

**Beachwood City School District**  
**Elementary Student Handbook**  
**2024-2025 School Year**



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**Bryden/Fairmount Elementary**

Arianna DeGeorge, Principal

**Hilltop Elementary**

Amy Pinney, Principal



Dear Beachwood City Schools Elementary Students and Parents,

Welcome to the 2024-2025 school year! The purpose of this handbook is to provide you with a source of general information regarding the rules, policies, and procedures of Beachwood City Schools.

We accept and respect each child, providing support, supervision, and trust. Your child will grow intellectually, socially, and physically in this environment. The elementary staff will be working collaboratively to ensure that this year will be an exciting and rewarding experience for your child.

Please take the time to review this information, share it with your child, and please sign the tear slip, and return it to your child's school to indicate that you have received this handbook. Have an excellent year!

Sincerely,

Ms. Arianna DeGeorge  
Bryden and Fairmount Principal

Ms. Amy Pinney  
Hilltop Principal

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# Contacts

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For all other contact information, please visit the staff directory at  
<http://www.beachwoodschoools.org/ContactUs.aspx>

# General Information

## 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 Bryden/ Hilltop Elementary 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.




### Bryden Elementary Positive Behavior Matrix

	<b>Honorable</b>	<b>Encouraging</b>	<b>Accountable</b>	<b>Respectful</b>	<b>Determined</b>
<b>Arrival / Dismissal</b>	Listen and watch the adult in charge.  Walk safely between the yellow lines.	Give a friendly reminder to others.  Lead by example. Show others what good behavior looks like.	Greet friends and staff politely and smile at others.  Use a quiet, calm body.	Keep your hands and feet to yourself.  Use voice level 1 (whisper).  Be a leader.	Walk to your designated space.  Do cubby jobs.  Check in with the teacher.
<b>Hallway</b>	Clean cubby.  Keep personal space and use walking feet. Hold your items at your side.	Lead by example.  Acknowledge others.	Use walking feet.  Help others.	Use walking feet and keep your hands to yourself.  Respect everyone and the environment.	Do what is right even if others are not.
<b>Cafeteria/ Lunch Room</b>	Take responsibility for your trash.  Say 'please' and 'thank you'.	Include everyone when talking at the table.  Help others open lunch items.	Use a level 1 voice.  Throw away trash.  Stay in your seat.	Stand in line with a calm body.  Use appropriate table matters.  Respect others' food choices.	Raise your hand if you need to get up.  Be respectful of trash on the floor and pick it up.
<b>Recess</b>	Include others and take turns.  Be honest when playing games and sports.  Make safe choices and show self-control.	Include everyone while playing.  Follow rules when playing games.  Ask to help friends.	Use kind words and play safely with others.  Listen and follow directions.	Take care of the equipment and toys.  Use gentle hands and feet.  Be aware of other peers' space.  Line up quickly and quietly.	Show self-control during moments of emotion or conflict.  Wait your turn.
<b>Restroom</b>	Use the restroom appropriately.	Be considerate of others' privacy.  Encourage yourself and others to keep the bathroom clean.  Report issues to an adult.	Show bathroom manners: -Flush -Wash hands -Keep clean	Wait your turn.  Keep space clean.  Give others privacy.	Take care of yourself and focus on you.
<b>Bus</b>	Ride by following bus rules: Feet on floor, Seat on seat, Back on back.	Give a friendly reminder to others.  Lead by example.	Use quiet voices.  Sit on your bottom and face the front of	Stay safely in your seat.  Be kind to those	Do what is right even if others are not.



	When exiting the bus, stay in line and be patient with those in front of you.	Show others what good behavior looks like.	the bus. Use kind words to others.	around you. Use voice level 1.	
<b>Classroom</b>	Use kind and respectful words to everyone.  Make good choices even when others are not looking.	Lend a helping hand.  Share your ideas.  Compliment others.	Show your best work: -Neat handwriting -Timely manner  Work Hard.  Be organized and ready to learn.	Raise your hand.  Use toys and materials appropriately.  Eyes and ears on the speaker.  Hands and feet to self.	When you don't succeed, try again.

### Hilltop Elementary Positive Behavior Matrix

	<b>Honorable</b>	<b>Encouraging (Engaged)</b>	<b>Accountable</b>	<b>Respectful</b>	<b>Determined</b>
<b>Classroom</b>	I am honest.  I make good decisions when I'm choosing who to work with.  I play fairly with others.  I follow the expectations of the classroom.  I only leave with permission.  I do my own work.	I use positive words to encourage others.  I am kind to others with words and actions.  I encourage others to follow expectations.  I help my friends when they're in need.	I have all of my class materials.  I completed my homework.  I follow directions the first time, without being reminded.	I use active listening.  I respect cultural differences.  I do what is right even when no one is watching.  I respect myself and others.  I use appropriate language.	I persevere even when something is hard.  I seek new information.  I show my creative side.  I support my classmates' ideas.
<b>Hallway</b>	I respond appropriately to redirection.  I walk on the right side of the hallway.  I do the right thing when no one is looking.	I walk silently in the hallway to not disturb others.  I walk on the right side of the hallways so everyone can move safely.  If I see something out of place I am helpful and fix it.	I keep my hands to myself.  I walk on the right side of the hallway.  I walk in a single file line.  I use a silent voice level.  I maintain personal space.	I use a voice level 1- soft voice in the hallway.  I keep my hands to myself.  I maintain personal space.	I follow the hallway expectations, even if others are not.  I walk with a purpose.

<b>Restroom</b>	<p>I use the restroom, wash, and leave.</p> <p>If someone is misbehaving I do not get involved.</p> <p>I tell my teachers when there is a problem.</p>	<p>I encourage others to use healthy habits.</p> <p>I encourage others to follow bathroom expectations.</p>	<p>I keep the walls and stalls clean.</p> <p>I honor the privacy and personal space of others.</p>	<p>I honor the privacy and personal space of others.</p> <p>I wash my hands.</p>	<p>I am appropriate in the restroom at all times, even if others are not.</p>
<b>Cafeteria</b>	<p>I share the responsibility of cleaning with my tablemates.</p> <p>I make healthy choices when I pick snacks and food options.</p> <p>I choose kind words when socializing with my tablemates.</p>	<p>I use kind words towards peers and adults.</p> <p>I use my manners with adults and peers.</p>	<p>I clean up after myself.</p> <p>I stack my tray neatly.</p> <p>I pick the trash off the floor and leave it on the table even if it isn't my own.</p>	<p>I have appropriate conversations with peers.</p> <p>I show good manners while eating my food.</p> <p>I allow all peers to sit at the table.</p> <p>I throw trash away.</p> <p>I purchase the option chosen in the morning.</p>	<p>I follow all expectations in the cafeteria, even if others are not.</p>
<b>Playground</b>	<p>I invite peers to play.</p> <p>I am a good winner and loser.</p> <p>I follow adult directions.</p>	<p>I use kind words when playing.</p> <p>I include others in my activities.</p>	<p>I take ownership for my actions.</p> <p>I treat playground materials and equipment appropriately.</p>	<p>I play with others appropriately.</p> <p>I am kind to others.</p> <p>I am a humble winner and respectful loser.</p>	<p>I follow all rules on the playground even if others are not.</p>
<b>Digital Citizenship</b>	<p>I follow the rules my teachers have set.</p> <p>If I see something unkind or inappropriate, I let an adult know.</p> <p>I engage in appropriate behavior on the computer.</p>	<p>I use kind and caring words with peers.</p>	<p>I am accountable for my choices.</p> <p>I use my school issued technology as a learning tool and treat it with care.</p>	<p>I follow the rules my teachers have set.</p>	<p>I use the computer to seek appropriate learning information..</p> <p>I use technology to build appropriate relationships.</p> <p>I am determined to be kind and will not participate in cyberbullying..</p>
<b>Bus</b>	<p>I make good decisions at all times.</p>	<p>I encourage other students to do the right thing.</p>	<p>I keep my hands to myself.</p> <p>I sit in my seat.</p>	<p>I am respectful at all times.</p> <p>I am a role model.</p> <p>I use voice level 1- quiet talking to a direct neighbor.</p>	<p>I follow all bus rules.</p>

## **School Day**

Bryden School opens for students at 8:25 a.m. Classes begin at 8:35 am and students will be dismissed by 3:25 p.m.

Hilltop School opens for students at 7:30 a.m. Classes begin at 7:35 a.m. and end at 2:35 p.m.

On Wednesdays during the 2024-2025 school year, the district is continuing a delayed start time for students. Bryden will open for students at 9:00 a.m. and dismiss at 3:25 p.m. Hilltop will open for students at 8:20 a.m. and dismiss at 2:40 p.m.

## **Student Responsibilities**

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules. Students must arrive at school on time, prepared to learn and participate. In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

## **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 school office. Sign-in lists showing name, time, the person visiting, driver's license or passport, 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, the building principal should 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 Board of Education 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 shall be notified of the need to 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 conducted, it will be done as a condition of continued service as a volunteer and will be at the Board's expense. Interested parties should contact the Principal for more information regarding volunteer opportunities.

## **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 is 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.

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

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers 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. Teachers 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.

## **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 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 "backup" 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 are 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 the 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 insufficient 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 the 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 the 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 parental 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.

## **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 s/he has been assigned. As a reminder, student attendance at our Elementary Schools is of the utmost importance, therefore regular attendance is strongly encouraged. There are many interactions that take place in class between teachers and students which cannot be made up when a child is absent.

The State of Ohio is very adamant that school systems do everything in their power to ensure students attend school. Beachwood Elementary Schools stress the importance of good attendance, which ultimately leads to successful academic achievement. Report absences to the school office each day your child misses school, provide a note upon his/her return to school, as well as provide the appropriate medical documentation to the school for days missed due to medical reasons.

In accordance with applicable law, the Superintendent shall require, 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.

Repeated infractions regarding attendance may result in the filing of chronic truancy charges against the parent/s or guardian/s.

## **Excused Absences**

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

- personal illness (a written physician's statement verifying the illness may be required)
- illness in the family necessitating the presence of the child
- quarantine of the home
- death in the family
- necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- observation or celebration of a bona fide religious holiday
- out-of-state travel (up to a maximum of eight (8) days per semester) to participate in a District-approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student.
- such good cause as may be acceptable to the Superintendent

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

## **Unexcused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. (Please refer also to "Truancy" in this handbook.) A skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make up missed classwork. The student will also be subject to disciplinary action.

## **Truancy**

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for 5 or more consecutive school days, for 7 or more school days in 1 month, or 12 or more school days in 1 school year. Furthermore, a student will be considered chronically truant if the student is absent without a legitimate excuse for 7 or more consecutive school days, for 10 or more school days in 1 month, or 15 or more school days in 1 school year. If a student is habitually or chronically truant, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law. Chronic truancy can also result in discipline, including but not limited to suspension and expulsion.

## **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 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 a 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 the 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 an excuse shall be given the opportunity to make up missed work. The student should contact the teacher 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, s/he should make arrangements with the teacher to take the test at another time. If s/he misses a State-mandated assessment test or other standardized tests, the student should consult with the Guidance Office to arrange for the administration of the test at another time.

## **Suspension from School**

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

## **Tardiness**

A student who is not in his/her assigned location at the designated time shall be considered tardy. Any student arriving late to school is to report to the School office before going to class.

## **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
- Religious observance
- Family emergency
- Personal illness
- 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**

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.

## **Parent Communications**

### **Grades**

Students and parents in grades 4 and 5 can access grades through the Infinite Campus grade book. Report cards for all students grades K-5 will be released to Infinite Campus at the end of each quarter.

The School has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. In grades K-3, students are assessed with standards-based grading. In grades 4-5, students will receive traditional letter grades.

Students will receive a report card at the end of each 9-week period indicating their grades for each course of study for that portion of the academic term. When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

Credit for approved educational options shall be assigned according to student performance relative to the stated objectives of the approved instructional and performance plan and in accordance with District policy and established administrative guidelines.

### **Emergency Closing and Delays**

If the School must be closed or the opening is delayed because of inclement weather or other conditions, the School will notify the local 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 delivered to the phone number on file. Parents and students are responsible for knowing about emergency closings and delays.

# **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 the 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.

### **Contact:**

India Jackson

Director of HR/Anti-Harassment Coordinator/Title IX Coordinator

Email: [ijackson@beachwoodschoools.org](mailto:ijackson@beachwoodschoools.org)

Telephone: 216-464-2600

## **Limited English Proficient 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 parents to contact us so that we may improve and provide them with what they need.

In September of each school year, our school district will notify the parents of a LEP 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 LEP students with information about Parent Information and Resource Centers that may help with additional training and support. Parents of LEP 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 to 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.

## **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") is 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. Acknowledgment of the Parent-Student Handbook simultaneously provides acknowledgment of the Acceptable Use and Safety Agreement.

The 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 to 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 the 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 employees any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail 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.

# **Miscellaneous Information**

## **Student Valuables**

Students should not bring items of value 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.

## **Meal Service**

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. Food from delivery services will not be permitted. Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes s/he is eligible, contact the Principal's Office.

## **Student Fees and Fines**

Students will be provided necessary textbooks for courses of instruction without cost.

Charges may be imposed for loss, damage, or destruction of school apparatus, equipment, 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.

Failure to pay fines or charges may result in the withholding of grades and credits.

## **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. The Student Code of Conduct applies to all field trips. Attendance rules apply to all 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.

## **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. The following general rules apply to all fundraisers:

Students involved in the fundraiser 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 fundraising activity:

1. For a group in which they are not members without the approval of an authorized School official.
2. Off school property without proper supervision by approved staff or other adults. Students may not engage in house-to-house canvassing for any fundraising activity.
3. Conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

## **Advertising Outside Activities**

Any outside groups need to seek authorization from the Superintendent in order to distribute or post flyers at Beachwood Schools about community events.

## **Student Activities**

### **Sponsored Clubs and Activities**

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, music, and foreign language. The choices of after-school activities vary each year. Information regarding sign-up for after-school activities will be communicated via email.

### **Non-School Sponsored Clubs and Activities**

Non-school 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, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the meeting. 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-district-sponsored organizations may not use the name of the school or school mascot on any materials or information.

## **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 to participate in the event. It is required that elementary students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students, nor will it be responsible for students who arrive without an adult chaperone.

## **Code of Student Conduct**

A major component of the educational program (at the school) 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 action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters. School staff may 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, including the removal of a student from school grounds in appropriate circumstances.

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, and productive;
- act at all times in a manner that reflects pride in self, family, and School.

Classroom Environment. It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- a teacher to communicate effectively with all students in the class; and
- all students in the class have the opportunity to learn.

Dress and Grooming. Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Students should adhere to the following guidelines when dressing for school:

- Shirts and Shorts should be an appropriate length
- Clothing cannot advertise inappropriate messages



- o No head coverings/hats can be in the building other than for religious purposes.
- o Shoes should be safe for both indoor and outdoor activities.

Care of Property. Students are responsible for the care of their own personal property. The school is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or misplaces school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

Bullying, Harassment, and Intimidation. Harassment, intimidation, 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 Board will not tolerate any gestures, comments, threats, or actions which 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 en route 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.

Harassment, intimidation, or bullying means:

1. 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 both causes 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); or
2. violence within a dating relationship.

"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 well-being. 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, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior causes both mental and physical harm to the other student 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 s/he has been or is the victim of aggressive behavior should immediately report the situation to the building Principal. The student may also report concerns to teachers and other school staff, who will be responsible for notifying the appropriate administrator or Board official. 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 directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated.

## **Discipline**

It is important to remember that the School's rules apply 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. 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 can be suspended from school transportation for infractions of school bus rules.

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

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed will be responded to as necessary by the staff.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in extracurricular can lose their eligibility for violation of the school rules.

If a student commits a crime while under the School's jurisdiction, s/he 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. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

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 his/her view of the underlying facts. After that informal hearing, the Principal [or other administrators] will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day, setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within 10 days after receipt of the suspension notice, to the student. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school. If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made, and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

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 the school premises, the Superintendent or Principal may remove the student from any curricular or extracurricular activity or from the school premises.

Expulsion from School. When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/ or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. 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. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her 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 imposed 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 10 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. A hearing on the requested appeal will be formal, with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue a further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion.

Permanent Exclusion. State law provides for the permanent exclusion of a student, 16 years of age or older, who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

1. conveying deadly weapons onto school property or to a school function;
2. possessing deadly weapons onto school property or at a school function;
3. carrying a concealed weapon onto school property or at a school function;
4. trafficking in drugs onto school property or at a school function;
5. murder, aggravated murder on school property or at a school function;
6. voluntary or involuntary manslaughter on school grounds or at a school function;
7. assault or aggravated assault on school property or at a school function;
8. rape, gross sexual imposition, or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
9. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

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.

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 principal or other administrator will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year. If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.

## **Search and Seizure**

Administrators may search a student or his/her 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 in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

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.

## **Student Discipline Code**

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. Fighting**

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical activity. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

**2. Verbally threatening (either orally, in writing, or otherwise expressed) a staff member/student/person associated with the District.**

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member who bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

**3. Lying and/or Making other Misrepresentations to any School Official**

Students are required to tell the truth to any school employee. Students may not lie or omit information regarding an incident that affects the safety and welfare of students and staff

**4. 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, 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.

**5. Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying)**

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/ or aggressive behavior (including bullying/ cyberbullying) toward a student, 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 Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

Conduct constituting sexual harassment may include, but is not limited to:

1. verbal harassment or abuse;
2. pressure for sexual activity;
3. repeated remarks with sexual or demeaning implications;
4. unwelcome touching;

5. sexual jokes, posters, cartoons, etc.;
6. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
7. 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;
8. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:

1. 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.
2. 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.
3. 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 would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

#### **6. Use and/or possession of a weapon**

A weapon is any device that may be used for offensive or defensive purposes, including but not limited to conventional objects such as guns, pellet guns, knives, or club-type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion. 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.

#### **7. Use of an 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.

#### **8. 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

**9. Physically assaulting a staff member/student/person associated with the District.**

Acting with intent to cause fear in another person of immediate bodily harm or death, or 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.

**10. 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.

**11. Refusing to accept discipline**

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

**12. Falsification of schoolwork, identification, forgery**

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

**13. Use and/ or possession of a firearm**

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy. A firearm is defined as any weapon (including a starter gun) 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. Students are prohibited from knowingly 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.



#### **14. Knowledge of dangerous weapons or threats of violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

#### **15. Possession/use of drugs and/or alcohol**

Possessing, using, transmitting, or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood-altering drugs, counterfeit controlled substances, look-alikes, over-the-counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia. If the Principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a Breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted, thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

#### **16. Possession/use of tobacco**

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of 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. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes is also prohibited.

#### **17. 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 of 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 are connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

**18. 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.

**19. 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.

**20. 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.

**21. Lighting Incendiary Devices**

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

**22. 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 the 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, a combination of substances, or article prepared to produce a visible and/ or audible effect by combustion, explosion, deflagration, or detonation.

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

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

**24. 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. Misconduct is defined as any violation of the Student Discipline Code.

**25. Extortion**

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

## **26. 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 the school without prior authorization from the Principal or other school officials. The School is not responsible for personal property.

## **27. 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.

## **28. Bomb Threats, and other false alarms and 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 at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire 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. What may seem like a prank, is a dangerous stunt that is against the law and will subject the student to disciplinary action.

## **29. Trespassing**

Although schools are public facilities, the law allows the Board 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 the 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 the authorization of the Principal.

## **30. Burglary**

Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

## **31. Violent Conduct**

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 criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

### **32. Possession of Pornography**

Possessing sexually explicit material.

### **33. Elopement**

Students leaving an assigned area without permission from or knowledge of staff, often to escape and/or avoid a school-related situation or task.

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

To support a school environment in which students can fully engage with their classmates, teachers, and instruction, the use of cell phones and other smart devices (watches, tablets, etc.) are prohibited during the school day. If a student violates this policy, a staff member will take one or more of the following disciplinary measures:

- Place the student's device in the main office for the remainder of the day. The student will be allowed to collect the device at dismissal time.
- Place the student's device in the main office to be picked up by the student's parent or guardian.
- Schedule a conference with the student's parent or guardian to discuss the student's device usage. The student must turn their cell phone into the office for one week at the beginning of the day. The device will be returned to the student at the end of each school day.
- 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 each school day.

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 39, No. 10: Insubordination).

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.

## **Transportation**

### **Bus Transportation**

The School provides transportation for all students. The transportation schedule and routes are available by contacting the District's transportation office.

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 who are 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 the scheduled stop);
- stay off the road at all times while walking to and waiting for school transportation;
- line up 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 parent's 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 (ex., 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.

Video Cameras on School Buses. The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

Penalties for Infractions. A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

## **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 using Form 8660 F2 - Parental Consent for Transportation by Private Vehicle. 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.

# 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.