 a.m. – 3:10 p.m.*

23600 Columbus Road

Bedford Heights

440-786-3322

[www.bedfordschools.org](http://www.bedfordschools.org)

# Student/Parent Handbook (K-5)

## 2023 – 2024 School Year

**Mission:** The mission for the Bedford City School District is to:

*Inspire Everyone, Everyday to Achieve Excellence.*

**Vision:** The vision for the Bedford City School District is to have students graduate as open-minded responsible citizens.

**Core Values:** The core values for the Bedford City School District focus on:

- Providing a safe, supportive environment,
- Embracing diversity, fostering each students' full potential,
- Building strong family and community partnerships,
- Developing academic excellence through a variety of rich experiences, and
- Promoting respect as a right and responsibility.

### CENTRAL OFFICE ADMINISTRATION (440) 439-1500

Superintendent of Schools	Dr. Cassandra Johnson
Treasurer	Tabitha Armstong
Executive Director of Operations	Tad Ellsworth
Executive Director of School & Community Relations	JaTina Threat
Executive Director of Academic Achievement	Kenya Harrington
Executive Director of Human Capital, Equity, & Inclusion	Samuel J.Vawters
Director of Athletics	Joseph Commander
Assistant Director of Athletics	Daniel J. Brinson II



August 2023

Dear Parents/Guardians:

Welcome to a new school year! We look forward to working with you to make the most of your child's education. Effective schools are those that involve parents in their children's learning. A strong partnership between schools and parents is the best way to ensure a successful school year for all of our students.

We have a strong commitment to partnering with families and the community, and we value parent engagement at all grade levels. There are many forms of involvement. Use the online Gradebook program to monitor your children's progress on a regular basis from any computer or from your smart phone. Volunteer in the schools, if time allows. Join the PTA or other parent organizations. Attend your children's concerts, awards ceremonies, teacher conferences, athletic events and other school functions. Make sure your child comes to school on time, in dress code, and with homework complete. Your children will appreciate the time you invest in their education. Together, we can make a difference. We hope this school year is a good one for you and your children.

Sincerely,

Bedford Board of Education

*Eva Boyington*

Eva Boyington  
President

*Anthony A. Akins*

Anthony A. Akins  
Vice President

*Danielle M. Turner Birch*

Danielle M. Turner Birch  
Board Member

*Sharyn Macklin*

Sharyn Macklin  
Board Member

*Brandon Lipford*

Brandon Lipford  
Board Member

# Principally Speaking...

**Dear Parent(s)/Guardian(s) and Students:**

On behalf of the faculty and staff, it is our pleasure to welcome you to the 2022 - 2023 school year. We hope that everyone has enjoyed a restful summer vacation. We are very excited and anxious to begin the new school year.

The pages of this handbook are filled with information that you will find useful about our schools. We suggest that parents/guardians and students read it together. You are encouraged to download it from our website or request a copy from your child's school. Please note that annually you are required to visit the *Final Forms* and electronically sign to indicate that you have reviewed the Bedford City School District Parent/Student Handbook.

Parents/Guardians are our partners in the important job of educating children. We encourage and welcome you to become involved. The doors are always open to you.

We wish you and your child a positive and rewarding school year and pledge our support to you.

Again, welcome to the 2023 - 2024 school year.

Sincerely,

*Angela Siwik*

Angela Siwik  
Principal  
Glendale Primary

*Dominick Gruttadauria*

Dominick Gruttadauria  
Principal  
Carylwood Intermediate

*Jermainne Huff*

Jermainne Huff  
Principal  
Columbus Intermediate

*Karen Taylor*

Karen Taylor  
Principal  
Central Primary

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*The following information/forms are available on the Bedford City Schools website.*

- Immunization Summary for Child Care, Head Start, Pre-School and School Attendance
- Medication Policy
- Prescriber and Parent Request for the administration of Medication at School
- Diet Prescription for Special Meals Form

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR DIRECTORY INFORMATION**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Bedford City School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Bedford City School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Bedford City School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>1</sup>

Parents and adult students have a right to refuse to allow the district to disclose any such directory information. If you do not want the Bedford City School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15<sup>th</sup>. The Bedford City School District has designated the following information as directory information:

**Student or former Student's name**

**Major field of study**

**Height and weight**

**Dates of attendance**

**Awards received**

**Scholarships**

**Photograph/video**

**Participation in sports or activities**

**If the student is a member of an athletic team**

**Date of graduation**

**Honor roll**

Parents wishing to review their child's records or who would like more information on the district's policy on Student records may contact the Department of Student Services at 440-439-4363.

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<sup>1</sup> These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

### **EQUAL EDUCATION OPPORTUNITY/CIVIL RIGHTS NOTIFICATION**

The Bedford City School District is an equal opportunity employer and does not discriminate on the basis of gender, race, color, age, disability or national origin in the education programs and activities, which it operates. Any questions or claims may be directed to the district's Title IX/Section 504 Coordinator, Ms. India Jackson at 475 Northfield Road, Bedford, OH 44146.

### **ACCIDENTS/INJURIES**

Report all injuries or accidents, however slight, to the teacher, bus driver, principal or staff member in charge.

### **ASSEMBLIES**

Several school assemblies are held during the year to enhance the school curriculum, to reward students for special achievements, or to provide fun, educational experiences.

### **ATTENDANCE/ABSENCE PROCEDURES**

Parents/Guardians are to notify the school if a student is going to be absent. Please state the child's name, teacher name, and cause of absence. When no excuse is provided, the absence will be unexcused and the student will be considered truant. Anticipated absences of more than one (1) day may be reported during the initial call. Additional calls will not be necessary in these cases. Notification will be made for any unexcused absence within the first two hours of the start of school.

Glendale, Central and Columbus Schools open the doors at 8:25 AM and the tardy bell rings at 8:40AM. The school day ends at 3:10PM. Carylwood doors open at 8:45 AM. The tardy bell rings at 9:00AM. The school day ends at 3:30 PM.

Students who arrive after the start of the school day **MUST** report to the office with a parent or guardian before going to class.

The Half Day Attendance Guideline is Listed Below: Half day morning attendance will be marked if the child arrives to school one (1) hour and 20 minutes (80 minutes) after the start of the school day. Half day afternoon attendance will be marked if the child leaves school one (1) hour and 40 minutes (100 minutes) before the end of the school day.

“Early Out”: If students are taken out of school prior to the end of the school day, it is considered an “early out”. This will count against the student’s perfect attendance record.

Students absent for an approved reason (assemblies, field trips, athletic contest, student organizations, testing, OSS, personal illness, illness in the family, testing, quarantine of home, death in family, working due to illness of a parent, observance of a religious holiday, and emergency with reason state) will be allowed to make up missed assignments/test/quizzes.

### ***Early Dismissal***

Students can receive an early dismissal by having his or her parent/guardian call the office or write a note. Valid reasons for early dismissal include: illness, family illness, doctor or dentist



appointment, funeral services, court appointment, college visitations, family vacations, or family emergency.

### ***Excused Absences***

When a student is absent from school, his or her parent/guardian must call the office or send a note and give the reason for the absence. Parents/Guardians can call the night before and leave a message on the voice mail or they can call the office that morning. They may also provide a note with a daytime phone number so that they can be reached, if necessary. Valid reasons for excused absences include: illness, family illness, doctor or dentist appointment, funeral services, court appointment, college visitations, family vacations, or family emergency. Family vacation day(s) requests must be submitted in advance by a parent/guardian to the school office for the principal's approval.

### ***Unexcused Absences***

Students are marked unapproved absent if the parent/guardian does not contact the school. Parents will receive a phone call the day of the absence. In order to change an absence from unexcused to an excused absence, the parent/guardian must contact the school office within 5 school days. **Schoolwork may be completed for credit on days when the absence is unapproved.**

### ***Habitual Absence or Tardiness and Truancy***

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence. Excessive absenteeism and tardiness will be handled through Bedford City Schools' attendance officer.

### **BICYCLES**

Bicycles are prohibited at the elementary schools (Pre-K-5). The Bedford City School District is not responsible for lost, stolen, or damaged property.

### **BUS RULES AND REGULATIONS**

Students who ride the buses are under the school's disciplinary rules to the same extent that they are in the regular classroom. Proper behavior is expected on the buses at all times. The principal can refuse to grant riding privileges to any student who misbehaves on a bus.

Transportation of school children is a large, complex operation. To perform this service safely and efficiently, the cooperation of all concerned - Board of Education, parents/guardians, principals, teachers, drivers and students are necessary. Any changes to your student's daily transportation needs to be sent in writing in the student planner or by note or a phone call to the office one hour before the end of the school day to ensure the correct change can be communicated with student and teacher. A long term change may be approved by the Transportation Department after the parent/guardian completes a Change in Transportation form, turns it into the Transportation Department and confirms with the Transportation supervisor the exact bus number and start date for the change. Any long term change may take up to three days to go into effect.

Parents can contribute to the efficient transportation of their children in the following ways:

1. See that children are at the proper bus stop approximately five (5) minutes before the scheduled time. Drivers are instructed not to run ahead of the scheduled route times. Furthermore, the drivers are not required to wait for tardy students, as all children further along the route would be forced to wait that much longer. On some roads, waiting also causes long lines of cars behind the bus, creating a traffic hazard.
2. See that students ride their assigned buses, as well as board and exit the buses at their correct stops.
3. Parents/Guardians can assist the school program by teaching their children traffic safety procedures.
4. Parents/Guardians will be responsible for any damage to a bus by their children.
5. In cases of disciplinary problems, the driver shall issue the child a writing assignment or essay, which will be sent home for a parent's/guardian's signature and returned to the driver the following school day. Further disciplinary issues will be addressed on a bus conduct report and will be handled by the principal. Copies will be sent home.
6. Parents/Guardians are asked to review this information with their children and remind them that parents/guardians are also inconvenienced when children are denied bus privileges.
7. Parents/Guardians are not permitted to ride either to or from school on the school bus.

#### **CAFETERIA/DIET PRESCRIPTION FOR SPECIAL MEALS**

A full cafeteria program, including breakfast, is available for all students. Prices are established by the Bedford Board of Education and will be published in local papers in August. We encourage you to have your child use our cafeteria services. Menus are sent home monthly listing the daily selections. Free and reduced breakfasts/lunches are available based on family income. Applications will be sent home for your convenience. The USDA Free and Reduced meal program specifies at least 3 meal components must be on a student's tray for lunch in order to be considered a plate meal. One of these components **must** be a fruit or vegetable. This is a requirement of the program. If your student wishes to decline a third item or to decline the vegetable or fruit component then your student will be charged at a la carte prices. Please note that an alternative lunch may be served to those children with a negative cafeteria balance. In addition, please be advised that school records will not be released if there is an outstanding balance on your child's point of sale account. Also, children may not attend field day if there is an outstanding balance on their account. Children are instructed not to share food at any time.

The Bedford City Schools are happy to accommodate students with special dietary needs.

To ensure that our Nutrition Services staff and School Health Services are adequately informed about your child's special diet, please have this form completed by your physician or physician's representative. The Diet Prescription for Special Meals form is located at the Bedford City School District webpage and at each building clinic. Please make sure that your physician is as detailed as possible about the level of omission of any food allergens or foods to which your child is allergic or intolerant. For example, if your student cannot have milk, please have them indicate if the restriction is ONLY MILK or if the restriction is for ALL DAIRY PRODUCTS.

Only a licensed physician or physician's representative may sign the medical statement for students with special dietary needs. Upon completion of the form, turn it into your school's health office for distribution to the appropriate staff. This will assure that the Bedford Schools have the necessary medical orders on file to address your child's dietary needs.

If your child's diet changes for any reason, please make sure that the Diet Prescription Form is updated by the physician and given to the school health office. This will enable the school nurse to notify the appropriate staff about any changes to your child's diet. Once a medical diet modification order is received from your physician and entered into a medical alert for your child, we do require a physician to submit any changes to release or update this medical alert. We are unable to change diet modifications without an order from a physician.

### **CARE OF PROPERTY**

Damage to or loss of school equipment and facilities undermines the school program. Therefore, if a student does damage to or loses school property, the students or his/her parents/guardians will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to school discipline and/or police action.

### **CELL PHONE AND OTHER ELECTRONIC DEVICES**

Students are discouraged from bringing cell phones and other electronic devices to school. However, if they do bring them to school they are to remain silent and out of sight unless directed by a staff member that they can use these devices for educational or recreational purposes in the classroom. Should these items be seen or heard at times not approved by a staff member, they will be confiscated and held in the principal's office until the parent picks up the item. The school or district is not responsible for investigating or paying for lost or stolen property brought to school by a student.

### **CHANGE OF ADDRESS**

Any address changes need to be reported to the Student Services Department. Parents will need to begin the change of address process in our online Final Forms portal, where required documentation can be submitted. The process will be completed by making an in-person appointment with the Student Services Department prior to finalizing the change in residency. For questions call the Student Services Department at 440-439-1500.

### **COMMUNICABLE DISEASES**

Due to the various communicable diseases, it is necessary to take specific measures to insure the health and safety of our children. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. (See additional information in the *Medicine Policy/Clinic Procedures* on pages 32-34)

### **COMPUTER POLICY / ACCEPTABLE USE AND INTERNET SAFETY AGREEMENT**

Computer use at our schools is encouraged and made available, under adult supervision, to students for age-appropriate educational purposes. The school retains the ownership of all data,

hardware and software. The school reserves the right to inspect, copy and/or delete all files and records created or stored on school owned computers.

**Students must observe all guidelines outlined in the “Acceptable Use and Internet Safety Agreement”. The Consent form, in Final Forms, must be signed electronically prior to computer usage.** Failure to observe guidelines will result in denied access to computers.

### **CONFERENCES**

Positive communication between parents/guardians and teachers contributes to the whole child's success in school. Two formal conferences are held (one the first half of the year and one in the second half of the year) and will be scheduled to provide an opportunity for you to meet with your child's teacher to discuss the educational program and your child's individual progress. You will receive information on specific dates and times of conferences held at your child's school. You may also initiate a conference by contacting the school office.

### **CURRICULUM**

Our schools offer a strong academic program in math, language arts, social studies, science and health. Special programs in art, physical education, technology and music support the academic curriculum.

Reading and Mathematics intervention, English as a Second Language (ESL), and Special Education Services, may be provided to students who require assistance.

### **DISABILITIES**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the District's programs and facilities.

The Bedford School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Improvement Act (IDEIA) and Section 504. The district is responsible to identify, locate, and evaluate all children with disabilities from birth through age 21. If you know of a child with a disability who is not currently enrolled in a Special Education program, please contact your child's principal or school counselor.

**BEDFORD CITY SCHOOL DISTRICT**  
**STUDENT CODE OF CONDUCT**

**DISCIPLINARY SANCTIONS** – The administration retains the right to use professional judgment by assigning disciplinary consequences. A range of disciplinary actions may take place from in-school discipline to out-of-school discipline and/or a recommendation for expulsion/exclusion. Contact with the local police department may also apply.

Education cannot proceed without a climate of good order and effective learning conditions within the school. In seeking to create an atmosphere of good order it is necessary to direct attention to lessening or eliminating behavioral problems with a view toward protecting students and teachers from the frustration, interruption and loss of time as a result of misconduct. The Bedford Board of Education hereby establishes the following categories of misconduct as those which may result in disciplinary action(s) which may include: detention, conference, mediation, parental contact, opportunity school, referral to legal authorities, emergency removal, suspension, expulsion, or permanent exclusion from the Bedford City School District.

Students shall comply with all policies, rules and regulations of the Board of Education. Such policies, rules and regulations will be posted on school bulletin boards. Students are responsible for becoming familiar with these items.

“The authority to regulate and control pupil conduct does not necessarily end at the schoolhouse door.” Provisions of the law permit school discipline codes to address student misconduct, which occurs off school grounds if such misconduct occurs at school-related functions, or are directed at school personnel regardless of location. Misconduct, which starts in school and continues off school grounds or misconduct, which begins off school grounds and continues on school property, will result in consequences as outlined in the Code of Conduct.

**Student Due Process Rights:**

The Board and school officials have the legal authority to deal with disruptive students and student misconduct. Due process, in the context of administrative proceedings carried out by school authorities, does not mean that the procedures used by the courts in juvenile proceedings must be followed. The Ohio and Federal Rules of Evidence do not apply.

Students have clearly established means by which administrative due process is available for the protection of his/her rights.

Due process procedures are:

1. applied equally to all and
2. enforced in a manner which involves:
  - a. adequate and timely notice and opportunity to prepare a defense;
  - b. an opportunity to be heard at a reasonable time and in a meaningful manner and
  - c. the right to a timely and impartial hearing on the merits of the case.

In cases of student suspension or expulsion, the specific due process procedures set by the Board's policy are followed.

**Appeal Process:** A student and his/her or parent/legal guardian has the right to appeal an Out of School Suspension or Expulsion. Notice of such an appeal must be made within fourteen (14) days of the date of the Suspension or Expulsion letter. The parent/legal guardian should call the Student Services Department (440) 439-1500 to schedule an appointment.

### **STUDENT CONDUCT**

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. Students are also subject to discipline, as outlined in the Student Code of Conduct for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior, and provides continuing instruction in dating violence prevention in health education courses in grades 7 through 12.

A student may be expelled for up to 1 year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program. The Superintendent is authorized to expel a student from school for a period not to exceed 1 year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. **The Bedford City School District takes threats of any nature (verbal, written, electronically, via social media, etc.) very seriously. Offenses of this nature may result in an expulsion from school and may also warrant school administration to inform local law enforcement officials to pursue possible criminal charges.** Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

### **PROGRESSIVE DISCIPLINE**

The Bedford City School District employs a comprehensive discipline plan. Students are expected to be mature, learn from their mistakes, and improve their behavior over time. Students with chronic behavioral problems who do not improve during the course of the year will have increasingly more severe consequences. Students involved in the same incident may, therefore, receive different consequences depending on the individual's discipline history. In addition, in the case of severe misconduct the comprehensive discipline plan may not be followed.

**Verbal Warning:** This is a warning given to a student whose conduct is in violation of school rules. Any authorized school official may issue a verbal warning, including teaching and non-teaching personnel.

**Conference:** This is a verbal conference between a school authority and the student whose conduct is in violation of the school rules. A conference may involve more than one student

and/or school personnel. Impending actions may take place upon the discretion of the school official.

**Mediation:** At some point that a student(s) conduct is in violation of the school rules, mediation may occur between conflicting parties. Mediation is set up with an appointed school authorized official and at this time, students are given the opportunity to deal with the conflict. Impending actions may take place upon the discretion of the school official.

**Written Warning:** A written warning can be administered to a student whose conduct is in violation of school rules.

**Parent Notification:** Direct contact is made with the parent or legal guardian of a student by school personnel through telephone, progress book, personal contact, email, or letter to inform them that their child's conduct was in direct violation of the school rules. Parent conferences can also be set up with the parent or legal guardian to discuss specific violations of school rules and the impending action school officials may take.

**Teacher Detention:** Individual teachers may schedule before or after school detentions prior to completing a disciplinary referral.

**Office Detention:** Grade level principals may schedule before school, during lunch, or after school office and/or bus detentions.

**After School Support:** "After School Support" is an after school detention that can be assigned as a form of discipline. After School Support at Carylwood and Columbus Intermediate Schools will take place after school for 60 minutes. Students must arrive on time and bring work with them to complete. Failure to report to After School Support may result in an Out-of-School suspension. Parents/guardians must provide transportation for their child from After School Support. Students will not be allowed to walk. Students picked up fifteen (15) minutes or more before ending time will be assigned an additional day.

**Emergency Removal:** This removal is in compliance with Ohio Revised Code Section 3313.66 (C): "If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the superintendent, principal or assistant principal may remove a pupil from curricular activities or from the school premises."

**Out-Of-School Suspension (OSS):** Students may be suspended from school for as many as ten (10) days per occurrence. Suspended students are not permitted to attend or participate in athletic activities or extracurricular activities during the entire time of suspension. Parents/Guardians are required to attend the reinstatement meeting with a school official prior to their child returning to school. No Exceptions!

**Expulsion/Exclusion:** A student may be recommended by the principal for expulsion for up to eighty days or excluded for up to one year by the superintendent. A student does not receive scholastic credit for the period of his/her expulsion. Moreover, since acceptable conduct is a prerequisite to successful completion of any semester, expulsion will, unless the superintendent



provides otherwise, result in loss of academic credit for the semester in which the misconduct occurs. Upon the completion of the expulsion the student and parent/guardian must meet with the building principal prior to re-enrolling.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

The Board recognizes that effective and appropriate discipline for students with disabilities may, at times, differ from effective and appropriate discipline for students without disabilities. The Board does not, however, believe in a double standard for misbehavior and holds the welfare and safety of all persons in the District in highest regard. Disciplinary action of students with disabilities proceeds in a manner that protects the welfare and order of the community as well as recognizes the special needs of the student.

The Board delegates to school officials the authority to enforce District policies, regulations and rules governing the conduct of all students. The District will comply with all State and Federal laws and regulations governing the discipline of students with disabilities. All students, including those with disabilities, will be referred to law enforcement officials when required by law and may be referred to law enforcement officials when their conduct constitutes a crime.

The special needs of the student with a disability are taken into account when setting behavior expectations. Each case of unsatisfactory behavior by a student with a disability is handled individually in accordance with the student's behavior plan and interventions articulated in the student's individualized education program (IEP). A student's failure to comply with conduct requirements in student handbooks may result in the student being disciplined.

If the student does not respond to the measures taken by District staff or to the measures articulated in the student's IEP, the staff member refers the student to the principal or other designated individual. The student may lose rights to participate in school-related social events or extracurricular activities for a period of time determined by the principal, unless such programs are included as part of the student's free appropriate public educational program. Depending on the seriousness of the offense committed by the student, suspension or expulsion may also result, but any change in placement will follow mandated procedures in applicable law.

### **EDUCATIONAL DISCIPLINARY INTERVENTIONS**

The Bedford City School District realizes that there are sometimes special needs and circumstances that do not always allow a student to follow the daily traditional educational path. Therefore, in order to serve all our students, the following programs are in place to assist our students, administration, teaching staff, and other personnel.

**Alternative Education** – Bedford City Schools' Alternative Education Program Excel V is designed to help students succeed through the use of a nontraditional program. We have chosen to use Excel V Learning, a fully approved Internet-based curriculum. Excel V Learning employs rigorous coursework that challenges students and helps them develop strong creative and critical thinking skills. Students can be assigned to Excel V by the grade level principal. The curriculum is accessible 24-hours a day, seven days a week on the Internet. We also provide students an on-site teacher for each subject area available, English, Health (BHS specific), Mathematics, Science, and Social Studies. Students can communicate with their teachers in two ways: by e-mail and in person in the alternative program classroom. This program is designed to



be an appropriate part of a student's total education program. All students attending Excel V fall under the jurisdiction of the Bedford City School District's Student Code of Conduct.

**Conferences** - Grade level principals can hold conferences with the student along with the grade level counselor, teachers, personnel staff, and/or with the parent/legal guardian.

**SEL (Social Emotional Learning Services)** - Staff including, but not limited to, School Counselors, Mental Health Support, Social Workers may schedule individual counseling sessions, mediations and arrange group sessions to assist students.

**Mediation** - Grade level principals and/or their designee can hold mediation with students to assist in handling a problem or it may serve as a prevention method.

**Parent Assisted Suspension** - This suspension is combined with a predetermined number of days out of school suspension and a set number of days with parent or guardian attending classes with his/her student. If the parent agrees and does not attend classes, the remaining days must be served as an out of school suspension. This suspension would be available as an option two times each semester.

**Outside Agencies** - Recognizing that our school district cannot meet all the needs of each student, listed below are some outside organizations that parents/legal guardians are encouraged to contact, if needed. However, the Bedford City School District does not endorse nor recommend any specific agency.

***Beech Brook*** - In addition to its full range of mental health programs, Beech Brook has innovative treatment strategies for children with abuse recovery issues, developmental delays or disabilities. Contact (216) 831-2255 or <http://www.beechbrook.org>

***Department of Children & Family Services*** - Whenever an adult suspects child abuse it must be reported to the Department of Children Services by calling 216-696-KIDS (5437) or on the web at <http://jfs.ohio.gov>

***Diversity Center*** - The Diversity Center is a human relations organization dedicated to fighting bias, bigotry, and racism in America. The Diversity Center promotes understanding and respect among all races, religions, and cultures through advocacy, conflict resolutions, and education. Contact (216)-752-3000 or <http://www.diversitycenterneo.org>

***Fire Prevention Program***— This is a program designed to educate students about the dangers of fire starting acts. Contact your local fire department.

***IMPACT Solutions*** – This organization can assist parents/guardians with family concerns. Please call 216-292-6007 for information about the program or [www.myimpactsolution.com](http://www.myimpactsolution.com)

The Bedford City School District offers a free and appropriate education to all students. The district represents **Pride, Tradition, and Achievement** for all who are expected to **R.O.A.R.:**

<i><b>Respectful</b></i>	<i><b>Open-Minded</b></i>	<i><b>Achieve</b></i>	<i><b>Responsible</b></i>
<b>I can....</b>  <i>Follow directions</i>  <i>Be honest</i>  <i>Speak calmly using kind words</i>  <i>Listen when others are talking</i>  <i>Take care of my surroundings</i>	<b>I can....</b>  <i>Respect differences</i>  <i>Appreciate and learn from others</i>  <i>Try new things</i>  <i>Consider alternate opinions and ideas</i>  <i>Embrace diversity</i>	<b>I can....</b>  <i>Do my best</i>  <i>Learn from my mistakes</i>  <i>Set goals</i>  <i>Challenge myself</i>  <i>Seek help when needed</i>	<b>I can....</b>  <i>Be timely and prepared</i>  <i>Complete assigned tasks</i>  <i>Dress appropriately</i>  <i>Control my own actions and reactions</i>  <i>Create and maintain a safe environment</i>

**DISCIPLINE**  
**CODE OF CONDUCT**

The following is a listing of misconducts and discipline actions that serve as an administrative guideline in following our comprehensive discipline policy.

**1. Alcohol, Tobacco and Other Drugs**

- a. A student shall not possess, handle, use, transmit, conceal, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamines, barbiturates, marijuana, tobacco, electronic cigarettes, vaping devices or alcoholic beverage of any kind and/or drug paraphernalia.
- b. The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs are prohibited. This includes non-alcoholic beers, wines, and over the counter drugs.
- c. If a student is found to have in his/her possession a controlled substance or drug paraphernalia, an administrator will promptly contact the police. The matter will be investigated by the police, and the parent/guardian must arrange the release of the student.
- d. A violation of this provision calls for an immediate out-of-school suspension and may result in a possible recommendation for expulsion. The principal has the option of combining intervention programs and disciplinary actions for first-time offenders.
- e. Random and unannounced locker, desk, and storage-area searches will be conducted.
- f. The odor of alcohol or other prohibited substances on a student's breath, or on his/her person, while on school property, or under the jurisdiction of the school, constitutes a violation of this rule. The Board does not permit any student to possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs or any mind-altering substance while on school grounds or facilities; at school-sponsored events; in other situations under the authority of the District or in school-owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, non-alcoholic beers, steroids, tobacco and tobacco products and drug paraphernalia.

**2. Arson (purposely setting a fire) and Related Offenses**

A student shall not cause or attempt to cause the setting of fire, use any incendiary device (such as fireworks), lighting of matches or lighters, cause false fire alarms, or make bomb threats. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and may subject the student to expulsion and may subject the student to expulsion.

**3. Assault**

- a. A student shall not cause physical injury or behave in such a way, which could threaten to cause physical injury to other students, school staff, or visitors while under the jurisdiction of the school district.



ice picks, switchblades, pocket knives, brass knuckles, chemicals, and gasses including mace, toy weapons, and pepper spray.

- b. Any object that is used to threaten or harm another may be considered a weapon. Additionally, gesturing and making hand motions in the shape of a weapon will not be tolerated.
- c. If a student brings a firearm on school property, in a school vehicle, or to any school-sponsored activity, s/he shall be expelled for one (1) year.
- d. A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, including, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, missile, or mine, or other similar device.
- e. The Superintendent may expel a student for up to one (1) year if the student brings a knife onto school property, in a school vehicle, or to any school-sponsored activity. A knife is defined as any cutting instrument consisting of at least one sharp blade.
- f. The Superintendent may expel a student for up to one (1) year for possessing a firearm or knife at a school or on any other property owned or controlled by the Board which was initially brought onto school Board property by another person. If a student is found to be carrying, or have a weapon or dangerous instrument in his/her possession, an administrator may promptly contact the police who may transport the student having the weapon or "look alike weapon" in his/her possession to the police department. The matter may be investigated by the police, and the parent/guardian must arrange for the release of the student. Random and unannounced locker, desk, and storage area searches will be conducted.

**\*\* A violation of this provision results in an immediate out of school suspension that may result in a possible recommendation for expulsion\*\***

#### **10. Devices Prohibited**

No students shall bring on to school property or possess at school any device, instrument, substance, or object knowing it may facilitate violation of any rule set forth in this code. This prohibition shall include drug paraphernalia, substances, ~~and~~ equipment intended for causing damage to property or persons, devices that are sexual in nature, and any other items which are designed to cause disruption. Cell phones and other electronic devices should not be visible, heard, or used at any time on school property during the school day, except for approved educational purposes. (see Cell Phones, page 10)

#### **11. Display of Affection**

Students demonstrating affection between each other are personal and not meant for the public. This includes touching or any other contact that may be considered sexual in nature.

- Sexual Acts: Students shall not engage in sexual acts at any time on school property or at school sponsored events. Consequences for violating this rule will

result in a ten (10) day out-of-school suspension and possible recommendation for expulsion.

**12. Disrespect of Faculty and Staff**

Students are to show respect to all faculty and staff members. A student should not behave or act in a manner that the faculty or staff member could interpret as disrespectful. This includes verbal and non-verbal actions.

**13. Disruption of School/ Disruption of Class**

A student shall not cause or threaten to cause the material disruption or obstruction of any function or operation of the school, including cafeteria, recess and extra-curricular activities. This shall include the use of video/photograph and/or verbal/physical disruptions to incite others toward acts of disruption.

**14. Dress Code**

A student shall not dress or appear in a fashion that deviates from the mandated dress code approved by the Bedford City Schools Board of Education. **Please refer to pages 26-28** for appropriate clothing items to be worn to school as well as the progressive discipline and established procedures.

**15. Extortion**

A student shall not compel or attempt to compel any student, school employee or other person to give up anything of value by means of threat, harassment, intimidation, or injury to person, property or reputation.

**16. Failure to Comply with Directives -- Insubordination**

- a. A student shall not fail to comply with the directions and/or accept discipline of teachers, student teachers, substitute teachers, teacher aides, principals or other authorized school personnel.
- b. A student shall not refuse, upon request, to identify himself to proper school authorities in the school building, on the school grounds, or at sponsored events including the appropriate display of identification cards.
- c. A student shall not loiter, litter or cause 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. For security reasons, students must vacate the building premises 10 minutes after the dismissal bell unless involved in approved after school curricular activities.
- d. The School may use a variety of disciplinary methods to prevent the student from being removed from school. When a student refuses to accept the reasonable discipline for an infraction, the refusal can result in a sterner action.

**17. Falsification -- Forgery and Cheating**

- a. A student shall not falsify in writing the name of another person, times, dates, grades, addresses or other data on school forms or correspondence directed to the school. Forgery of hall passes and excuses as well as false IDs are forms of lying

and are not acceptable. A student shall not make false accusations or give false testimony to school personnel.

- b. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action.

**18. Fighting**

Fighting is an unacceptable method of dealing with problems. Fighting in school, or at any school related function or activity (on or off campus), will not be tolerated. Becoming involved in a fight, which requires the physical intervention of staff members will result in an out of school suspension, possible police contact, and may result in a recommendation for expulsion.

**19. Gambling**

A student shall not play a game for money or other considerations. Gambling includes casual betting, betting pools, organized-sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.

**20. Harassment/Bullying**

**a. Generally**

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Conduct constituting harassment may take different forms, including but not limited to the following:

**b. Sexual Harassment**

**(1) Definition**

Unwelcome sexual advances, request for sexual favors and other inappropriate, oral, written or physical conduct of a sexual nature when made by any student to another student constitutes sexual harassment when:

- (a) Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile or offensive academic environment; or
- (b) Submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting that individual.

**(2) Sexual harassment, as defined above, may include but is not limited to the following:**

- (a) Verbal harassment or abuse;
- (b) Pressure for sexual activity;
- (c) Repeated remarks to a person, with sexual or demeaning implications;
- (d) Unwelcome touching;
- (e) Suggesting or demanding sexual involvement accompanied by implicit or explicit threats.
- (f) Making sexually suggestive or insulting gestures, sounds, leering, whistling; or



- (g) Making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature or sexual propositions;
- (3) Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment.

**c. Gender/Ethnic/Religious/Disability Harassment**

**(1) Verbal**

Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

**(2) Nonverbal:**

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or another person associated with the District.

**(3) Physical:**

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

**d. Reporting of Harassing Behavior**

- (1) Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should take immediately the following steps:
  - (a) If the alleged harasser is a student, staff member, or other person associated with the District other than the student's Principal, the affected a student should, as soon as possible after the incident, contact his/her Principal.
  - (b) If the alleged harasser is the student's Principal, the affected student should, as soon as possible after the incident, contact the Director of Student Services.
- (2) The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s).
- (3) The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.
  - a. If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of harassment or if recurrence.
  - b. Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all



students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

- c. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.
- (4) Hazing by any school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

**21. Hazing**

Hazing is prohibited. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

**22. Horseplay**

General horseplay is not permitted in class, the cafeteria, the hallway or on school premises. Horseplay that may result in an injury or damage, physical touching, pushing, grabbing or throwing an object that may result in injury to a person or damage to school property will be taken seriously. All participants who are part of this behavior are subject to consequences.

**23. Obscene, Profane or Indecent Language or Impulsive Actions**

A student shall not engage in any act which frightens, degrades, disgraces or tends to frighten, degrade, or disgrace a teacher, student, employee of the school district, or visitor by written, verbal, physical, or gesturing means, intended or not. This shall include use of obscene gestures, pictures or signs.

**24. Repeated Offenses or Flagrant Violations**

A student shall not repeatedly violate school rules nor flagrant disregard school policies or accepted standards of school behavior.

**25. Safety and Building Security**

The Bedford City School District is committed to maintaining a safe and secure environment for all students.

- A. All visitors are required to enter the building through the main/front entrance.
- B. Students are not permitted to allow access to others by the opening of outer doors for any person outside the school building at any time.
- C. Late arriving students are expected to enter the building through designated and approved doors only.
- D. Any inappropriate use of classroom materials that may create an unsafe environment will not be tolerated.
- E. Any actions verbal and/or physical that cause or tend to cause an unsafe environment will not be tolerated.
- F. Students are not permitted to leave the school building or campus without

permission.

**G.** Students are not permitted to have food or other items delivered to the school building. Items will be confiscated and discarded.

**H.** If safety rules have been violated, a student may be removed from the class pending further investigation.

**26. Student Operation of Motor Vehicles (BHS Specific)**

A student shall not misuse a motor vehicle while on school property or at school activities of school property. Examples of misuse include: speeding, unauthorized occupancy, reckless operation and illegal parking.

**27. Theft**

A student shall not take, or attempt to take school property or the personal property of any individual. When a student is caught stealing school or someone's property s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring to school anything of value that is not needed for instruction without prior authorization from the principal. The school is not responsible for personal property.

**28. Threats/Menacing**

A student shall not make a statement of an intention to inflict pain, injury, damage or other hostile action on someone in retribution for something done or not done. The Bedford City School District does not recognize the terms "just joking" or "just kidding" when faculty, staff, or students hear a threat. Written and verbal threats in person and on social media platforms may warrant school administration to inform local law enforcement officials to pursue juvenile criminal charges.

**29. Trespassing**

- a. A student shall not enter upon school grounds or premises of a school building to which the student is not assigned during or after school hours except with the express permission of the school principal, or participate in a school-sponsored event where students from his assigned school or the general public have been invited to attend or participate.
- b. A student already under suspension, expulsion, or permanent exclusion, shall not enter upon the grounds or premises of any school building without the express permission of the principal.

**30. Unauthorized Sales**

No student shall sell or cause to sell anything during school hours, anytime on school property, or at school-sponsored events without the prior approval of the building administrators. The items in question will be confiscated and discarded.

**31. Vandalism**

A student shall not cause or attempt to cause damage by any means including graffiti, to school property or private property including buildings, buses, equipment, or materials.

**Bedford City School District**  
**DRESS CODE – effective August 2021**  
**Students in Grades K-12**

Students will be expected to abide by the following dress code requirements. We ask that students dress in a manner that is appropriate, comfortable and conducive to the academic school day. This dress code will apply to all students in grades K-12. In the event that students wear any of the prohibited clothing, consequences will be strictly enforced.

**Clarification of Permitted Attire:**

**Tops:**

1. Must be appropriately sized; no oversized or tight-fitting clothing.
2. Tops must be long enough to properly cover the torso at all times.
3. Sweatshirts and hooded sweatshirts (pullover and zipper styles) or “hoodies.” (Hoodies may be worn but only so long as the hood is not pulled up over the head or covering the face, unless for religious purposes.)

Pants and skirts (including capris, skorts and shorts):

1. Skirts, skorts, and shorts must be knee length or longer (i.e., hems must be at the top of the knee or longer).
2. Tights or leggings, if worn, must be under an appropriate-length skirt, dress, or jumper (hems must be at the top of the knee or longer).

**Jumpers and Dresses:**

Jumpers and dresses may be worn and must be knee length or longer. (i.e., hems must be at the top of the knee or longer).

**Footwear:**

1. Hard-soled or tennis shoes are permitted in any color.
2. Shoes must be full shoes with closed toes and closed backs.
3. Shoes with a maximum heel height of 1 ½ inches may be worn during the school day.
4. Tie up ankle shoe boots are permitted.

### **Head Coverings:**

Head coverings— such as hair wraps, bonnets, bandanas, du rags, and head scarves – are allowed so long as they do not cover the face or interfere with the visibility of the face to staff, or interfere with the line of sight for staff or students (except for religious purposes). Hats are allowed to be worn on campus but not in school classrooms. Head coverings depicting or advocating violence, criminal activity, use of alcohol or drugs, pornography or hate speech are prohibited. School staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, disability or religion. Enforcement must accommodate clothing worn by students as an expression of sincerely held religious beliefs (head scarves, for example) and worn by students with disabilities (protective helmets, for example).

### **Students MAY NOT wear the following:**

- ANY TIGHT FITTING GARMENTS.
- Jeggings, yoga pants, cargos (pants, shorts, capris, and skorts -- with pockets on the outside), and cut-offs.
- Any dress or grooming that is distracting or is a possible health or safety hazard. This includes, but may not be limited to, clothing or jewelry that has a stated or implied reference to alcohol, drugs, tobacco, sex, pornography, gangs, cults, death, violence, obscene language or profanity, language that belittles others (e.g. race, ethnicity, religion, gender, or physical characteristics), and/or language that is likely to cause a hostile, intimidating, degrading, offensive, harassing, or discriminatory environment.
- Any visible tattoo that depicting the above prohibited references or that is derogatory in nature.
- Transparent clothing or material that reveals undergarments.
- Clothing with tears or holes, including jeans with holes or slits that expose the skin.
- Jewelry with spikes, and other articles judged to be potentially harmful or hazardous to the health and safety of students, staff, or others on school grounds or school sponsored activities.
- Chains or metal accessories attached to clothing.
- Belts made of chain link, or with wording, nameplates, or oversize buckles.
- House shoes or slippers.
- Shoes exceeding 1 ½ inch heels.
- Over-the-knee and thigh-high boots.
- Coats and jackets.
- Gloves.
- Boots, except for tie-up ankle shoe boots, and platform shoes.
- Cleats.
- Outerwear vests.
- Sunglasses.

## Consequences for students not adhering to the Dress Code:

### **Grades K-8**

#### **1st OFFENSE**

Parents will be called and asked to bring their child appropriate clothing. In the event a parent is unable to provide a change of clothes, the student will be provided with dress code-compliant clothing.

#### **2nd through 4th OFFENSE**

Parents will be called and asked to bring their child appropriate clothing. In the event a parent is unable to provide a change of clothes, the student will be provided with dress code-compliant clothing.

Students may be assigned recess detention or after school detention.

#### **5th OFFENSE AND BEYOND**

Parents will be called and asked to bring their child appropriate clothing. In the event a parent is unable to provide a change of clothes, the student will be provided with dress code-compliant clothing.

The student may be assigned Saturday School or suspension.

### **Grades 9-12**

#### **1st OFFENSE**

Parents will be called and asked to bring their child appropriate clothing. In the event a parent is unable to provide a change of clothes, the student will be provided with dress code-compliant clothing.

#### **2nd OFFENSE**

Parents will be called and asked to bring their child appropriate clothing. In the event a parent is unable to provide a change of clothes, the student will be provided with dress code-compliant clothing.

The student will be assigned a one-hour after school detention. If a student doesn't attend detention, Saturday School will be assigned and progressive discipline will apply.

#### **3rd OFFENSE AND BEYOND**

Parents will be called and asked to bring their child appropriate clothing. In the event a parent is unable to provide a change of clothes, the student will be provided with dress code-compliant clothing.

The student will be assigned Saturday School and/or Suspension from school. If a student doesn't attend Saturday School, he/she will be suspended and progressive discipline will apply.

**Please note:** The District enforces the dress code consistently and does not discriminate against any student through the dress code or otherwise based on race, ethnicity, religion, gender, sex, sexual orientation, gender identity, disability or any other protected class. The administrator retains the right to use his/her discretion and professional judgment to settle all concerns or issues involving the dress code. All administrator decisions are final with respect to violations and consequences of the dress code policy.

## **DRILLS**

The Bedford City School district has a written disaster plan for evacuating the building in case of fire and seeking safety areas inside the school in the event of a tornado. Emergency exits and tornado safety areas are posted in each classroom. Drills are conducted regularly throughout the year. Students are required to exhibit exemplary behavior during these emergency drills.

## **EMERGENCY CLOSING PROCEDURES**

The superintendent has the authority to close school because of extreme weather conditions or other emergencies. Every attempt will be made to get a school-closing announcement on the radio, local TV stations and the BCS-TV Channel 1025 by 7:00 a.m. Listen to local radio and TV stations for school closing information. You will also be notified by our automated telephone system *Blackboard Connect once you complete Final Forms in the online portal.* **PLEASE DO NOT CALL THE SCHOOL.**

## **FEES**

The Bedford Board of Education pays most school costs. However, parents/guardians may be charged a fee for consumable workbooks, art supplies and homework notebooks. School fees should be paid during the first month of school. Failure to pay school fees will result in the withholding of report cards. Fees in K-5 are \$40.00 **for the school year.** If students enroll during the school year the fees will be adjusted as follows: \$30.00 for three quarters, \$20.00 for two quarters, and \$10.00 for one quarter.

**PLEASE NOTE: THERE WILL BE NO REDUCTION IN FEES DUE TO EARLY WITHDRAWAL FROM SCHOOL AND UNPAID FEES WILL ACCRUE FROM YEAR TO YEAR UNTIL PAID IN FULL.**

**Please note: Any student who has outstanding school fees, cafeteria bills, or outstanding text and/or library books will be unable to participate in field day/year end activity.**

## **FIELD TRIPS**

Students take field trips each year, if funding is available, which coordinate with their units of study or serve to increase their awareness of the community in which they live. Many field trips are free, but sometimes it is necessary for students to pay an admission fee. Parents/Guardians are notified of these special opportunities and are asked to grant written approval.

Students are expected to be in the approved dress code for all field trips unless otherwise specified on the permission slip.

All chaperones must be at least twenty-one (21) years of age and be affiliated with the district as a parent/guardian, school volunteer, part-time or full-time employee, and/or Board member.

Chaperones may be asked to supervise a group of students by themselves, however they are not to invoke any kind of discipline on a student except in cases of imminent threat to that student's and other people's safety or well-being. A chaperone is to report any student behavior problems or inappropriate conduct of a chaperone or staff member to the trip leader(s) as soon as possible.

Each chaperone, as well as the trip leader(s), should model the behaviors expected of students throughout the times on the trip when s/he is associated with the students. No chaperone is to be accompanied by another person who is not also a chaperone. This includes small children. Chaperones are expected to ride the school bus while accompanying children on the field trip. Chaperones are expected to stay with their assigned students and to follow schedules outlined by trip leader(s).

## **GRADING SCALE**

### **Grades K - 2**

#### *Grading Key:*

- M = MASTERY:** Indicates that the student consistently and independently demonstrates mastery of/proficiency in the grade level standard.
- P = PROGRESS:** Indicates that the student is progressing toward consistent and independent mastery of/proficiency in the grade level standard.
- B = BEGINNING TO PROGRESS:**  
Indicates that the student is beginning to progress toward the grade level standard with additional time and support.
- N = NOT YET DEMONSTRATING:**  
Indicates that the student is not yet demonstrating progress toward the grade level standard.

#### *Physical Education Key:*

- 3** = Advanced
- 2** = Proficient
- 1** = Limited
- NE** = Not Evaluated - standard not addressed at this time

### **Grades 3 - 5**

- |                            |                      |
|----------------------------|----------------------|
| <b>A = 90 - 100</b>        | <b>Superior</b>      |
| <b>B = 80 - 89.99</b>      | <b>Above Average</b> |
| <b>C = 70 - 79.99</b>      | <b>Average</b>       |
| <b>D = 60 - 69.99</b>      | <b>Below Average</b> |
| <b>F = 59.99 and lower</b> | <b>Failing</b>       |

## **GUIDANCE SERVICES**

The elementary guidance program provides opportunities to assist students in better understanding themselves. The program focuses on helping children to develop a positive self-image and to improve their problem solving skills. The school counselor offers individual and group counseling for children and works closely with parents and school personnel.

## **HEARING SCREENING GUIDELINES**

Children to be screened for 2023-2024 School Year:

Children in Grades PreK, K, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 9<sup>th</sup> and 11<sup>th</sup>  
 Students in Special Ed  
 New to district  
 Referred by teacher

Students who were absent  
Failed screenings (Required follow up by parent)

Students with known hearing loss will not be screened and will need to have regular follow-up appointments with their physicians and/or audiologist. If a student fails a screening twice, then the nurse will send a letter of referral to follow up with a healthcare provider.:

### **IDENTIFICATION OF GIFTED STUDENTS**

In February of 2000, House Bill 282 mandated that all school districts use specific State approved assessments to identify areas of giftedness. The State also required, beginning in June of 2000, that identified students be reported by name and areas of giftedness.

The District uses a three-part approach to screen gifted students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creativity and visual and/or performing arts.

Referral forms and brochures are available at each school. Upon receipt of a referral, the district will follow the process outlined in the brochure and notify parents of the results of screening, assessment and identification. In addition, scores on assessment instruments approved for use by the Ohio Department of Education provided by other school districts and/or trained personnel outside the school district are accepted as well. Referral forms and brochures are available on the District web site as well as at each school.

### **IMMUNIZATIONS**

Each student must have the immunizations required by law or have an authorized exempt form. Exempt forms are required to be updated annually. The exemption form can be found on the Bedford City School District webpage and at each building clinic. If a student does not have the necessary shots or exemptions, the Principal may remove the student or require compliance with a set deadline. A student will be excluded from school if immunizations are not up to date by the 15<sup>th</sup> day of school. This is for the safety of all students and in accordance with State law. Any questions about immunizations or exemptions should be directed to the school nurse.

Please check with your child's doctor to make sure he or she is properly immunized before school starts in the fall. For more information, contact the Board of Health at 216-201-2041.

All immunizations are required ***before*** the first day of school in order to be enrolled. Please refer to the *Immunization Summary for Child Care, Head Start, Pre-School and School Attendance* forms on the Bedford City School District webpage.

### **LEARNING EXTENSION K-5**

The Bedford City School District is committed to making out of school learning about students and not about compliance and/or grades. Utilizing alternatives to traditional homework, teachers will expand student's experiences by suggesting students to:

- READ at home
- Participate in planned events
- Connect independent work to play
- Discuss with family about the learning in school



- Use the “digital playground” which includes technology tools to access educational apps/games
- Work on home projects
- Practice math facts and/or math problems
- Get involved in book clubs
- Write notes to friends and/or family
- Visit the library
- Other suggested activities as determined by the teacher

### **LEAVING SCHOOL PROPERTY**

Students are NOT permitted to leave the school grounds at anytime during the school day without a permission slip from home and permission from the Principal's Office. Before leaving, the person responsible must sign the students out from the office.

### **LIBRARY AND MEDIA CENTER**

Students visit the library with their class and can do research and other projects. The library features storytelling, book talks, library instructions, and more. Computers, with Internet access, are also available and students are able to check out books and related materials. Damage or loss of books and/or related materials will result in a fee. The library experience enhances the basic curriculum and supports our school-wide activities.

### **LOCKERS**

Some students, grades 4-5, will be assigned a locker. All coats, hats, boots, book bags, backpacks, and purses are to be stored in the lockers or designated areas. Students are responsible for keeping the lockers neat and orderly. The school is NOT responsible for any items lost, stolen or damaged. Students must provide their own locks.

### **LOST AND FOUND**

Many children have clothing and school supplies which are very similar or identical! Therefore, please label all of your child's belongings with his/her name. When items are found, they will be placed in the Lost and Found. Unclaimed items will be discarded periodically. Please encourage your child to look for lost items in the Lost and Found. Money, jewelry, glasses or keys or any other item of value are turned into the office.

### **MEDICINE POLICY/CLINIC PROCEDURES**

The Bedford Board of Education has adopted a policy regarding the administration of medicine at school. We encourage parents to administer medication before and after school; however, if a student must medication school, the following requirements are to be met. A *Request* form must be completed by the parent and the child's healthcare provider BEFORE medication may be given to your child at school. This includes prescription and over the counter medications. It is the responsibility of the parent to provide the school with the completed paperwork. It is NOT the responsibility of school personnel to fax or mail these forms to any physician. The *Medication Policy* and the *Request to Administer Medication at School* forms can be found on the Bedford City School District webpage and at each building clinic.

**All medicine** must be stored in a locked cabinet and administered in the school clinic according to orders outlined on the *Request to Administer Medication at School* form provided on the Bedford City School District webpage and at each building clinic.

1. All medication must be in the **original**, childproof container.
2. All containers must have affixed a legible label with the student's name, name of medication, dosage and time of administration.
3. New requests must be made **each year** and as necessary for changes in the medication order.
4. The medication must be brought to school by the parent/guardian. The child should not bring cough drops, cough syrup, or other over the counter medicine to school.
5. All medication submitted to our health clinics must be within expiration. We are not permitted to administer expired medication.

The health clinic nurse and other school personnel are permitted to administer minor first aid. However, if a child becomes ill at school, the parents will be contacted and requested to take the child home. If the child has a serious accident or illness, the Bedford Rescue Squad will be contacted and parent(s) will be notified.

**The best way to prevent the spread of illness in our schools is for children to stay home when they are sick.** Below is a list of the most commonly seen illnesses and the exclusion time from school required by the Bedford City School District.

### **FEVER**

Any child with a temperature of 100 degrees or more will be sent home and will be excluded the following day for the safety of the child and other children at school. Children must be FEVER-FREE (temperature below 100 degrees) for a full 24 hours without the use of fever-reducing medicine, BEFORE returning to school. Children's temperatures do not remain constant throughout the day. It is important to check your child's temperature a few times throughout the day, not just in the morning or at night, to be certain they have completely recovered from their illness.

### **VOMITING and/or Two or more episodes of DIARRHEA**

Children with stomach viruses often do not have a fever. It is difficult to know whether a child's vomiting or diarrhea is caused by a virus, something they ate or some other reason; therefore, any child who vomits or has two or more episodes of diarrhea is excluded from school. Children who vomit or have diarrhea should remain home until they have not vomited or had diarrhea for a full 24 hours. Children should be tolerating regular meals without discomfort before returning to school.

### **SEVERE COUGH/COLD**

Children who are coughing continuously should remain home if; the cough is such that it interferes with their ability OR the ability of others to concentrate on school work, even if they are fever-free.

### **PINK EYE**

If the nurse is concerned that the child has pink eye, the student will need to be further evaluated by a Health Care Provider. Children diagnosed with bacterial conjunctivitis need to be on antibiotic therapy for a full 24 hours AND have no purulent discharge from the eye(s) before returning to school.

### **STREP THROAT**

If a child has a severe sore throat and difficulty swallowing the nurse will recommend the child is seen for further evaluation by a Healthcare Provider. Children diagnosed with strep throat need to be on antibiotic therapy for a full 24 hours before returning to school. They must also be fever-free for a full 24 hours before returning to school.

### **UNDIAGNOSED SKIN RASH**

The child will need to be evaluated by a Health Care Provider to determine if the rash is infectious. If it is determined that the child has an infectious rash, the child must be on medical treatment for 24 hours prior to returning to school. If the child has an open or draining lesion, the area must be covered while in school. A physician's note stating the rash is no longer contagious may be required by the school nurse.

### **LIVE LICE / NITS**

If a child is found with live lice or nits in their hair, the child will be sent home for treatment. Once the student is treated and no longer has live lice or nits present in the hair, he/she may return to school. Upon initial return to school, the child must be assessed by the clinic nurse. If no live lice or nits are found, the child may return to class and will be re-examined 7 days from the initial treatment.

**WE ARE NOT PERMITTED TO SEND A SICK STUDENT HOME ON THE BUS.** We must have a parent/guardian or an emergency contact available to pick up your child in the event of an illness or emergency.

**HAND WASHING IS THE MOST EFFECTIVE WAY TO PREVENT THE SPREAD OF COMMUNICABLE DISEASE!**

### **Chronic Health Conditions**

Medical forms for chronic health conditions such as allergies, asthma, seizures, diabetes, sickle cell disease, ect. may be found on the Bedford City School District Webpage or in the school health clinic. These forms must be completed by the parent or guardian and healthcare provider and must be updated for each school year. Orders are only valid for the current school year and

must be renewed annually and as needed.

### **OUTDOOR RECESS**

Recess is an important part of the school day. All children are expected to go outside for recess unless they have a detention or note from a doctor stating that they cannot go outside due to a medical condition. During the winter season, it is important to dress your child appropriately for the weather. The principal may cancel outdoor recess and/or restrict the use of playground equipment due to inclement weather. Indoor recess is then held in classrooms. Teachers direct indoor activities that students can be involved in during this time. Some children may participate in recess intervention for extra help in academics.

### **PARTIES**

A Halloween/Fall party and a Valentine's Day party may be given each year with the assistance of the PTA Volunteers., On Valentine's Day students may be encouraged to bring in cards for every classmate. **Due to the increase of food allergies, families may not bring in any food products, except for personal lunches. This includes all occasions, birthdays, holidays, including the Halloween and Valentine's Day parties.**

### **PERSONAL PROPERTY**

Students are responsible for the care and storage of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry, large amounts of money, electronic devices/games are not permitted in school. The school or district is not responsible for investigating or paying for lost or stolen personal property including cell phones and any other items brought to school. Cell phones/electronics will be confiscated until parents come to pick them up.

### **PETS**

Animals are not to be brought to school without permission from both the classroom teacher and the principal.

### **PHOTO/IMAGE USAGE**

The Bedford City School District considers student photos/video as directory information under our Board Policy. Student photos and or video captured while students participate in athletics and other school activities may be used in school newspapers, yearbooks, news reports or releases, interactive sites, calendars, cable television channels, district reports or any other school related communications media produced on behalf of the Bedford City School District and third parties such as the news media. Bedford City School District cannot control images photographed or videotaped by third parties such as the news media. In addition, the district may publish student work such as a school newspaper or yearbook article, fiction, poetry, art or other similar works used by the Bedford City School District in school related communications media. Surveillance system video is not included in this policy.

Permission to use the media will be considered valid until it is revoked in writing by the parent/guardian. If you do not want your child's photo, video image, or schoolwork to be available, please notify your child's principal, in writing, that you do not want this directory information available.

## PHYSICAL EDUCATION

Physical education is an important part of the school curriculum. A doctor's note is required if it is necessary for a child to be excused from two (2) or more consecutive physical education classes. For safety reasons, students must have a pair of "tennis shoes", in order to participate.

### **PICKING UP/DROPPING OFF YOUR CHILD AT SCHOOL**

In order to alleviate interruptions in the classrooms, please send a note indicating pick up information.

**Drop off procedures** – Car riders/walkers will enter the building through designated doors no earlier than 15 minutes prior to the tardy bell. Parents will say goodbye to their child at the door, and the child(ren) will go to their classroom on their own. Staff members will assist any children needing help getting to their room. If the child arrives late to school, the parent must bring the child to the school office.

**During the day** – Parents/Guardians/Approved adults are to wait in the designated area for children and sign the dismissal form. **PLEASE DO NOT GO TO YOUR CHILD'S CLASSROOM.** Only in cases of a medical appointment, an emergency, or with prior approval by the principal will a student be released prior to the end of the school day.

**At dismissal** - If you pick up your child at dismissal, please park in the designated area for student pick-up. Please follow the appropriate guidelines of your individual school. Please note: any child who will walk home without adult supervision must have the parent/guardian write a note at the beginning of the year.

**Change in transportation** - If your child is to be transported home in a different way from usual, please send a note to the principal and/or the classroom teacher, or you can call the school office 24 hours in advance. Without such a note, your child must go home in the usual manner.

**If calling in a change in transportation, this must be done one hour before the end of the school day.** For example, if your child is assigned to ride a school bus, s/he must ride the bus each day unless you send us a note indicating that s/he will walk home or be picked up an adult.

## **PRESCHOOL**

The Bedford City School District offers two, full-day (M-F) general education preschool classes for four year olds, in addition to integrated, part-day (M-Th) classes for 3-5 year old students with developmental delays and typically developing peer models. Early intervention and education helps to shape the natural learning that occurs within the environment during the first few years of life. The support and services offered through Bedford Schools' Preschool assist children, ages 3-5, in gaining the critical school readiness skills that are needed to succeed in kindergarten and throughout their lives. The preschool has its own "guidebook" that details times, program requirements, and application procedures. All preschool classrooms are currently housed at Glendale Primary School and Central Primary School.

## **PROMOTIONS, PLACEMENT AND RETENTIONS**

The Bedford City School District recognizes that the personal, social, physical and educational growth of children will vary and that they should be placed in the educational setting most

appropriate to their needs at the various stages of their growth. It is the District's intent that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Promotion:

A student will be promoted to the succeeding grade level when he/she has demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade; demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Retention:

A student may be retained at his/her current grade level when he/she has, in the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level.

Placement:

A student may be placed into the next grade level when retention would no longer benefit the student.

Please note: The principal will be assigned the final responsibility for determining the promotion, placement or retention of each student.

Parents/Guardians can assume their child will be promoted unless the alternative of either placement or retention has been discussed during the school year. Parents/Guardians will be included in any retention decision; however, the final recommendation for retention lies with the principal. Formal, written documentation regarding the child's progress during the current school year and the decision regarding placement or retention will be sent home on the last day via the child to the parent/guardian. A copy of this documentation will be filed in the student's cumulative school record.

The District provides written notification to the parents or guardian of students who are reading below their grade level. Intensive reading instruction is provided to students immediately after they are identified as having a reading deficiency. The District develops a Reading Improvement Monitoring Plan (RIMP) within 60 days of receiving the student's diagnostic results.

A student who does not meet promotion criteria under the Third Grade Reading Guarantee, shall be retained, and placed into fourth grade, as a third grader, under the provisions of the Third Grade Reading Guarantee and Board policy. The student shall be considered for mid-year promotion if that student demonstrates that s/he is reading at or above grade level, as demonstrated on state tests and an academic achievement test, individually administered by a school psychologist, in accordance with the provisions of Policy **5408** - Promotion, Academic Acceleration, Placement, and Retention. Grade acceleration is considered based on an evaluation conducted by the Academic Acceleration Committee that consists of grade level administrator(s), grade-band area teacher(s), gifted coordinator, school psychologist, social-emotional learning team member, and the parent. The team may determine that mid-year promotion is not in the best interest of the child, despite the child earning a grade equivalent score on a standardized reading

test of at, or above, grade level. Students who do not meet the promotion to fourth grade criteria, established under the provisions of the Third Grade Reading Guarantee, will be retained in fourth grade.

### **PTA (PARENT-TEACHER ASSOCIATION)**

The PTA is a vital part of our learning community. If you would like to serve on a committee, volunteer at school, or get more involved, please contact the school office. Be a part of our PTA.

### **REPORT CARDS / GRADE BOOK**

Education of children in the Bedford City Schools is a joint effort shared by the home and school. Written and verbal communications of progress are tools used to convey the academic, developmental, behavioral and social growth of each child. It is our sincere hope that our reporting system, including parent-teacher conferences, mid-term progress reports, and the report card, will serve as effective communication for every parent/guardian. These reports show the progress of your child as an individual. They reflect his/her performance in relation to student effort, student ability and school expectations. The home and school collaborate to guide the child's physical, emotional and academic development and assist students in building good study habits, creating a positive learning environment. The home-school partnership, along with the support of the community, will provide the conditions essential to the growth and development of our children.

Report cards will be available online to all students grades 3-5 four (4) times each year, at the end of each nine or ten week grading period. Report cards will be available online to all students grades Pre-K – 2 three (3) times each year. Parents who prefer to receive a hard copy of the report card, must request so in writing to the school office. Academic achievement, personal and social development, work-study habits and effort will all be evaluated. Students also receive grades from Special Area teachers, (Art, Music and Physical Education).

Mid-Term Progress Reports will be available on Grade Book or sent home if parents request them, mid-way through the grading period. If a student shows any of the following, parents and/or teachers may request a meeting to address what actions may be taken to improve the situation:

- a. shows a significant decrease in a previously earned grade, i.e. drop in a full letter grade.
- b. shows a marked improvement at the mid-term point of the grading period.
- c. has parents/guardians who request a mid-term progress report for each grading period.
- d. is in danger of receiving a failing mark for the end of the grading period.
- e. is being considered for support services.
- f. is being considered for Placement or Retention and additional information is needed.
- g. has the ability but shows no effort to improve and consistently maintains low grades

Parents are able to receive an unofficial report card if fees are not paid. For more information related to Report Cards, see the following sections in this Handbook: *Conferences, Grading Scale and Promotion, Placement and Retention*.

### **RETURNED CHECKS**

In the event a check, received for the payment of any amount owed to the Bedford City Schools, is returned by the maker's bank due to non-sufficient funds (NSF), stop payment or an account

being closed, a processing fee in the amount of \$15.00 will be assessed. If this fee is not paid, it will be added to the student's fee account. The Bedford City School District has the right to suspend check-writing privileges at any time.

### **SCHOOL COLORS**

Our school colors are green and white.

### **SCHOOL PICTURES**

Individual student pictures will be taken sometime in the fall for all students. Spring pictures will be taken only for those who would like to purchase them. Within four (4) to six (6) weeks of the photography session, the pictures will be available for distribution, if you have purchased them.

### **SCHOOL PSYCHOLOGIST**

A staff school psychologist is scheduled in the school on a regular basis. The psychologist is also available to parents/guardians who have special concerns about their children. His or her responsibilities include supporting students and staff which includes testing students as requested and with parent permission.

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules.

A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers and/or desks in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated.

### **SECURE OUR SCHOOLS**

The Bedford City School District has a plan to assure the safety of our students and staff in light of an emergency. Our Secure Our School procedure serves many functions during an emergency.

The BCSD has a plan in place to enhance the safety and security of students, staff and visitors in the event of an emergency or threatening situation known as **Secure Our School** procedures. Our **Secure Our School** procedure serves many functions during an emergency including practices referred to as A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate). The A.L.I.C.E. protocols have been adopted by the Board of Education and each Principal and other appropriate personnel have been trained and certified in those protocols. Other Administrators and all school staff members have also been trained in A.L.I.C.E., including members of the Board of Education. While **Secure Our School** procedures begin with Shelter in Place practices, and in



most cases Shelter in Place is appropriate, A.L.I.C.E. offers staff members the additional measures indicated which include evacuation. ***Secure Our School*** alerts are practiced on a regular basis throughout the school year so they are familiar to students and staff members.

When a Secure Our School alert is initiated, students and teachers can be isolated from the threat:

- Accounting for students can accurately take place in each classroom.
- Depending on the situation, an organized evaluation can take place away from the dangerous area.

The Bedford City School District also has a procedure in place to protect our students and staff in situations where there is a threat of immediate harm to students, staff, or property and an immediate evacuation is not safe. This alert is also referred to as “Shelter in Place.” Secure Our School alerts are practiced on a regular basis throughout the school year. The Reunification Procedure is the controlled process of reuniting students with their parents/guardians after an unusual situation has occurred. In the event of a controlled release and reunification is needed, parents/guardians will need to bring and show identification for safety and security purposes.

### **STUDENT RECORDS**

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents/guardians, an adult student or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent. Please see the *Notification to Parents* at the beginning of the handbook. Included in the confidential records may be test scores, psychological reports and communications with the family and outside service providers. The school must have parents’/guardians’ written consent to obtain records from an outside professional or agency. Confidential information that is in a student’s record that originates from an outside professional or agency may be released to the parent/guardian through the originator and parents/guardians should keep copies of such records for their home file. Parents/Guardians may also provide the school with copies of records made by non-professional agencies or individuals. A formal appointment must be made for students and/or parents/guardians to review all educational records generated by the school district.

### **STUDENT VERIFICATION**

A request for student verification must be done in writing. The verification request must be signed by the parent/guardian and should include the following information:

- Current date
- Student name
- Student social security number
- Student address
- Parent(s)/Guardian(s) name(s)
- Reason for request
- Name and address of person to whom the letter should be addressed

Your student verification will be ready for you within twenty-four (24) hours of your request.

## **SUPPLIES**

A supplies list will be available at each individual school. Please note that supplies may need to be replaced or replenished throughout the year.

## **TELEPHONE MESSAGES**

Students will NOT be called from class to answer the telephone except in the case of an extreme emergency.

## **TELEPHONE SYSTEM -- BLACKBOARD CONNECT**

We are very proud of our Blackboard Connect System. Through Blackboard Connect families and staff will receive periodic automated phone and email messages. *Please keep your phone numbers and email up to date in Final Forms otherwise you will not receive any automated phone calls or email messages.*

## **TITLE I – PARENTS’ RIGHTS**

You have the right to know about the teaching qualifications of your child’s classroom teacher. The federal law requires that any local school receiving Federal Title I funds, must notify parents that they may request information regarding the professional qualifications of their student’s classroom teacher, including the following:

1. Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
2. Whether the teacher is teaching under emergency or temporary status that waives State-licensing requirements.
3. Whether the college degree major of the teacher and any other graduate degree or certification (such as National Board Certification).
4. Whether your child is provided services by instructional paraprofessionals (sometimes called teacher’s aides) and their qualifications.
5. Whether your child has been assigned to be taught or has been taught for four or more consecutive weeks by a teacher who is not Highly Qualified.

You may request this information by calling the Academic Achievement office of the Bedford City School District at 440-439-1500.

## **TOBACCO**

The Bedford Board of Education recognizes that the use of tobacco presents a health hazard, which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board. This hazard has been substantiated and documented by the findings of the Surgeon General and the EPA. In order to protect students, staff, and visitors, the use of tobacco is prohibited in school buildings, district offices, and non-instructional facilities, grounds, and at any school-related events.

## **VACATIONS**

If a student will be absent from school because of a family vacation, please inform the principal and the classroom teacher prior to the trip. If possible, school assignments will be given in advance. Students must assume responsibility for class assignments and tests when they return to school. The time missed will be counted as excused, provided the parent sends in a note, the principal approves it and the student makes up all the work. If work is not made up, then the

absence is unapproved. Vacations will not be authorized during the week ending each semester.

### **VIDEO SURVEILLANCE AND ELECTRONIC MONITORING**

Recordings of students will be treated as confidential. Consequently, because the Board is bound by Ohio's Student Records Statute and the Family Educational Rights and Privacy Act (FERPA), copies of video recordings containing personal identifiable information about students shall not be released except to school officials with legitimate educational interests. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any other students whose images appear on the recording). Likewise, school personnel may view relevant portions of any video relating to any disciplinary charge against them, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any students whose images appear on the recordings). Otherwise, such confidential recordings shall only be released through subpoena or court order.

### **VISION SCREENING GUIDELINES**

Children to be screened for 2023-2024 School Year:

Children in Grades Pre-K, K, 1<sup>st</sup> 3<sup>rd</sup> 5<sup>th</sup> 7<sup>th</sup> 9<sup>th</sup> and 11<sup>th</sup>

Students in Special Ed

New to district

Referred by teacher

Students who were absent

Failed screenings (Required follow up by parent)

If potential vision problems are detected, parents are notified and the student is given a letter of referral to follow up with an ophthalmologist.

### **VISITORS**

**The Bedford City School District makes the safety and security of students, parents/guardians and visitors a top priority.** At the same time, we encourage parents/guardians to visit our school to participate in meetings, conferences and school programs. Parents/guardians are welcome at our schools.

In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into our school, it is necessary to establish visitation guidelines. We please ask that persons wishing to visit our schools are to make arrangements at least 24 hours in advance and limit visits to between 30 - 45 minutes. Visits are to be scheduled with the teacher and approved by the principal. We kindly request that all cell phones be turned to silent so as not to disrupt the learning environment.

We ask that all visitors enter through the front doors and report immediately to the Main Office to sign in and receive a Visitor's Badge. This badge indicates to the staff and others that the visitor has a legitimate reason to be in the school. During school hours, all other doors are secured from the outside to prevent access by unauthorized individuals. Doors are secure at all

times. Students are reminded not to open these doors to anyone from the outside.

The safety of our staff and students is important. Please note, unless otherwise authorized by law, pursuant to Ohio Revised Code section 2923.122 no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordinance into a school safety zone. A video monitoring system and a door buzzer have been installed to assist with building security. This system allows us to watch all visitors as they enter and exit the building. Our parking lot is well lit and provides parking spaces for visitors.

The Superintendent or principal has the authority to prohibit the entry of any person to a school of this District or to exclude any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

### **WELLNESS POLICY: SNACKS AND LUNCHES**

School districts participating in the Free and Reduced Lunch Program are required to write and implement a Wellness Policy. This is a timely requirement as information found on *kidshealth.org* states that children and adults in the United States are struggling with maintaining ideal body weight and obesity. The government estimates that there are nine million 6-16 year olds in our country who are overweight. This is not surprising as research shows that snacks, desserts, and pizza make up one third of American kids' diet. The Bedford City School District's Board of Education approved a Wellness Policy for our district March 2013. A study by the National Heart, Lung, and Blood Institute (NHLBI) suggests that simply educating children about good nutrition can help them develop smart eating habits. One component of the plan is to offer suggestions of healthy snacks and lunches that could be brought to school.

#### **Healthy Snack Suggestions:**

- Raw vegetables such as celery, carrots, cauliflower, broccoli, green peppers, green beans, cucumbers, mushrooms, or zucchini
- Fresh Fruit (cut in slices or halves) such as apples, oranges, bananas, peaches, grapefruit, grapes, melons, pears, plums, or strawberries
- Low fat quick breads and muffins, such as pumpkin, zucchini, banana or bran
- Granola mixes, Dried Fruits, Goldfish, Yogurt
- Bagels, Rice cakes
- Crackers, Popcorn or Pretzels
- Half a sandwich

#### **Healthy Lunch Suggestions:**

- Low fat deli meats
- Whole Grain Breads
- Light mayonnaise or mustard
- Baked chips, air-popped popcorn, trail mix, veggies and dip
- Fruit in natural juices or fresh fruit
- Trail Mix, yogurt, or homemade goods such as oatmeal cookies or fruit muffins
- Milk, water, or 100% fruit juices

In an effort to educate children about eating healthy, the following items are not allowed to be brought to school for snack time: candy, pop, fried chips, cookies and snack cakes.

### **WITHDRAWALS**

An application for withdrawal which includes a Release of Information Form and Withdrawal Form should be completed by the parent(s)/guardian(s) of any student who is withdrawing during or after the school year. We will need the name and address of the school that the child will enter once withdrawn from our district so that records can be forwarded to the new school. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to their next school of enrollment. Please notify the secretary at least two (2) days in advance of your child's withdrawing from our district. All books must be collected from the student before s/he leaves. School records will NOT be forwarded if there are any outstanding fees including school fees, cafeteria bills and any text and/or library books.

### **WITHDRAWAL/RESIDENCY REMINDER**

Students whose parents and /or legal guardian reside within the boundaries of the Bedford City School District are entitled to attend school here in the district. In the district, residency is defined as where an individual eats, sleeps, takes their meals and votes.

Parents and guardians who move **WITHIN** the school district need to begin the change of address process in our online Final Forms portal, where required documentation can be submitted. The process will be completed by making an in-person appointment with the Student Services Department prior to finalizing the change in residency.

Parents and guardians moving **OUTSIDE** of the school district must withdraw from school by completing a Withdrawal Form and a Release of Records Form. These forms are available in the main office of any school building. Parents who fail to withdraw their child(ren) will be charged a daily rate exceeding \$60.00 a day and may be prosecuted.

For more information, contact the Department of Student Services at 440-439-1500.

## **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Bedford City School District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write to the school principal clearly identifying the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Bedford City School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(I) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system

and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

Parents wishing to review their child's records or who would like more information on the district's policy on student records may contact the Department of Student Services at 440-439-1500.



## **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

· *Receive notice and an opportunity to opt a student out of* –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

· *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Bedford City School District has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Bedford City School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Bedford City School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Bedford City School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out

of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202