

# Student-Parent Handbook 2024-2025

**Beachwood High School**



*Our Mission:*

*To develop intellectual entrepreneurs with a social conscience*

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Vytas Saldunas, Director of Technology

**High School**

Paul R. Chase III, Principal  
Aubrei B. Erkins, Assistant Principal  
Ryan Peters, Director of Athletics

Students and Parents:

Welcome back to another school year! Please take the time to read this handbook thoroughly. It contains information that is important to your success as a Beachwood High School student. Many portions of the handbook are explanatory and intended to assist you and your family with useful information. Other portions of the handbook contain important rules and regulations that all students must follow. The rules and regulations in this handbook support a safe, respectful environment for everyone.

Safety and wellness for all are hallmarks of a successful school, and with your assistance, we will continue to adhere to that high standard. It is important that you (both students and families) sign (through Infinite Campus) the acknowledgment of the handbook indicating that you have received, read, and agree to abide by the rules and regulations in this handbook.

As always, please contact us with any questions or concerns. We look forward to a successful school year for each of you.

Sincerely,

Paul R. Chase III  
Principal

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## Contact Information

## **Beachwood High School**

www.beachwoodschoools.org  
25100 Fairmount Boulevard  
Beachwood, OH 44122  
Phone: 216-831-2080  
Fax: 216-292-4169

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### **Administration**

Paul R. Chase, Principal  
Aubrei B. Erkins, Assistant Principal  
Ryan M. Peters, Director of Athletics  
Amy Schulte, Principal's Secretary  
Casey DeMay, Secretary to A.P. and Dir. of Athletics  
Rebecca Fleischmann, Attendance Clerk

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### **Counseling Department**

Liz Osicki, School Counselor  
Meghann Sullivan, School Counselor  
Sherri Williams, School Counselor  
Chris Weyn, School Psychologist  
Keyonna Hughley, Counseling Secretary

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### **District Compliance Officers**

India Jackson  
Director of HR/Anti-Harassment Coordinator/Title IX  
Coordinator  
Email: [ijackson@beachwoodschoools.org](mailto:ijackson@beachwoodschoools.org)  
Telephone: 216-464-2600

All other staff contact information, including a list of all staff, can be located on the District website, [www.beachwoodschoools.org/ContactUs.aspx](http://www.beachwoodschoools.org/ContactUs.aspx)

# **General Information**

## **School Day**

The school building opens for students at 7:45 a.m. with the first class bell at 8:20 am. The school building closes for students every day at 3:40 p.m. unless the student is required to be in the building for other school purposes such as co-curricular or extra-curricular activities.

## **Visitors**

A person wishing to visit a school or observe a classroom or other school activity must comply with Board Policy 9150 and Administrative Guideline 9150 that are posted in the school and available from the school office. Every visitor to a school must first register at the main office with appropriate identification. Sign-in lists showing name, time, person visiting, and time departing shall be maintained by the school office. Any person who does not first register with the school office is on school property illegally and shall be asked to identify himself/herself properly or to leave the school grounds. If the visitor refuses to leave the school grounds or creates any disturbance, a building administrator may request aid from the Beachwood Police Department.

A person wishing to visit a school for the purposes of observing a student, a class, or other school activity must make arrangements in advance through the principal of that school. The principal reserves the right to decline the requested observation where the requested visit may result in an undue disturbance of the educational process or for other good cause. Teachers contacted by a person wishing to observe a classroom shall not make any arrangements for the requested observation but instead refer the person to the principal. The District reserves the right to have a school representative present during the observation.

## **Building Volunteers**

The District recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to the staff and students. All volunteers who work or apply to work unsupervised with children on a regular basis must display appropriate behavior at all times. All such volunteers shall be required to provide a set of fingerprints so that a criminal records check can be conducted. When the criminal records check is a condition of continued service as a volunteer, it will be conducted at the District's expense. Interested parties should contact the Principal for more information regarding volunteer opportunities.



# Positive Behavioral Interventions and Supports (PBIS)

## Overview

In our efforts to establish Beachwood City Schools as a safe, welcoming and purposeful learning environment, we have implemented a program called Positive Behavioral Interventions and Supports (PBIS). PBIS actively encourages students to achieve their academic potential and behave with good character. At Beachwood, the focus is on teaching and encouraging appropriate behavior in all areas of the school through five main behavior expectations: Be Honorable, Be Encouraging, Be Accountable, Be Respectful, and Be Determined. Students who are honorable, encouraging, accountable, respectful, and determined act appropriately to maximize learning for themselves and their classmates. Students take an active role in learning what the expectations mean and look like in all areas of our school through activities, lessons, demonstrations, videos, and role-playing. In addition to learning the expectations, teachers and staff will recognize and reward students for better-than-expected behavior.

## Behavior Matrix

The Beachwood High School behavior matrix indicates the expected behaviors in all areas of school. This framework ensures consistency across learning environments, whether students are on the bus, in the classroom, or in the hallway.

Please take time to review this matrix with your child. You will see that our expectations are simple and respectful of other human beings. We continually reinforce our expectations in preparing the students for life. Beachwood Schools staff believes that schools can only be successful when they help students grow academically, socially and emotionally. It is our goal to create an atmosphere for learning by setting clear expectations and directly teaching students about our expectations. By teaching students the necessary social skills for future success, we set our students on a course to be lifelong learners and successful citizens.





# Beachwood High School

## Behavior Matrix

	Honorable	Encouraging	Accountable	Respectful	Determined
<b>Arrival / Dismissal</b>	Enter and exit on time	Make the most use of time in class	Come prepared and ready to learn	Greet and engage peers and staff	Arrive/exit quietly and efficiently
<b>Hallway / Stairway</b>	Report to class on time	Be alert  Do not block walkways	Keep the hallways clean	Keep noise at an acceptable level  No running	Socialize with peers  Staff members while on your journey to class
<b>Cafeteria</b>	Be prepared with your selections  Have money ready	Speak with peers and involves others	Clean up after yourself	Keep noise at an acceptable level	Use your time wisely and have fun
<b>Auditorium/ Gym</b>	Enter, sit, and exit with dignity	Express gratitude of all presenters	Keep your space clean and sit properly	Applaud and communicate appropriately	Listen and process the information being provided
<b>Restroom</b>	Use the break time wisely	Try to get back to class quickly	Appropriate behavior in the restroom	Keep the restroom clean	Limit usage to avoid missing instruction
<b>Bus</b>	Report to the bus on time	Actively listen to the driver and peers on the bus	Keep the bus clean  Keep aisle ways open	Use appropriate language and respect personal space	Enter/Exit and sit down in a timely manner
<b>Classroom</b>	Create, maintain, and respect an environment conducive for learning	Ask relevant questions and give meaningful input	Have all needed materials	Be kind to your teacher and peers	Follow all directions given by teacher  Keep your classroom clean

# **Attendance**

## **General Attendance**

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which they have been assigned.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent requires from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of every single absence or prolonged absence.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student. If the student will be absent for twenty-four (24) or more consecutive hours when the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.
- H. such good cause as may be acceptable to the Superintendent
- I. medically necessary leave for a pregnant student in accordance with Policy 5751
- J. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that they report to such staff member they are assigned for guidance at the place in which they are conducting study, and regularly demonstrates progress toward the objectives of the course of study.

Attendance shall be taken at the beginning of every block/period in buildings with block/period-based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour.

Attendance shall be taken at the commencement of the school day in buildings with non-period-based schedules. Attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.

## **Contacting the Parent/Guardian of an Absent Student**

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law.

If a student will be absent, the parents should endeavor to notify the School at 216-831-2080 by 8:00 a.m. and shall provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence.

## **Excessive Absences**

When a student of compulsory school age is absent from school with combined non-medical excused absences and unexcused absences in excess of thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, that student is considered "excessively absent" from school. The District or school shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time, written notice is given, any appropriate intervention action listed herein may be taken.

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C 3321.04; or
- C. the student has received an age and schooling certificate.

## **Absence Intervention Team**

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian with written notice of the plan.

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist, and/or counselor of a public or nonprofit agency designed to assist students and their families in reducing absences.

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the Principal shall make at least three (3) meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, contacting (or attempting to contact) the parent by telephone, email, or regular mail. If the student's parent responds to any of those attempts but is unable to participate for any reason, the Principal shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse and the student's parent/guardian/custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the attendance officer shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children services agency. At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent/guardian/custodian, guardian ad litem, or temporary custodian.

When no excuse is provided, the absence will be unexcused

## **Homebound Instruction**

The School may arrange for individual instruction at home for students who are unable to attend school for ten or more consecutive days because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician.

## **Make-up of Tests and Other School Work**

Students who are absent from school with a reasonable excuse shall be given the opportunity to make-up missed work. The student should contact the attendance office as soon as possible to obtain assignments. The number of days for completion of make-up work will be equivalent to the number of excused days of absence. If a student misses a teacher's test due to an excused absence, they should make arrangements with the teacher to take the test at another time. If they miss a State-mandated assessment test or other standardized test, the student should consult with the Counseling Office to arrange for administration of the test at another time.

Attendance during midterm and final exams is mandatory. Students with an excused absence (must be issued in advance by an administrator) from an examination must make arrangements with their teacher for a make-up time. Students who miss a final exam without an excused absence will receive a zero. Students late to an exam are admitted to the examination but given no time extension. Students will remain in the testing classroom for the duration of the exam period.

## **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence.

## **Truancy**

Truancy is defined as being absent from school for the day or any portion thereof without school authorization and parental consent. Class or study hall cutting is not permitted under any circumstances and is considered truancy. Students receive no credit for work missed during truancy or class cutting.

The penalty for truancy is as follows:

- 1st offense ..... 1-morning detention
- 2nd offense ..... 1 day of In-School Suspension or two Saturday Schools
- 3rd offense..... 2 days of In-School Suspension or three Saturday Schools
- Repeat offenses.....Administrative discretion up to and including exclusion from school.

A student who cuts a class will be ineligible for their next athletic game/match or extra-curricular event.

When a student joins an activity, they are expected to commit themselves to the activity for the duration of the activity (e.g. season, rehearsal schedule, etc.). This also includes pre- and post-season training and competitions or performances. Participating students are expected to attend all practices and competitions/performances. Students who miss practices and/or competition(s) are subject to the loss of playing time and possible suspension/dismissal from the team or activity. All students participating in fall athletics must attend pre-season practices in August; to this end, students and their families should plan accordingly. Students must attend practices and games during breaks (winter and spring). If a student accumulates tardies during the school day, then they will be subject to loss of practice time and/or loss of playing time in games. If a student accumulates over nine tardies in a season, then they will be subject to

removal from the team or activity for the remainder of the season. Students participating in student activities must comply with all attendance policies as stated in the Parent-Student Handbook. This applies to practices as well.

## **Tardiness**

Each student is expected to be in their assigned location throughout the school day. If a student is late arriving at school, they must report to the attendance office before going to their first assigned location. Students who arrive tardy to school must sign in upon their arrival. Student tardies will be considered “non-cumulative” or “cumulative” according to the same policy as absences with the following additions: court appearance; driver’s license test.

Every two “cumulative” tardies will be counted as one “cumulative” absence. Tardies to class when a student has been present in the building will be considered a “cut.” Students arriving more than twenty (20) minutes after the start of a class period will receive an absence.

The penalty for repeated tardiness are as follows:

3rd offense (three tardies in one semester) ..... 1-morning detention  
6th offense (six tardies in one semester) ..... 1-morning detention  
9th offense (nine tardies in one semester).... 1 day of In-School Suspension or Saturday School.

In addition, students who participate in athletics or extra-curricular activities will forfeit their right to participate in the next athletic game/match or extra-curricular event during that current season. Any additional tardiness past nine will result in additional missed games or events and possible removal from the team or activity.

Repeat offenses.....Administrative discretion up to and including exclusion from school.

## **Vacations During the School Year**

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip.

## **Early Dismissal**

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or speaking with the attendance office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian and otherwise verified by the custodial parent(s).

Students may obtain an early dismissal for one of the following reasons (please make every attempt to schedule appointments after school whenever possible):

- Doctor/dental appointment
- Court appearance
- Driving test

- Religious observance
- Family emergency
- Personal illness
- College admissions interview
- Such good cause as may be acceptable to the Principal

Upon returning to school, the student must sign in at the attendance office.

## **Withdrawal from School**

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of their parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license if they are under the age of 18.

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request.

## **Safety and Security**

The safety and security of the building and students are of utmost importance. Everyone involved with the School has the responsibility to notify the administration of anything that is unsafe or insecure including any suspicious behavior or situation that makes them uncomfortable.

The outside doors to the school building are locked during the day. All visitors must enter the school building through the front doors and report to the main office where they will be requested to submit their state-issued photo ID in order to be scanned for a background check, and will be issued, and required to wear, a building pass.

Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are in the area of the building after hours. Portions of the building that will not be needed after the regular school days are closed off, and students not involved in after-school activities are expected to vacate the building at the end of the school day.

## **Student Wellbeing**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office. Students with specific health care



needs should deliver written notice about such needs, along with physician documentation, to the School office.

## **Duty to Report**

If a student is aware of any dangerous situation or accident, they must notify a staff person immediately.

Beachwood High School is committed to maintaining an educational environment that is free from all forms of unlawful harassment, discrimination, and retaliation. This commitment applies to all Beachwood High School operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment, discrimination, and retaliation. This applies to conduct occurring on school property or at another location if such conduct occurs during an activity sponsored by the Board.

## **Fire, Tornado, and Safety Drills**

The School complies with all safety laws and will conduct drills in accordance with State law. The School will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted at least once per school year. The School will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

## **Parent Communications**

### **Grades**

For real-time access to grades, students and parents can access the Infinite Campus grade book. Parents are encouraged to check grades with their child at least one day per week. Report cards will be released to Infinite Campus at the end of each quarter.

### **Emergency Closing and Delays**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify local radio and television stations. Information concerning school closings or delays can also be found on the School's website at [www.beachwoodschoools.org](http://www.beachwoodschoools.org).

Parents will also be notified of school closings or delays via a pre-recorded telephone message or text alert delivered to the phone number on file. Parents and students are responsible for knowing about emergency closings and delays.

## **Student Valuables**

Students should not bring valuable items to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

## **Medical**

### **Emergency Medical Authorization**

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and must be resubmitted at the beginning of each school year. If a student participates in athletics they must complete the OHSAA physical examination form prior to the first day of practice. This must be updated yearly.

### **Injury & Illness**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. In the event of an accident, the student will be requested to complete an Accident-Incident Form.

### **Control of Direct Contact Communicable Diseases**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific communicable diseases include coronavirus, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be limited to the contagious period.

### **Keeping Your Child at Home**

There are times when it is difficult to tell if your child is too ill to go to school. Sometimes there is the worry that they will miss important school work. Like adults, children will have different tolerances for discomfort and illness. Even with common colds, some are able to function fine while others are miserable. If you decide to send your child to school when he or she is on the "borderline" of being ill, it is a good idea to have a "back up" plan if your child's condition worsens at school. Please call the school or send a note to the teacher to let them know. Make sure the school knows where you can be contacted. Do not send your child to school if any of the

following symptoms or conditions were present in the last 24 hours. You will be called and asked to take your child home if any of the following conditions exist.

- A temperature of 100 degrees F or more. Your child should be fever-free for 24 hours before returning to school
- Vomiting and/or diarrhea two or more times during the previous evening or night. Call your child's doctor if symptoms continue for more than 48 hours or worsen
- Blistery, draining rash. Also, any undiagnosed rash must be evaluated by a physician.
- Diagnosed with a bacterial infection like strep throat. Your child may return to school after taking prescribed antibiotics for 24 hours
- Thick mucus or pus draining from the eye or "pink eye." Your child can attend school 24 hours after the start of treatment
- Severe headache. Your child will be too uncomfortable in school if they have a severe headache
- Ear pain with fever or drainage. Your child can attend school after receiving medical treatment for an ear infection
- Live lice or the presence of nits (lice eggs). Must be cleared by the school nurse before returning to class
- Sore throat, especially with fever or swollen glands in the neck
- Unusually tired, pale, difficult to wake, confused or irritable, lack of appetite.
- Long term nasal discharge and/or chronic cough. Continuous cough. It will be difficult for your child and other students to concentrate.

## **Medications**

### **Prescribed Medications**

Ideally, medication should be administered to children at home by parents/guardians. However, in some situations, medication must be administered during the school day to attain optimal health. Parents should determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours. Students, who must take prescribed medication during the school day, must have the appropriate form on file with the School Nurse before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication. Forms must be completed every year via your Infinite Campus Parent Portal.

All medications must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.

The School will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

Medication that is brought to the School will be properly secured. Except as noted below, medication must be delivered to the Nurse's Office by the student's parent/guardian or by another

responsible adult at the parent/guardian's request. Except as noted below, students may not bring medication to school.

Students may carry emergency medications for allergies and/ or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("EpiPens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, EpiPens, or inhalers to any other student for their use or possession.

A student may possess and use a metered-dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Nurse's Office. A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of an inhaler or other medication to any other student.

### **Use of Medications**

If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.

Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the Student Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

### **Non-Prescribed (Over-the-Counter) Medications**

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the Nurse's Office. Physician authorization is not required in such cases. By written notice, parents may also authorize that their child may self-administer non-prescribed medication and may keep non-prescribed medication in their possession. If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the Principal's office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

## Emergency Epinephrine Administration Policy

Beachwood Schools has implemented a new policy that allows the schools to stock supply Epinephrine and administer it to any person within our district who is displaying signs and symptoms of an allergic reaction that would require emergency administration. For more information, contact your school nurse.

## Fees

### Course Material Fees

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with law, the School charges specific fees for a variety of materials used in various courses of instruction. The chart below outlines course fees for each course at the high school. Course fees will be activated in Infinite Campus on September 10. Parents will pay these fees using the Infinite Campus Portal. Course fees will not be reimbursed under any circumstance.

If a student's course material fees are not paid by the end of the school year for which the course material fee was assessed, the School will withhold that student's grades and credits for the fourth quarter of that school year until such time as the course material fees are paid in full. Students could be prohibited from participating in extracurricular activities and attending field trips if school fees are not paid. If you have a situation that warrants special consideration, please bring the situation to the principal or the principal's designee.

All students participating in a performing arts class (Band, Choir, or Orchestra) will be required to purchase formal concert attire during their first year in that class. Students may re-use this attire in following years if it still fits, but will need to re-order formal concert attire when new sizes are needed. Information about the group purchase of these items will be shared during the fall with all participating students and the total cost will be determined based on the prices of the items and added shipping costs.

Course Name in IC	Course Fee
<b>ALL AP Courses are charged a Test FEE</b>	
College Prep English 1	\$37.00
College Prep English 2	\$42.00
Honors English 9	\$37.00
Honors English 10	\$26.00
American Literature & Composition	\$43.00
AP English Language	\$45.00
Contemporary Literature 1	\$15.00
Contemporary Literature 2	\$15.00
AP English Literature	\$64.00
Biology	\$16.00
Honors Biology	\$16.00
Honors Anatomy & Physiology	\$87.00
AP Biology	\$25.00

Earth Science	\$15.00
Chemistry	\$15.00
Honors Chemistry	\$15.00
Environmental Science	\$15.00
Physics First Studio	\$15.00
AP Chemistry	\$25.00
AP Physics 1	\$15.00
AP Physics 2	\$15.00
AP Physics C: Mechanics	\$15.00
AP Environmental Science	\$31.00
Spanish 1	\$15.00
Spanish 2	\$15.00
Honors Spanish 4	\$23.00
AP Spanish Language & Culture (mandatory purchase)	\$88.00
AP Spanish Literature	\$0.00
Chinese 2	\$84.00
Chinese 3	\$80.00
Honors Chinese 4	\$84.00
AP Chinese	\$80.00
Band	\$20.00
Honors Band	\$20.00
Art 1	\$38.00
Art 2:2D	\$72.00
Art 2: 3D (students only taking Semester 2)	\$14.00
AP Studio Art: 2D Design	\$90.00
AP Studio Art: Drawing	\$59.00
Digital Graphic Design	\$5.00
Digital Photo	\$5.00
Adobe Creative Suite	\$5.00
Adobe Creative Suite Photoshop Advanced	\$5.00
Adobe Creative Suite Indesign	\$5.00
AP Computer Science Principles	\$0.00
AP European History	\$98.00
AP U.S. History	\$98.00
AP Psychology	\$98.00
AP Macroeconomics	\$98.00
AP Microeconomics	\$98.00
Excel TECC TEACH (11th)	\$160.00
Excel TECC TEACH (12th)	\$85.00
Excel TECC Marketing (12th)	\$100.00
Excel TECC Culinary (11th)	\$320.00
Excel TECC Culinary (12th)	\$110.00

## **Fines for Lost, Damaged, or Destroyed School Property**

If a student damages a device or uniform/equipment or loses a device or uniform/equipment, repair costs will be collected from the student (for the replacement cost.) Charges may also be imposed for loss, damage, or destruction of school apparatus, equipment, uniforms, musical instruments, library materials, textbooks, and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Fees may be reduced or waived in situations where there is documented financial hardship. Students can avoid late fees by promptly returning borrowed materials. Parents will pay these fines using the Infinite Campus Portal.

If a fine for lost, damaged, or destroyed school property is not paid by the end of the school year during which the fine was assessed, the School will withhold that student's grades and credits for the fourth quarter of that school year until such time as the fine is paid in full.

## **Computer Technology and Networks**

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers/equipment, network and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the District may not be able to limit technological access through the Network to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that attempts to protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to attempt to protect against access to other material considered inappropriate for students to access.

Nevertheless, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet and/or on District issued devices.

Students are encouraged to use the Network for educational purposes. Use of the Network is a privilege, not a right. The Student-Parent Handbook's Code of Student Conduct applies to behavior involving the Network. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action

consistent with the Student Code of Conduct, and/ or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Acknowledgement of the Parent-Student Handbook simultaneously provides acknowledgment of the Acceptable Use and Safety Agreement.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

1. Students are responsible for their behavior and communication on the Network.
2. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
3. Students may not seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.
4. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
5. Transmission of any material in violation of Board policy and/or any State or Federal law or regulation is prohibited.
6. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited.
7. Use of the Network to engage in cyberbullying is prohibited. Cyberbullying involves the use of information and communication technologies such as e-mail, text messages, instant messaging (IM), defamatory personal websites or accounts, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.
8. Cyberbullying includes, but is not limited to the following: posting slurs, rumors, or other disparaging remarks about a student or school staff member on a website or on weblog; sending an e-mail or instant messages that are mean or threatening, using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video/photo sharing sites such as YouTube or Instagram; posting misleading or fake photographs of students or school staff members on websites.
9. To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.



10. Students are expected to abide by the following generally accepted rules of network etiquette:
  - a. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages or social media).
  - b. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
  - c. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, the student must stop.
  - d. Do not post information that, if acted upon, could cause damage or disruption of school.
  - e. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial websites.
  - f. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
  - g. Never agree to get together with someone you "meet" online without parent approval and participation.
  - h. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any email that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
11. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the School if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access
12. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding

software, information, and attributions/acknowledgment of authorship must be respected. Rules against plagiarism will be enforced.

13. Downloading of information onto the District's hard drives is prohibited, without prior approval from the Principal. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to restore the Network to fully operational at its pre-incident level.
14. Students must secure prior approval from a teacher before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
15. Students may use real-time electronic communication, such as chat or instant messaging to support educational activities that have been approved by the Board, Superintendent, principal, or teacher.
16. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the District reserves the right to monitor, review, and inspect any District device and directories, files, and/or messages residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate school and/or legal authorities.
17. Use of the Internet and any information procured from the Internet is at the student's own risk. The District makes no warranties of any kind; either expressed or implied that the functions or the services provided by or through the Network will be error-free or without defect. The District is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The District is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The District will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the District harmless from any losses sustained as the result of misuse of the Network by the student.
18. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.

## **Meal Service**

### **Lunch Program**

The School participates in the National School Lunch Program and makes lunches available to students for a fee. Students may also bring their own lunch to school to be eaten in the School's cafeteria. Applications for the School's Free and Reduced-Priced Meal program are distributed to

all students. Additional benefits of the lunch program for those students who qualify include the Sharing of Information form, which allows the Treasurer to exempt academic fees for the school year. If a student does not receive an application form and believes they are eligible, contact the Principal's Office.

## **Food Delivery/Food Consumption**

Students are not permitted to use food delivery services such as DoorDash or GrubHub. It is permitted for a parent to drop off lunch in the main office. It is the student's responsibility to pick up their food at the front desk.

## **Student and Parent Rights**

### **Protection and Privacy of Student Records**

The District maintains many student records including both directory information and confidential information. Directory information includes a student's name; address; telephone number; photograph; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received, etc.

Directory information may be provided, upon request, to any individual, other than a for-profit organization, without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Principal. For further information about the items included within the category of directory information and instructions on how to prohibit its release parents may consult the District's annual Family Education Rights and Privacy Act (FERPA) notice which can be found on the District's website ([www.BeachwoodSchools.org/PublicNotices.aspx](http://www.BeachwoodSchools.org/PublicNotices.aspx)).

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The District will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please provide a written notice identifying requested student records to the Principal.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the

request is denied, the parent or adult student will be informed of the right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, their parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or the student's parents;
- mental or psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or their parents; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program)

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the Principal to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled: activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students 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 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/face](http://www.ed.gov/offices/OM/face)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov)

[PPRA@ED.Gov](mailto:PPRA@ED.Gov)

## **Notice of Nondiscrimination and Grievance Procedures (Including Title II, Title VI, Title IX, Section 504, and ADA)**

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

Any person who believes that they have been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District's Anti-Discrimination Coordinator, Ms. India Jackson. The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114.

A copy of each of the Acts and the regulations on which this notice is based may be found in the District Coordinator's Office.

## **English Language Students**

Our school district is proactive in identifying students who are not native speakers of the English language and who need special assistance in order to meet the district's and Ohio's levels of proficiency. Our efforts include opportunities for parents to meet with their child's Principal and teacher(s), information about how parents can be involved in their child's education, and how parents can help their child attain English proficiency and succeed in the classroom. We work hard to provide information to parents in a format and language that they can understand; if we are not succeeding in this, we would ask you to contact us so that we may improve and provide you what you need.

In September of each school year, our school district will notify the parents of an English Language student of the reasons their child has been so identified, the child's level of English proficiency and how it was assessed, the methods of instruction used in our and other programs, how our program will help your child, and when your child is expected to gain English proficiency.

Our school district can also provide parents of English Language students information about Parent Information and Resource Centers that may help with additional training and support. Parents of English Language students who fail to make progress on annual achievement objectives shall be notified of the child's failure within 30 days.

## **Special Education Services**

The Board of Education is committed to providing a free, appropriate public education (FAPE) to children with disabilities identified in accordance with applicable State and Federal laws, rules, and regulations. This includes students who are confined to community corrections facilities or juvenile detention centers. The District shall provide students with disabilities the services to which they are entitled pursuant to their individualized education programs (IEPs) and in accordance with the Operating Standards for Ohio Educational Agencies Serving Children with Disabilities, including Child Find and Evaluation requirements. Students with disabilities who are in adult county jails shall continue to receive FAPE during incarceration, subject to their continued eligibility for services and subject to exceptions related to security and safety.

In order to satisfy the requirements of the *Operating Standards for Ohio Educational Agencies Serving Children with Disabilities* ("Ohio Operating Standards"), the Board of Education adopts the model policies and procedures promulgated by the Ohio Department of Education's Office of Exceptional Children (ODE-OEC), which is incorporated by reference into this policy. While the Special Education Model Policies and Procedures ("Model Policies") issued by the ODE-OEC are comprehensive, the document does not include every requirement set forth in the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA"), the regulations implementing the IDEIA, the Operating Standards, the Ohio Revised Code, and/or the Ohio Administrative Code. As such, the Board affirms its obligation to follow these laws and regulations, regardless of whether their provisions are restated in the Model Policies.

Copies of Model Policies and Procedures are available at the office of the Board of Education.

## **Gifted Identification and Services**

The Board of Education shall ensure that procedures are established to identify all gifted students. The District follows the identification eligibility criteria as specified in Section 3324.03 of the Ohio Revised Code and the Operating Standards for Identifying and Serving Gifted Students as specified in the District Plan.

"Gifted" students perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment. Annually, children who are gifted are identified by professionally qualified persons using a variety of

assessment procedures. The Board encourages efforts to provide services for the children who are gifted as an integral part of the total kindergarten through grade 12 program.

## **Title I Services and Meetings**

Our school district provides Title I services to eligible students. Each Title I eligible school in the district conducts an annual meeting each fall to inform parents of the school's participation in Title I programs and to invite parent input in ways that will improve our school buildings and district and help children succeed. Among the issues discussed at these meetings are the curricula in place in our schools, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet. Parent issues and questions about our Title I program will be addressed and become a part of our school district Title I Plan. If you have a question about how our Title I program and funds support our children, please contact the Beachwood City School District's Title I Coordinator or the principal.

## **Student Activities**

The District recognizes the value of student activities in the educational process and the values that students develop when they have the opportunity to participate in these activities. Students participating in student activities are expected to demonstrate the same level of responsibility and behavior at practices, competitions, and performances as in the classroom.

Participation in student activities is a privilege and may be denied by the School for violations of the Student Code of Conduct, and/or for failing to meet the specific eligibility requirements for the activity. Additionally, in many cases, there are specific minimum skill requirements that students must meet in order to safely practice, compete or perform. The School reserves the right to make the final determination, on an individualized basis, regarding a student's eligibility to participate in a particular activity.

## **Student Fundraising**

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds. Students may not sell any item or service in school without the prior approval of the Principal.

Students may not participate in a fund-raising activity for a group in which they are not members without the approval of an authorized School official.

Students may not participate in a fund-raising activity off school property without proper supervision by approved staff or other adults. Students may not engage in house-to-house canvassing for any fund-raising activity.

Fund-raising activities for a parent group, booster club, or community organization, may only occur on school property with the approval of the Principal.

## **Field Trips**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Students who violate school rules may lose the privilege to go on field trips.

The Student Code of Conduct applies to all field trips, including overnight and out-of-state trips. Attendance rules apply to all field trips.

Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian,
- Failure to complete appropriate coursework, as defined by the teacher,
- Behavioral or safety concerns, or
- Prior to a field trip, parents will be asked to sign off on a permission form and the fees associated with the field trip. These fees will then be billed through the Infinite Campus portal. Once a commitment has been made and a ticket has been purchased, there will be no reimbursement.

## **Behavioral Expectations**

### **Community Citizenship**

Students participating in student activities must conduct themselves in an exemplary manner as citizens of the community. Unsatisfactory community citizenship that reflects poorly upon the student, the team or club, and/or the school/district will be addressed by the Head Coach and/or Advisor. Students may be prohibited from participating in all or part of student activities without further notice, hearing, or appeal rights, pursuant to Board Policy 5600.

### **Tobacco, Alcohol & Drugs**

The use of tobacco, alcohol, and drugs is prohibited by the District, and should a student participating in student activities be found to have possessed, used, distributed, or been under the influence of any substance mentioned above, whether on or off school property, they will be subject to temporary or permanent removal from student activities in which they participate. Repeated infractions involving tobacco, alcohol, and/or drugs will garner progressive disciplinary consequences.



## Sponsored Clubs and Activities

The District provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/ or contain school subject matter.

The Board authorizes the following student groups that are taught by a staff member.

- Band
- Choir
- Journalism (school newspaper)
- Orchestra

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

Academic Challenge	Drill Team	Oculus (yearbook)
Amnesty International	Ecology Club	Robotics Team
American Sign Language Club	Introspect (literary magazine)	Science Olympiad
Art Club	Leadership Conference Planning Committee	Spanish Club
Beachcomber (school newspaper)	Library Club	Speech & Debate Team
Council for Exceptional Children	LINK Crew	Stock Market Club
MAC Scholars	Model United Nations	Student Council
Destination Imagination	Multicultural Club	Tech Crew
Drama Club	National Honor Society	White & Gold (talent show)

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements (academic, athletic, attendance, behavior, and, if appropriate, skill). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/ or appeal rights in accordance with Board Policy 5610.05.

For the purposes of induction in the National Honor Society, sponsored activities and clubs are considered approved extracurricular activities.

## Non-Sponsored Clubs and Activities

Non-sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, and that the event will not interfere with school activities. Applicants must verify that the non-sponsored club and/or activity has a staff member or board-approved community volunteer serving to supervise but not lead the students during their meetings.

All school rules relating to student conduct and equal opportunity to participate apply to such activities. Membership in any fraternity, sorority, or other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate. Non-sponsored organizations may not use the name of the school or school mascot on any materials or information.

Non-sponsored clubs or activities acknowledged by the Principal are:

- Boys Lacrosse

- Genders & Sexualities Alliance (GSA)
- Israeli Culture Club
- Young Democrats
- Young Republicans
- Pre-Law Club
- Pre-Med Club
- SAY Club
- Ski Club

For the purposes of induction in the National Honor Society, non-school-sponsored activities and clubs are considered approved extracurricular activities.

## Athletics

The District provides a variety of athletic activities (see below) in which students may participate provided they meet eligibility requirements established by the District and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing, and/or appeal rights in accordance with Board Policy 5610.05.

Students participating in athletics are highly visible representatives of the District. Younger children, fellow classmates, and members of the Beachwood community, as well as other communities, look to these students as exemplars of high standards. Students participating in student activities must adhere to all provisions of the Code of Conduct in the Student Parent Handbook.

FALL	WINTER	SPRING
Cheerleading	Cheerleading	Softball
Cross Country – Boys	Basketball – Girls	Baseball
Cross Country - Girls	Basketball – Boys	Tennis – Boys
Football	Swimming – Girls	Lacrosse – Girls
Golf – Boys	Swimming – Boys	Track – Boys
Soccer – Girls	Wrestling	Track - Girls
Soccer - Boys	Indoor Track – Girls	
Tennis - Girls	Indoor Track - Boys	
Volleyball		

## Medical Release

Each student participating in athletics must have a complete OHSAA Pre-Participation physical examination on file with the Athletic Office before they can practice or compete. The physical exam must be current during the entire season that she/he participates, and is valid for one calendar year from the date of the exam.

A student who has been injured and limited or prohibited from athletic participation by a physician cannot participate again until that physician indicates in writing that it is safe to return to play. All notes concerning a player's physical condition must be delivered to the Athletic Office and the Athletic Trainer will authorize if the student is cleared to return to practice or competition. Only an appropriate physician can remove practice or competition restrictions placed on a student.

## **Insurance**

All students must either carry school insurance or have a signed waiver form indicating that they are covered with insurance by a family policy.

## **Practice Times**

During each season, because of weekday space limitations, athletes may have staggered practice times, before or after school. Weekday practices for varsity and junior varsity athletes may start as late as 5:30 pm and end after 8:00 pm; some practices may start as early as 6:00 am and end by 7:30 am. Practices may occur on weekends.

Coaches may schedule practices during school breaks and non-religious holidays.

Student-athletes are expected to attend all practices and contests

## **Training & Practice**

Students must adhere to the prescribed training and/or practice rules, expectations, procedures and/or guidelines as outlined by the associated staff of that activity. Students participating in student activities may not involve themselves in any actions or conduct that would be detrimental to their personal wellbeing or in direct violation of basic training and/or practice expectations.

## **Playing Time**

Competition and winning are important aspects of any athletic program but should not dominate the values of the program. As a general philosophy, Beachwood strives to have all team members participate in competitions. However, at the varsity and junior varsity levels, coaches are playing to win – and as such, not all team members may play. Playing time is determined by the coaching staff.

## **Parent Concerns**

If concerns arise, parents should encourage their child to speak with the head coach. If a parent feels the need to intervene, she/he should arrange an appointment with the head coach. Parents should refrain from questioning or making recommendations to a coach during or immediately after a competition or practice. If a parent has communicated appropriately to the coach without results, the parent should arrange a meeting with the head coach and the Director of Athletics.

## **Dismissal/Quitting a Team**

If a student is dismissed from or quits a team during the course of a specific season, they may not join a different team without permission from the Director of Athletics and the head coaches. No athlete who is dropped or cut from one team for disciplinary reasons, or who "quits," shall be

eligible to compete in another sport for that particular season unless approval is granted by the Director of Athletics. If the athlete decides to quit one sport and join another, the athlete must receive written approval from the Director of Athletics in order to join the other sport.

## **Equipment/Uniforms**

Students are responsible for all equipment and uniforms issued to them. Equipment and uniforms not returned within two (2) weeks of the conclusion of the season (or dismissal/quitting) will be charged to the student's fees.

## **Academic Eligibility**

The District shall determine the standards of eligibility to be met by all students participating in student activities (athletics and extracurricular activities). Such standards shall require that each student be in good physical condition (as appropriate for the activity), be free of injury (as appropriate for the activity), and have fully recovered from any illness before participating in any interscholastic event.

Students participating in extra-curricular activities that involve interscholastic competition, and are not under the jurisdiction of the Ohio High School Athletic Association (i.e. Academic Challenge, Robotics, etc.), must also adhere to the eligibility standards of the Beachwood City Schools detailed herein.

In order to be eligible to participate in any interscholastic activity (including Drill Team during the Football season), students must meet the eligibility requirements established by the Ohio High School Athletic Association and Beachwood City Schools:

- Be currently enrolled in and earning passing grades (D- or better) in five (5) one-credit courses or the equivalent, each of which counts towards graduation.  
In addition, the Beachwood City School District has established the following eligibility requirements, which students participating in interscholastic activities (including Drill Team during the Football season) must meet:
- Have earned passing grades (D- or better) in all courses during the previous grading period;
- Have earned a 2.00 quarterly GPA (weighted) or higher during the previous grading period.

Eligibility to participate in interscholastic athletics and extra-curricular activities will be reviewed at the end of each quarterly grading period. Students who have been deemed ineligible at the end of the quarter, but passed at least five (5) one-credit courses or the equivalent, each of which counts towards graduation, will be placed on academic probation for the duration of the grading period.

Students on academic probation will be ineligible to participate in interscholastic competitions (including Drill Team during the Football season) for at least the first fourteen (14) calendar days of the quarterly grading period. Students on academic probation will have the opportunity to resume participating in interscholastic competitions (including Drill Team during the Football season) after the first fourteen (14) calendar days of the quarterly grading period if they maintain the following aspects of the eligibility standard:

- Remain enrolled in at least five (5) one-credit courses or the equivalent, each of which counts towards graduation;

- Continue earning passing grades (D- or better) in all of their courses during the current quarterly grading period;
- Continue earning a 2.00 quarterly GPA (weighted) during the current grading period;
- Continue to meet any additional terms of academic probation as individually established by the Principal.
- **A student placed on the fourteen (day) academic probation period may waive the fourteen (14) day academic probation period if a semester of virtual learning (e.g. Jefferson County VLA) is completed for the course in which the student received a D or or F for the previous quarter. The following rules apply:**
  - **The course must be approved by the school counselor or administration and course fees are paid for by the student;**
  - **The student must earn a C or better in the course;**
  - **The course must be completed before the two-week academic probation period begins.** Students on academic probation will have their grades and probationary status reviewed at an established weekly meeting. Students on academic probation may have their eligibility for participation in interscholastic competition (including Drill Team during the Football season) revoked at any time during the quarterly grading period if they fail to maintain any requirement of the eligibility standard.

## Attendance Expectations

When a student joins an activity, they are expected to commit themselves to the activity for the duration of the activity (e.g. season, rehearsal schedule, etc.). This also includes pre- and post-season training and competitions or performances. Participating students are expected to attend all practices and competitions/performances. Students who miss practices and/or competition(s) are subject to the loss of playing time and possible suspension/dismissal from the team or activity.

All students participating in fall athletics must attend pre-season practices in August; to this end, students and their families should plan accordingly. Students must attend practices and games during breaks (winter and spring).

If a student accumulates tardies during the school day, then they will be subject to loss of practice time and/or loss of playing time in games. If a student accumulates over nine tardies in a semester, then they will be subject to removal from the team or activity for the remainder of the season.

Students participating in student activities must comply with all attendance policies as stated in the Parent-Student Handbook. This applies to practices as well.

## Activity Selection

The School encourages all students to participate in student activities. However, many activities must be kept to a manageable size to ensure a successful experience. In some interscholastic athletics, teams may only carry a certain number of students as dictated by state and school rules. If not addressed by state rules, the Head Coach or Advisor will determine the roster size. When necessary, coaches or advisors may hold tryouts. If too many students express interest in

participating on a team or in an activity, coaches and advisors will make cuts to accommodate an appropriate team size.

Students participating in activities should consider their availability for competitions, performances, and practices during school breaks when making their decision to participate. Consequences for absence(s) from practice or competition will be at the discretion of the Head Coach or Advisor.

## **Removal/Dismissal from Student Activities**

Students participating in student activities must exhibit exemplary behavior in and out of school. Failure to do so may result in disciplinary consequences up to and including being removed from the team for one or more competitions or performances or being removed from the team or club. Students who may be expelled are not permitted to participate for one calendar year.

Students who are dismissed or quit an athletic team due to any disciplinary actions, investigations or consequences, may not participate in any other sport or conditioning until the current season is completed and/or the activity suspension is terminated.

## **Transportation**

Students participating in a particular student activity must ride the school bus/van to a competition or practice, and return to the school by the same means.

Should a need arise for a student to be transported privately to or from an event off-campus, the parent/guardian, as well as the student, must sign a transportation release and submit it to the head coach/ advisor and a school administrator for approval prior to being transported. In the event of an emergency (e.g., severe medical problem in the family, injury to the athlete or extenuating circumstances, etc.), the coach/advisor may make the decision to release a student immediately.

## **Commencement Expectations**

Students participating in commencement must wear school-issued caps, gowns, and tassels. Additional approved items that can be worn during commencement include Magna Cum Laude medals, National Honor Society stoles or pins, National Technical Honor Society stoles or pins, school-issued MAC Scholars stoles, and other school-sponsored activity garments approved by the high school principal prior to the day of commencement. Students cannot wear decorated caps or garments that were not purchased or not approved by a school administrator (e.g. stoles, special-order caps).

## **Code of Student Conduct**

A major component of the educational program is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established

standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective actions, discipline a student, and/or modify a student's behavior when a student's behavior does not fall within established standards of conduct. School staff will report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools consistent with applicable Board policies, including but not limited to the removal of a student from school grounds.

## **Expected Behaviors**

Students are expected to:

- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, conducive to learning, respectful, and productive;
- act at all times in a manner that reflects pride in self, family, and in the School.

## **School Environment**

It is the responsibility of students and school staff to maintain a school environment that allows:

- staff to communicate effectively with all students
- all students the opportunity to learn and to feel safe and welcomed
- students and school staff to function without disruption.

## **Student Attendance at School Events**

Students are encouraged to attend as many after-school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event. All school rules, policies, and regulations are in effect for students attending school events (on- or off-campus).

## **Gangs**

Gangs that initiate, advocate or promote activities that threaten the health, safety or welfare of anyone or that are disruptive to the school environment will not be tolerated. Incidents involving initiations, hazing, intimidations or related activities that are reasonably likely to cause a substantial disruption of or material interference with school activities or the educational process are prohibited. Students wearing, carrying, or displaying gang symbols, exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined.

## **Harassment, Retaliation, Hazing, Intimidation and Bullying**

Harassment, retaliation, hazing, intimidation, and/or bullying toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The District will not tolerate any gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business. The School believes that acts of harassment, intimidation, or bullying of any type are inconsistent with the educational process and also prohibits all such activities off school property if the misconduct is connected to activities or incidents that have occurred on school property, is reasonably likely to cause a substantial disruption of or material interference with school activities or the educational process.

Harassment, intimidation, or bullying means any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior causes either mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

“Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication devices.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, or cellphone,) that a student or a group of students exhibits toward another particular student or group of students more than once and the behavior causes either mental or physical harm to the other students and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes they have been or is the victim of aggressive behavior should immediately report the situation to the building principal, assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.



Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior or an act of harassment, intimidation or bullying directed toward a student. Reports may be made to those identified above. All concerns about incidents of suspected harassment must also be reported directly to the District Compliance Officer listed below:

India Jackson  
Director of HR/Anti-Harassment Coordinator/Title IX Coordinator  
Email: [ijackson@beachwoodschoools.org](mailto:ijackson@beachwoodschoools.org)  
Telephone: 216-464-2600

All complaints about aggressive behavior or acts of harassment, intimidation, or bullying shall be promptly investigated. Additional information is available in the Counseling Office, the Office of Pupil Services, and on the school district website.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the School shall notify the custodial parent/guardian of the victim of such findings. In providing such notification, care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the School shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification as appropriate.

## **Student Discipline Code**

Effective discipline, which requires respect for the rights of others, is necessary if all students are to attain a quality education.

School rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Additionally, school rules apply off school grounds where if the misconduct is connected to activities or incidents that have occurred on school property, is reasonably likely to cause a substantial disruption of or material interference with school activities or the educational process. This includes, but is not limited to, attendance and/or participation as a spectator or participant in an interscholastic or intramural athletic contest, attendance and/or participation in a field trip (including overnight and out-of-state trips), attendance and/or participation in co-curricular and extracurricular activities.

Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some

cases, a student may be suspended from school transportation for infractions of school bus rules or other school rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident and other relevant circumstances. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

As administrators review the situation, frequency and context of an offense, a range of consequences have been developed following school and state board policies. Because it is not possible to list every possible misbehavior that may occur, misbehaviors not listed in the Student Discipline Code will be responded to as necessary by staff and subject to a disciplinary response.

## **Disciplinary Consequences**

The following is a list of possible consequences for violations of the Code of Conduct. Alternative forms of discipline may also be assigned. These consequences are also intended to be prompt, reasonable, and consistent with the severity of the violation.

### **Level I Consequences**

Parent Phone Call  
Administrator Conference with Student  
Time in Office by Student

### **Level II Consequences**

Conference with Parent  
Detention/Saturday School  
Student is assigned to a silent detention either before or after school as a consequence for inappropriate actions and/or behavior, or Saturday School, which is a longer duration

### **Loss of Privileges**

Students can lose various school privileges (e.g. possessing a cell phone, participation in extracurricular activities, participation in graduation ceremonies, etc.) as a result of inappropriate actions and/or behavior. The School reserves the right to rescind privileges either temporarily or permanently.

### **Level III Consequences**

#### **In-School Suspension**

Assigned students will attend during normal school hours, for the entire school day. Each student shall arrive with sufficient educational materials to be busy during this period. Normal school privileges, such as Open Campus, are lost for the duration of this consequence. Absence from class as a result of In-School Suspension will be considered “non-cumulative.” Multiple assignments to In-School Suspension will result in Out-of-School Suspension. The following rules apply to In-School Discipline:

- Students are not to communicate with each other unless given permission to do so.

- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No electronic communication devices, phones, radios, CD /MP3 players, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room or must be powered off for the duration of the In-School Suspension.
- No food or beverages shall be consumed unless approved by the supervising adult.
- Any student who has not passed all of the State-mandated assessment tests may be required to work on a study packet for one or more of the unpassed tests.

### **Suspension of Bus Riding/Transportation Privileges**

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the administrator will decide whether or not to suspend bus riding/transportation privileges for all or part of the school year. If a student's bus riding/transportation privileges are suspended, the student and the student's parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension.

### **Level IV Consequences**

#### **Emergency Removal and Suspension from School**

This includes emergency removal, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days, and permanent exclusion. Suspensions and expulsions may carry over into the next school year.

If a student commits a crime, they may be subject to school disciplinary action as well as action through local law enforcement.

#### **Due Process Rights**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. In-school discipline however, is served entirely in the school setting and does not require any notice or meeting and is not subject to appeal.

#### **Emergency Removal**

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, then the Superintendent, Principal, assistant principal, or other district administrators, may remove the student from curricular activities or from the school premises.

A teacher may remove the student from curricular activities under the teacher's supervision, but not from the premises. If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing, as soon as practicable.

Because such removal is not subject to the normal suspension and expulsion procedures, no prior notice or hearing is required for any removal under this policy.

A due process hearing will be held on the next school day after the removal is ordered.

### **Suspension from School**

When a student is being considered for suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain their view of the underlying facts and challenge the reasons for the suspension. The administrator will then determine whether to suspend the student. If the decision is made to suspend the student, the student and their parents/guardians will be provided written notification of the suspension setting forth the reason for the suspension, the length of the suspension, and the process for appeal.

The suspension may be appealed, within five (5) days after receipt of the suspension notice. The request for an appeal must be in writing to the Superintendent.

During the appeal process, the student shall continue to serve the suspension. The appeal shall be conducted in a private hearing. A verbatim transcript will be made, and witnesses will be sworn in prior to their testimony. If the appeal decision is to uphold the suspension, an appeal may then be made to the Cuyahoga County Court of Common Pleas.

## **Level V Consequences**

### **Expulsion from School**

When a student is being considered for expulsion, the student and parent will be provided with a written notice of the intent to expel. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent to challenge the reasons for the expulsion and/or explain the student's actions, and notification of the time and place to appear. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing, and such requests will be given due consideration. The student may be represented by their parents, legal counsel, and/or by a person of their choice at the hearing.

The Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the expulsion. The notice will include the reasons for the expulsion,

the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within fifteen (15) days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. During the appeal process, the student shall continue to serve the expulsion. A verbatim record of the expulsion appeal hearing shall be made, and witnesses shall be sworn in prior to testimony. If the expulsion is upheld on appeal, an appeal may be taken to the Cuyahoga County Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of a student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the College Credit Plus program at the time the expulsion is imposed.

### **Permanent Exclusion**

State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes:

- A. carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordnance on property owned or controlled by a board of education or at an activity held under the auspices of this Board
- B. possessing, selling, or offering to sell controlled substances on property owned or controlled by a board of education or at an activity under the auspices of this Board
- C. complicity to commit any of the above offenses, regardless of where the complicity occurred
- D. rape, gross sexual imposition or felonious sexual penetration
- E. murder, manslaughter, felonious or aggravated assault
- F. complicity to commit offenses described in paragraphs A and B, regardless of where the complicity occurs.

The Superintendent shall submit a written recommendation to the Board that the student should be permanently excluded from the school by the State Superintendent of Public Instruction. if there is adequate evidence that a student, sixteen (16) years old or older at the time of the offense, has been convicted of or is an adjudicated delinquent resulting from any of the above offenses. The recommendation is to be accompanied by the evidence, other information required by statute, and the name and position of the person who should present the District's case to the State Superintendent. The Board, after considering all the evidence, including the hearing of witnesses, shall take action within fourteen (14) days after receipt of the Superintendent's recommendation.

If the Board adopts the resolution, the Superintendent shall submit it to the State Superintendent, together with the required documents and the name of the person designated by the Board as its representative to present the case to the State Superintendent. A copy of the resolution shall be sent to both the student and their parents. If the Board fails to pass the resolution, they shall notify the Superintendent, in writing, who, in turn, shall provide written notification of the Board's action to both the student and their parents. If the State Superintendent rejects the Board's request, the District Superintendent shall readmit the student in accordance with statute and District guidelines. If the State Superintendent acts on the Board's request, their actions and those of the District shall be in accord with the procedures described in statute.

## **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (IDEIA), and, where applicable, the Americans with Disabilities Act (ADA), and/or Section 504 of the Rehabilitation Act of 1973.

## **Student Discipline Code and Range of Consequences**

Each of the behaviors and/ or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/ guardian notification, parent/ guardian conference, detention, in school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

### **1. Possession/use of drugs, alcohol, or any other intoxicant**

Students may not possess, use, transmit or conceal, or be under the influence of any alcohol, controlled substance including, but not limited to, narcotics, mood-altering drugs, counterfeit controlled substances, look-alikes, over-the-counter stimulants or depressants, anabolic steroids, alcohol, or drug-related paraphernalia. If there is a reasonable individualized suspicion of drug and/or alcohol use, the School may request the student in question to submit to any appropriate testing, including but not limited to, a breath-testing device or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area for such testing. If a student refuses to take the test, they will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action.

In the event that an individualized suspicion of drug and/or alcohol use arises on a field trip, (including overnight and out-of-state trips), the staff member in charge may conduct the aforementioned testing, and/or may involve local law enforcement. In the event that suspicion is verified, or a student refuses to submit to the appropriate test, parents/guardians will be required to retrieve their child at their own expense. Additionally, the School will issue consequences accordingly.

Range of Consequences: IV - V

## **2. Possession/use of tobacco or tobacco products**

Students may not possess, consume, distribute, purchase or attempt to purchase, and/or use tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored events. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Use or possession of electronic, vapor, juul, and/or other alternate forms of cigarettes, or clove cigarettes is also prohibited.

Range of Consequences: I - IV

## **3. Use and/or possession of a weapon, or object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet or BB guns, knives, crossbows, arrows or club-type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon.

Firearm is defined as any weapon (including a starter gun, or look-alike) that 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 firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury. Pocket knives with a blade of less than two and one-half (2 1/2) inches are acceptable only with the prior approval of the Principal.

Students are prohibited from possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an

extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3)) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

Range of Consequences: IV - V

#### **4. Bomb Threats, Terroristic Threat, False Alarms/Reports**

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building, or any premises at which a school activity is being held, may result in expulsion for a period of up to one (1) school year.

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

Additionally, intentionally raising, or attempting to raise, false alarm of a fire, bomb, threat of violence, or tampering or interfering with any alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building.

Range of Consequences: IV - V

#### **5. Arson**

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

Range of Consequences: IV - V

#### **6. Possession and/or use of explosives and/or fireworks**

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers).

Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/ or audible effect by combustion, explosion, deflagration or detonation.

Range of Consequences: IV - V

#### **7. Lighting Incendiary Devices**

Unauthorized igniting of matches, lighters and other devices that produce flames or cause combustion.



Range of Consequences: III - V

### **8. Fighting and/or Physical Assault**

Fighting is defined as: engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or multiple parties contributed to the situation by verbal instigation of a fight and/ or physical action.

Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior) is also punishable under this code.

Physical Assault is defined as: Intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a violation of local law if committed by an adult and results in serious physical harm to person(s) or property.

Range of Consequences: III – V

### **9. Insubordination**

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

Range of Consequences: I - IV

### **10. Lying, Dishonesty, Failing to Tell the Truth, and/or Making other Misrepresentations to any School Official (including lies of omission)**

Providing false or misleading information to deceive or affect perceptions related to an event or incident. Failing to respond to questions in a direct manner. Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member (this prohibition includes, but is not limited to, forgery of hall passes and excuses).

Range of Consequences: I - III

### **11. Falsification of school work or identification, Forgery; Plagiarism; Cheating; Academic Dishonesty**

Obtaining or assisting others in obtaining credit for academic work which is not the student's own work. Students must exercise self-discipline and resist peer pressure which violates the

standards for academic integrity, honesty, and excellence established at Beachwood High School. The various ways in which academic integrity can be violated are discussed below. The examples within this section provide explanations and illustrating materials that do not necessarily exhaust the scope of these violations. Many of our teachers will require students to submit essays to [www.turnitin.com](http://www.turnitin.com) to assist with the authenticity of the work.

Range of Consequences: I - III

### **12. Cheating**

Cheating is the use of unauthorized materials or receiving unauthorized assistance, acquiring materials, information, or study aids in any academic exercise. The use of books, notes, calculators, and conversation (verbal and non-verbal) with others is restricted or forbidden during specific academic exercises. Examples of cheating may include: copying the work of another student during an examination or other academic exercise, copying or sharing answers between classes, using or possessing unauthorized notes, study sheets, exams, or other materials during an exam, or collaborating with another student during an exam or academic exercise.

Range of Consequences: I - III

### **13. Plagiarism**

Plagiarism is the representation of the words or ideas of another as one's own in any academic exercise. Appropriate acknowledgment is required when material from another source is in print form, electronic form, or another medium that is paraphrased or summarized. Examples of plagiarism include failure to use quotation marks when directly quoting a source, failure to document distinctive ideas from a source (common knowledge information such as names and basic scientific law need not be referenced) word-for-word or mosaic (rearrangement or rewording without documentation), and indirect (paraphrasing of a passage without documentation) fabricating or inventing sources or data, and copying information from computer-based sources (i.e. Internet).

Range of Consequences: I - III

### **14. Facilitating Academic Dishonesty**

Students may not knowingly or negligently allow their academic work to be used by other students. This act of aiding others is an academically dishonest act that violates the academic integrity policy. The students who are supplying the materials, even though not benefiting academically, are as guilty as the students who follow through on the act of dishonesty. Students may not use other students' work or materials not authorized by the instructor during tests and in completing assignments. Examples of academic dishonesty are: presenting someone else's work as one's own in order to obtain a grade or credit, copying homework, stealing tests, selling or passing tests, copying or sharing answers between classes, using "cheat sheets" or other materials not authorized by the instructor.

Any violation of Academic Integrity will result in a "zero" and be referred to the Principal or his or her designee.

Range of Consequences: I - III

**15. Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs.**

The District prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalism, assault (verbal and/ or physical), and destruction of property.

Range of Consequences: I - V

**16. Misconduct off school grounds**

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District. This includes participation in school-sponsored field trips (including overnight and out-of-state trips). Misconduct is defined as any violation of the Student Discipline Code.

Range of Consequences: I - V

**17. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take or receive something from someone else.

Range of Consequences: I - IV

**18. Gambling**

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

Range of Consequences: II - IV

**19. Trespassing**

Although schools are public facilities, the law allows the District to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer; into district, school or staff computer files; into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the Principal.

Range of Consequences: II - IV

**20. Theft, or knowingly receiving or possessing stolen property**

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the Principal or other school official. The School is not responsible for personal property.

Range of Consequences: I - IV

**21. Damaging property (Vandalism)**

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others and disregard for school property.

Range of Consequences: II - V

**22. Unauthorized use of school or private property**

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

Range of Consequences: II - IV

**23. Possession of unauthorized electronic equipment**

The School will supply any authorized electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school-sponsored activity without the permission of the School.

Range of Consequences: I - V

**24. Persistent absence or tardiness**

The educational program offered by Beachwood High School is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session. Please refer to Board Policy 5200 for more information.

Penalties for unexcused absences can range from detention to a referral to court and/ or revocation of the student's driver's license.

Range of Consequences: I - III

**25. Refusing to accept discipline**

Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

Range of Consequences: II - IV

**26. Aiding or abetting violation of school rules**

Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Additionally, students are required to report knowledge of dangerous weapons or threats of violence to the School. Failure to report such knowledge may subject the student to discipline.

Range of Consequences: II - IV

### **27. Displays of affection/sexual activities**

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

Range of Consequences: II - IV

### **28. Violation of individual school/classroom rules**

Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Student Discipline Code.

Range of Consequences: I - III

### **29. Violation of bus rules (see Section 5: Transportation)**

Range of Consequences: I - III

### **30. Interference, disruption or obstruction of the educational process**

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process; and/or the safe and orderly operation of the school environment; or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

Range of Consequences: I – III

### **31. Harassment, Threats, Retaliation, Intimidation, and/or Bullying**

The District encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/ or aggressive behavior (including bullying/ cyberbullying) toward a student, staff member or visitor, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The District will not tolerate any gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action. The School believes that acts of harassment, intimidation, or bullying of any type are inconsistent with the educational process and also prohibits all such activities off school property if the misconduct is connected to

activities or incidents that have occurred on school property, is reasonably likely to cause a substantial disruption of or material interference with school activities or the educational process.

Conduct constituting sexual harassment, may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks with sexual or demeaning implications; unwelcome touching; sexual jokes, posters, cartoons, etc.; suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety; a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/ or humiliation to another; remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history; etc.

Conduct may take different forms, including, but not limited to, the following:

Verbal: The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.

Nonverbal: Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.

Physical: Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, marital status, or disability. It includes, but is not limited to, such behaviors as stalking, bullying/ cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Range of Consequences: II - V

### **32. Inappropriate Language, Comments, Profanity, or Gesture**

No student shall use profane, vulgar, racially or religiously derogatory, abusive, or otherwise disrespectful language during school hours or at any school-sponsored or related activities or events.

Range of Consequences: I – IV

### **33. Hazing**

Performing any act, or coercing another, including the victim, to perform any act of initiation into any class, team, or organization, that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule. Hazing by any individual, 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. Hazing activities are prohibited at any time in school facilities, on school property, and/ or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to the School. Students who engage in hazing may also be liable for civil and criminal penalties.

Range of Consequences: II - V

### **34. Improper Dress**

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol, or tobacco. Dress or forms of grooming that are disruptive to the classroom or school atmosphere are not allowed (Listed and explained below). Shoes must be worn at all times for health and safety reasons.

#### **Dress and Grooming**

Students are expected to present themselves appropriately and in a manner that does not interfere with the orderly process of education. Any fashion (e.g. dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. The staff shall determine the appropriateness of dress and appearance and whether the dress and appearance of a student interferes with the efficient operations of the schools and the educational process.

Student dress should not be revealing, overly exposing the body (e.g. tops shorter than two inches above the belly button, etc.). Student dress may not advertise or promote illegal or illicit behaviors or messages (e.g. references to drinking, smoking, drug use; sexual images or messages; profanity; inflammatory messages; etc.). Students must dress in a manner that is safe and appropriate for the standards of decency in a school setting.

Students who are representing the School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups that represent the school publicly.

**THE FOLLOWING ITEMS VIOLATE THE DRESS CODE. STUDENTS ARE NOT PERMITTED TO WEAR THESE ITEMS IN SCHOOL UNDER ANY CIRCUMSTANCES.**

- Hats, hoods, bandanas, sweatbands and other head coverings (head coverings worn for established and/or traditional religious purposes are an exception)
- Slippers or pajamas
- Hair set in curlers, etc.
- Undergarments worn as outer garments
- Sunglasses unless for medical reasons
- Costumes or extra items (such as towels, capes, etc.)
- Clothing or accessories with dangerous metal studs or spikes including chains
- All tank tops and tops with spaghetti straps (Such as camisoles)
- Tops that are low-cut in the front and/or back
- Transparent garments, open mesh garments, spandex or garments with large open sides without an undershirt

- Boxer shorts, biking shorts, or compression shorts cannot be worn solely as pants. Shorts should be student's fingertip length or longer

If you have any doubt that a specific article of clothing or accessory does not meet the standard set forth in this dress code, do not wear it. Students who do not meet the standard of dress will be referred to the appropriate administrator. The student will contact a parent to request a change of clothing. If a parent cannot be reached or is unable to bring a change of clothes and the dress code infraction is disruptive to the educational environment, the student may be assigned to the in-school suspension room for the remainder of the day. Repeated failure to meet the standard of dress will result in disciplinary action. Not all circumstances are necessarily covered by this dress code. Both the degree to which the student's dress fails to meet the dress code standard and the course of action to correct the dress code infraction is at the discretion of the administrator.

Range of Consequences: I - III

### **35. Careless or Reckless Driving**

Driving on school property in such a manner as to endanger persons or property.

Range of Consequences: I - III

### **36. Unauthorized use of vehicles**

Occupying or using vehicles during school hours without parental permission and/ or school authorization.

Range of Consequences: I - III

### **37. Possession of Pornography**

Possessing sexually explicit material in any form or format.

Range of Consequences: II – V

### **38. Cell Phones and Electronic Devices**

Cameras and video recorders are permitted only when required as part of a school assignment. Unauthorized use of camera phones, cameras, video equipment or any other recording device for taking pictures of or recording school personnel, students or documents is strictly prohibited. This prohibition applies in all situations within the school's jurisdiction.

The district is very concerned about students using electronic devices to take pictures, videotape or to record school employees or other students without their consent. Students who misuse cell phones or other electronic devices will have the item confiscated and may be subject to discipline.

The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene,



pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.

Cell phones and smartwatches are not permitted to be used in any classroom or outside of the classroom during instructional time including (hallways, restrooms, offices, etc.) Students must place their cell phones and smartwatches in the assigned pouches located in each classroom at the start of class. Cell phones cannot be used in the restrooms. Students who fail to comply with the cell phone policy will be subject to the following consequences:

**First Offense:** The student's device will be placed in the assistant principal's office for the remainder of the day. The student will be allowed to collect the device at dismissal time.

**Second Offense:** The student's device will be placed in the assistant principal's office to be picked up by the student's parent or guardian. The device must be picked up during school hours.

**Third Offense:** The student's device will be placed in the main office. The student will be assigned a Saturday School and the student must turn their cell phone into the office for two weeks at the beginning of the day. The device will be returned to the student at the end of the school day.

**Fourth Offense:** The student cannot bring his/her device to school.

Any student's willful refusal or failure to relinquish any device upon a staff member's request will result in additional disciplinary consequences (reference page 51, No. 9: Insubordination).

Range of Consequences: I - III

### **39. Digital Hall Pass**

All students are required to sign in and out of classes and the cafeteria during lunch periods using the Digital Hall Pass System. In the classroom after signing out using the Digital Hall Pass, students are required to place their cell phone back in the assigned pouch. Students without cell phones must sign out using the Google link provided by their teacher.

Range of Consequences: I-III

### **40. Leaving Campus for Lunch and Food Delivery**

Students are not permitted to leave the campus for lunch or have food delivered by food delivery services such as, but are not limited to Uber Eats, DoorDash, Grubhub, Postmates, Instacart, Local restaurants, or grocery stores, etc.

Range of Consequences: I-III

## **Search and Seizure**

Administrators may search a student or the student's property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the

student's age. General housekeeping inspection of school property may be conducted with reasonable notice.

Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have no reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms, and gymnasiums. The District may use video cameras and surveillance in such areas and on school vehicles transporting students to and from regular and extracurricular activities. Recording(s) may be used by administrators and/or law enforcement in the course of investigating the violation of any rule, regulation, policy, or law. Privacy considerations and other factors prevent the School from sharing surveillance tapes with parents, students, or members of the general public.

During the course of field trips (including overnight and out-of-state trips), where an administrator is not present, a staff member may conduct a search and/or seizure. Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law and may be taken, held, or turned over to the police. The School reserves the right not to return items that have been confiscated.

## **Breath-Testing Devices**

A breath-testing device (commonly referred to as a “breathalyzer”) may be utilized by the School-based upon the reasonable suspicion that a student has consumed alcohol. Breath testing devices may be utilized at any time that a student is under the jurisdiction of the School.

## **Transportation**

The transportation schedule and routes are available by contacting the District's transportation office at 216-464-6609.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

The Principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the principal stating the reason for the request and the duration of the requested change.

## **Bus Conduct**

Students riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain transportation

safety. Students must comply with the following basic safety rules. Prior to loading (on the road and at school) each student shall:

- be on time at the designated loading zone (5 minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for school transportation;
- line up in a single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- properly board and depart the vehicle;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During the Trip Each Student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school transportation at all times;
- not push, shove or engage in scuffling;
- not litter in the school vehicle or throw anything in, into, or from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/ or endangers students or employees;
- not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

Exiting the school vehicle each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless they have proper authorization from school officials.

## **Transportation of Students By Private Vehicle**

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent notifying the School in writing. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

## **Self-Transportation to School**

Driving to school is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the School.

When the School provides transportation, students shall not drive to school-sponsored activities unless the student's parents provide written authorization for the student to drive and release the Board from liability using the proper form approved by the Principal.

An approved student driver may not transport other students to a school-sponsored activity unless the parents of the approved student driver and the parents of the student(s) to be transported in the approved student driver's vehicle provide written authorization for the student to drive or to be transported and release the District from liability using the proper form approved by the Principal.



**Beachwood Board of Education**

24601 Fairmount Blvd.  
Beachwood, OH 44122  
Phone: 216-464-2600  
Fax: 216-763-0414

Beachwood City Schools partners with Bellefaire Jewish Children’s Bureau (Bellefaire) in order to provide mental health services to students. One of Bellefaire’s programs, the Social Advocates for Youth (SAY), provides prevention and consultation services to youth who are struggling with any issues related to adolescence such as bullying, relationships, stress, anxiety, depression, and/or substance use. SAY services are provided by licensed mental health professionals at no cost to students or families. Students are able to receive services in individual sessions and in small groups.

In an effort to meet the social-emotional needs of teens, SAY services are available to all high school students. Information shared by your child with a SAY counselor is confidential and will not be shared without consent unless there is a concern regarding their safety. If the SAY counselor has any concerns about your child related to safety, all appropriate parties will be notified immediately, including parents.

You do not need to take any action if you wish for your child to have access to SAY services. However, if at any time, you do not consent to your child’s participation in SAY, you must return the bottom portion of this letter to Keyonna Hughley in the high school Counseling Office.

For more information about SAY, visit:

<http://www.bellefairejcb.org/programs-and-services/prevention-and-early-intervention/> or contact: Chris Ruma-Cullen, Director of SAY, 216-320-8203 or via email [cullenc@bellefairejcb.org](mailto:cullenc@bellefairejcb.org). We appreciate your support of our efforts to provide social-emotional support for your student.

\_\_\_\_\_ I do not wish for my child, \_\_\_\_\_, to participate in any SAY services for the 2024-2025 school year.

\_\_\_\_\_ I do not wish for my child, \_\_\_\_\_, to participate in the following SAY services for the 2024-2025 school year:

*Please check all that apply:*  Individual Sessions  Group Sessions  Other: \_\_\_\_\_

Print Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return to Keyonna Hughley, Counseling Office Secretary, at Beachwood High School or via email: [khughley@beachwoodschoos.org](mailto:khughley@beachwoodschoos.org)*

**Cuyahoga County Court of Common Pleas  
Juvenile Court Division**



- By signing-off on the BHS Student-Parent Handbook 2024-2025, I authorize the checked systems and providers to exchange/disclose/receive the initial information about the child identified above for the reasons noted.
- I understand that signing or refusing to sign this consent will not affect public benefits or services for which the child or I am eligible unless otherwise required by law.
- **Expiration:** I understand that this authorization will expire in 12 months **unless I limit the time frame or cancel this authorization in writing.**
- I understand that canceling this authorization does not apply to any information already shared in reliance on this authorization.

Information used or disclosed may be subject to redisclosure and may no longer be protected under federal law.

TO ALL AGENCIES SENDING AND/OR RECEIVING INFORMATION DISCLOSED UNDER  
THIS AUTHORIZATION

If the records released include information of any diagnosis or treatment of drug or alcohol abuse, the following statement applies:

**PROHIBITION ON REDISCLOSURE OF INFORMATION CONCERNING CLIENTS IN ALCOHOL OR DRUG ABUSE  
TREATMENT.**

This information has been disclosed to you from records protected by federal confidentiality rules (42 CFR Part 2). The Federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.

1. **HIV RECORDS:** If the records released include information of an HIV-related diagnosis or test results, the following statement applies: This information has been disclosed to you from confidential records protected from disclosure by state law. You shall make no further disclosure of this information without the specific, written, and informed release of the individual to whom it pertains, or as otherwise permitted by state law. A general authorization for the release of medical or other information is NOT sufficient for the purpose of the release of HIV test results or diagnoses.
2. **ALL RECORDS:** The information has been disclosed to you from records protected by federal and/or state confidentiality rules. Any further release is prohibited unless expressly permitted by the person to whom it pertains, by Juvenile Court/DYS in the case of youth records, or under applicable federal and/or state law.

## **Beachwood City Schools Communication Standards**

*Revised 5-22-24*

All members of the Beachwood Schools community (students, staff, families) have the **right to expect** respectful and professional communication with others. This means that all communications and interactions with school community members, including through digital communication such as email, should be free from demeaning, threatening, harassing, abusive, prejudicial/biased, hateful, profane, and defamatory comments.

### **Communication Standards**

- **Listen actively to understand.** Fully concentrate on, try to understand, and thoughtfully respond to what is being said, both verbally and nonverbally, in hopes of achieving mutual understanding across different points of view.
- **Question kindly** – Each unknown is an opportunity to gain understanding or grow. If you disagree, try to learn. Be kind. Do not be afraid to respectfully challenge one another by asking questions, but refrain from personal attacks -- focus on ideas.
- **Be conscious of body language and nonverbal responses** – They can be as disrespectful as words.
- **Speak from experience** – ("I" instead of "they," "we," and "you") We build understanding by replacing generalizations with personal observations about ourselves and our own lives. Instead of invalidating somebody else's story with your own spin on her or his experience, share your own story and experience.
- **Respect everyone** – We all want what's best for our community, and even if we disagree, we aren't disagreeable. Respect can take many shapes and forms; listen closely to understand the needs of the participants.
- **Look forward** – Focus on possibility, on how to start, and who can help.
- **No demeaning, threatening, harassing, abusive, prejudicial/biased, hateful, profane, and defamatory comments or statements** – These forms of speech are unacceptable in the Beachwood Schools and are not protected by the First Amendment.

### **Practices And Procedures**

#### **Responsibility to Uphold Standards:**

All participants hold an equal responsibility to uphold the standards and to hold each other responsible for upholding the standards during interactions.

**Interactions:** (ex., parent-teacher conferences, sporting events, meetings, club meetings, etc.)

Whenever possible, the **standards**, along with the **goals** and **roles** for the interaction, should be **sent to all participants in advance**. For meetings, the lead person will review the goals and participants' roles at the start.

#### **Responsibilities of those in leadership positions:**

**Administrators** - are responsible for modeling, monitoring, and applying the standards.

**Staff** - are responsible for modeling the standards, monitoring them, and applying them when an administrator is not present.

**Students** - are responsible for modeling the standards, and monitoring and applying them when an administrator or staff member is not present.

**Parents** - are responsible for modeling the standards, and monitoring and applying them when an administrator or staff member is not present, and the parent is leading a school-based or school-support organization (ex. booster organization or affinity group).

**How to Address Missteps:**

Should any school community member feel the “Standards of Communication” are not being upheld, **they should take one or more of the following steps:**

- Name the standard of communication that is not being upheld and ask that a more appropriate means of communication be used and/or
- Ask for support based on the roles stated above (Administrator, Staff, Parent Leader, Student Leader) and/or
- Leave the setting and/or
- If missteps continue after they have been addressed, the communication, interaction, meeting, or event will be discontinued. It may be rescheduled only after the appropriate administrator has discussed the issue with the person responsible for the repeated missteps and obtains their agreement to uphold the standards in the future.

**Reporting:**

- School community members who feel the standards were not upheld and wish to discuss a situation further should use this [FORM](#). Reports can be made anonymously. Responses to this form will be sent to the Human Resources Department and routed to the appropriate party. Generally, this is the administrator/supervisor or building principal most directly connected to the persons involved.