

FAIRMOUNT EARLY CHILDHOOD CENTER

Beachwood City School District
24601 Fairmount Boulevard
Beachwood, Ohio 44122



PRESCHOOL PARENT HANDBOOK 2024-2025



**WELCOME
TO
PRESCHOOL!**

Fairmount Early Childhood Center

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Ms. Karen Leeds, Director**

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Mrs. Kim Ferree
Ms. Karen Leeds
Ms. Stacey Phelps
Mrs. Christina Rockey**

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Ms. Kristen Walker
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Beachwood City School District

Mission Statement

To develop intellectual entrepreneurs with a social conscience

CORE VALUES

- *Contribute to society and community*
- *Respect individuality and diversity*
- *Expect quality*
- *Encourage risk-taking, innovation, and leadership*
- *Develop lifelong learners*

Welcome

We welcome you and your child to the Fairmount Early Childhood Center, a 5 Star, Step Up To Quality rated program within the Beachwood City School District. The purpose of this handbook is to acquaint you with our Preschool Program, its daily operations, and the policies that govern it. The handbook will give you the information you need to help your child have a successful preschool experience at Fairmount School. All information found in this book is the policy that has been approved by the Beachwood Board of Education. We encourage you to read this handbook in its entirety and then keep it handy so that you can refer to it during the school year.

The Philosophy of the Fairmount Early Childhood Center

The philosophy of the Fairmount Early Childhood Center is to provide a program with developmentally appropriate learning experiences that will support all students' growth. We believe in creating partnerships with every family to foster an optimum learning environment. We recognize the family as the child's first and primary educator. Parent participation, cooperation and communication are valued. We are dedicated to providing a warm, safe and relaxed environment where children develop healthy social, emotional, cognitive and physical skills. Play is valued as a method for children to retain what they are taught within the context of their own experiences and development. Children work in small and large groups to explore, discover, imagine and problem-solve in a project-style approach. The needs of children with differing abilities are respected and met.

Beachwood School District Educational Philosophy

The philosophy of education in the Beachwood City Schools recognizes that each student differs from all others and that an environment must be provided which encourages individual growth and development. We believe that each student will acquire a sense of personal, academic and social responsibility and our schools create a climate, which enhances this process. We believe that this climate is one in which mutual respect for the rights, dignity and worth of all persons is paramount.

The philosophy guides the learning process of the District. In keeping with this philosophy, the curriculum and educational program is designed and implemented to provide students with the encouragement to understand, recognize and appreciate their abilities. Our preschool provides opportunities to acquire the knowledge, skills, attitudes, and disciplines necessary for successful living in our ever-changing world. We believe this requires fostering critical thinking, problem-solving, and decision-making skills as well as the development of self-esteem, habits of social cooperation, and an appreciation for the world around us. To these ends, our educational program shall be provided without discrimination on the basis of color, national origin, race, religion or sex.

To assure quality education, students will be active participants in their education. We collaborate to further develop, maintain and support the creative energies of the professional staff, who are dedicated to the continuous improvement of the educational program. Parents, guardians, and community members are encouraged to be positively involved in their child's education and the Beachwood City Schools.

Fairmount Early Childhood Center Program Goals

We support a young child's successful transition from home to school and classroom by:

- Recognizing and respecting parents as the child's first teacher.
- Involving parents in their child's orientation to school.
- Including parents in planning for their child.
- Creating a warm, safe, predictable environment where the young child can form new relationships.
- Clarifying for the child rules of group membership and supporting the child in the acquisition of social skills.
- Helping the child to understand his/her feelings.

We create an environment that:

- Respects a preschooler's need for active learning and exploration.
- Encourages self-expression through play, art, music, dramatic play, movement activities and a variety of language expressions.
- Utilizes small groups and projects as the primary learning environment.
- Provides an appropriate early childhood curriculum that meets the needs of diverse learners.
- Fosters a child's independence in his/her ability to care for him/herself.
- Nurtures school-readiness skills.
- Respects cultural diversity.

Admission

Fairmount Early Childhood Center serves children three through five years of age who are toilet trained. Our school year maintains the same calendar as the Beachwood Schools. We are closed on all national and school holidays.

Registration dates give priority to Beachwood residents. Registration for the upcoming school year and for our summer program will begin each December. Parents seeking admission can make an appointment to visit the preschool by contacting the director at 216-464-2600 ext. 216.

Licensing Information

The Fairmount Early Childhood Center is licensed to operate under the Charter of the Beachwood City School District in compliance with Chapter 3301-37, Rules for Preschool Programs, Ohio Department of Education. A copy of the license is available for review upon request in the director's office.

Although the preschool is a private, self-supporting program, the Board of Education sponsorship makes available to us the many resources of the school system. This enables the preschool to provide a rich curriculum for all children.

In accordance with the recommendations of the National Association for the Education of Young Children, the preschool maintains the following staff/child ratios: at least 1:8 in the three-year-olds' class and 1:10 in the pre-kindergarten class.

Staff

Fairmount Early Childhood Center demands that all staff members be certificated by the Ohio Department of Education, and that they be highly qualified, nurturing and motivated individuals. The director and staff are recruited, employed, evaluated and provided in-service education in accordance with board policies and without discrimination on the basis of age, race, creed, handicap, sex, ethnicity or economic background.

All preschool staff members assigned in each class are of good character, possess adequate physical and emotional health, and have the education, training and experience required to perform their work appropriately.

Each class has at least one teacher that holds a valid pre-kindergarten through 3rd grade teaching certificate in accordance with the Ohio Department of Education rules and regulations.

Two adults shall be readily available at all times when seven or more children are present in the school. **No student shall ever be left alone or unsupervised.**

Attendance

The preschool program offers morning and all-day sessions for three-year-olds and morning or all-day sessions for four-year-olds that are 3.5 hours to 6 hours in length.

Late Pick-up Policy

If you do arrive early or late in accordance with your individual contract, children will be taken to before care and/or aftercare. The daily rate will be billed accordingly with Apollo Afterschool..

Tuition

Preschool fees are calculated for the regular school year. Children may attend the regular 3.5 hour or 6 hour school day. Tuition may be paid for in full, on a semester basis, or in nine installments for the academic year.

A \$200 non-refundable deposit is due upon registration. If the nine-month installment plan is chosen, the first payment will be due by September 5th. A monthly fee is billed by the 31st of the month and is due by the 5th of each month. A \$25 late charge will be added each month if tuition is not received by the 5th of the month. All fees for school are due in full by May 5th.

Cause for Termination

If a fee is unpaid by the fifth of the month, a \$25 late charge will be assessed. Service will be terminated at the end of the month in which fees are unpaid.

Withdrawal

Preschool space is limited. We ask that you inform us a month in advance of plans to move or change schools. This will allow us to help your child and his/her classmates with the transition.

Curriculum

The curriculum is carefully planned to provide a warm, nurturing, safe environment for the children attending preschool and all-day care. We implement the mandated state of Ohio Preschool content standards through The Creative Curriculum, 5th edition.

Fairmount Early Childhood Center takes pride in presenting a developmentally appropriate curriculum. We create an environment that is both individually and age appropriate for each child we serve.

Materials and curriculum are carefully chosen to support the child's growth cognitively, physically, emotionally, socially and creatively. We work toward developing school readiness skills that are appropriate for Kindergarten and primary years. Computers and iPads are available for use in all classrooms. They are available to enhance the curriculum and provide children with a valuable learning tool. Children are encouraged to try the computer and iPad throughout the week.

Selection and Use of Equipment

Equipment and materials selected for use in the Preschool are of the appropriate size and type to meet the intellectual, physical, social, emotional and creative needs of the children enrolled. The program is located in a safe environment that accommodates its enrollees, supports children's growth and development, and meets the requirements of Section 3301.55 of the Revised Code. The facility is used exclusively by the children enrolled in the Preschool when school is in session.

Recognition of Developmental Stages

Recognizing that children develop at different rates but in predictable sequences, we encourage growing independence and self-esteem through many challenging opportunities for success.

A three-year-old concentrates on him/herself and having his/her needs met promptly. Gross and fine motor coordination are developing. Attention span is short and language skills are accelerating! The three-year-old is busy investigating and manipulating many materials. Play is parallel and sharing can be difficult. Feelings are expressed through actions more than through words.

The four-year-old is becoming social and likes to play with many friends. He/she is better able to share than the three-year-old. Advanced gross motor skills enable the child to run, jump and climb with skill. Small muscle coordination is just beginning to develop. The four-year-old likes to be admired for new accomplishments and shows a capacity to concentrate, set goals, and complete plans. Feelings continue to be expressed through actions more than words.

The five-year-old usually plays well with others. He/she is concerned with keeping order. Tattling often arises when children worry about others who are not following the rules. The five-year-old moves with ease and has greater small muscle coordination. He/she is eager to acquire facts and use tools, materials, and equipment with independence and competence. Most five-year-olds are interested in numbers, counting, printing and beginning reading and they are ready for more teacher-directed work for longer periods of time.

Our Program's Approach -- A Constructivist and Project-Based Curriculum

Preschool children are active learners. They are motivated to acquire skills by imitating grown-ups and older children they know and admire. They want to make sense of their world. For children to retain what they are

taught, experiences must be meaningful and within the context of their development.

At Fairmount Early Childhood Center we offer a constructivist curriculum. Projects provide content for practicing new skills and concepts. They are chosen on the basis of relevance to the children’s lives and are integrated into our learning centers: the language and writing center, the art center, the block center, the science and discovery center, and the housekeeping and dramatic play center. Each area of study is based upon developmentally appropriate practices for preschool-age children.

Meals

Children are required to bring their lunches. The preschool offers milk each day at lunch for an additional fee. Parents are asked to provide their preschoolers with lunch food items from each nutritional group:

- vegetable/fruit** ½ cup
- bread, alternatives** ½ slice or 1/4 cup
- protein** 1 ounce

The preschool has a refrigerator. Parents may send foods requiring refrigeration and are asked to remove these items from their child’s lunch box and place them in the classroom refrigerator basket, labeling each item clearly.

We request that no soda/pop, candy, or highly-sweetened snacks be included in the lunch.

Daily Schedule For Three- To Five-year-olds

The preschool schedule has been developed to respond to the rhythm of a young child’s interests and needs for work and relaxation, quiet and active times, individual and group activities, indoor and outdoor play, and large and small muscle movement, all in the course of a day. Children are free to explore areas that they choose during centers’ time. Teachers will observe children’s choices and guide them to participate in new areas throughout the course of the year.

Flexibility in the schedule below is essential to allow for “the teachable moment”, the special programs and activities we offer during the week, and the individual needs of the classes.

Example Daily Schedules

3 & 4-Year-Old Half Day Morning Classroom Sessions	Activity
9:00-9:20 AM	Classroom Arrivals
9:25-9:40 AM	Opening Circle Time
9:40-9:50 AM	Snack
9:50-10:00 AM	Whole Group Instruction
10:00-10:45 AM	Centers Time and Small Group
10:45-11:00 AM	Group Time
11:00-11:45 AM	Outdoor, Large Muscle Play
11:45 AM – 12:15 PM	Lunch
12:15 PM-12:30 PM	Story, Closing
12:30 PM	Dismissal

Full Day Classroom Sessions	Activities
9:00-9:20 AM	Classroom Arrivals
9:25-9:40 AM	Morning Meeting
9:40-9:50 AM	Snack
9:50-10:00 AM	Whole Group Literacy Instruction
10:00-10:45 AM	Centers Time and Small Group
10:45-11:00 AM	Whole Group Time Social Studies
11:00-11:45 AM	Outdoor, Large Muscle Play
11:45 AM – 12:15 PM	Lunch
12:15 PM-12:30 PM	Story
12:30-1:00 PM	Quiet Time
1:00-1:10 PM	Whole Group Math Instruction
1:10-2:00 PM	Enrichment Centers Time and Small Group
2:00-2:30 PM	Large Muscle Play/ Outdoor
2:30-2:45 PM	Snack Time
2:45-3:00 PM	Closing Meeting
3:00 PM	Dismissal

STUDENT POLICIES

Initial Orientation, Adjustment & Transitions

Children and parents are invited to make an appointment to visit the school prior to the beginning of the school year. A parent orientation is offered at the beginning of each school year.

Classes begin the first day of school with a phase-in schedule for children and parents. The schedule will be sent to parents for each classroom's orientation plan. The schedule gives parents and teachers time to get to know each other and to share important information about the child. It gives the children the time they need to make a comfortable transition from home to school. If a parent is not available for phase-in, it is important to make arrangements with a familiar relative or friend to bring the child to school. The separation process may take longer for some children than others. The staff will assist you in working out a personalized separation schedule for your child if he/she needs more time. The most important factor in your child's successful adjustment is your confidence that he/she will be fine at school.

We ensure that students are provided with transitional supports as students transition into the program, between classrooms within the program as well as with transitioning out of the program. Adjusted schedules, teacher-created social stories, building/classroom tours and informal meetings with teachers and support staff are all incorporated into the transition plan. Transition plans are documented by the classroom teacher with input from parents and support staff to assure a smooth transition process for each student.

Child's Records

Records on enrollment, health and progress are maintained for every child. The parents may review these records upon request.

Protection and Privacy of Student Records

The School 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; 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; and awards received.

Directory information can be provided, upon request, to any individual, other than a for-profit organization, even 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 Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found on the District's website (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 School 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 Board 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. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

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 his/her right to a hearing on the matter.

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

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sexual behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;

- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. 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:

A. 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

B. 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
PPRA@ED.Gov

Notice of Nondiscrimination and Grievance Procedures
Including Title II, Title VI, Title IX, Section 504, and ADA

The Beachwood Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its programs, activities, or employment. The Board of Education will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis.

Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in the Beachwood City School District.

Any person who believes that he or she has 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 Civil Rights 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.

Class Rosters

Parental permission is required to release classmates' home phone and addresses. Class phone/address lists will be made up of students whose parents have granted permission to publish their names. Lists will be prepared once annually.

Field Trips

We consider field trips to be an important part of the curriculum. In choosing educational trips to take with the children, we consider the appropriateness and safety of the trip for the individual child and for the class. Field trips will relate to the unit themes. To make them more meaningful, teachers prepare the class and then follow-up after the trip with classroom activities that extend what the children have learned.

Parents will be informed of field trips in advance and will be asked to complete a permission slip authorizing their child's participation. Children who have not returned signed permission slips will not be permitted to participate.

Children will wear identification tags containing the school name and phone number. They will travel aboard Beachwood City School buses. Emergency cards, a first aid kit and a cellular telephone will be carried by staff on all trips.

Parents will be invited to attend, assist, and supplement staff/child ratios.

Discipline

To discipline is to teach. It shows respect for children. Our goal is for children to manage themselves while developing inner controls. At Fairmount Early Childhood Center we provide a rich environment with many activities and choices so that children are involved in meaningful activities. Mistakes are seen as opportunities for learning. Teachers are patient when children lose control and understand that it takes time for children to work things through. We listen to what children say and value their feelings and frustrations.

Instead of "time out" our first attempt is to "work out" problems. We begin by setting clear, consistent and fair limits. We remind children of school rules. Teachers model acceptable behavior and redirect children into more appropriate activities. Guidance is a learning experience. Children resolve their own conflicts, problem-solve and are encouraged to verbalize their feelings. Consequences are used instead of "punishment" or "time out."

Discipline Restrictions

The center's actual methods of discipline shall apply to all persons on the premises. In addition to the restrictions outlined in rule 3301-35-15 of the Administrative Code, the following apply: (1) There shall be no cruel, harsh, corporal

punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting. (2) No discipline shall be delegated to any other child. (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, so the child may regain control. (4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle. (5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse. (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents. (7) Techniques of discipline shall not humiliate, shame or frighten a child. (8) Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior. (9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within the sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space. (10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program. (11) A staff member who suspects that a child has been abused or neglected is to immediately notify the public children services agency and a serious incident report is to be completed and submitted to the department in accordance with section 2151.421 of the Revised Code.

Steps used in the classroom when a child is having a difficult time:

1. Child is reminded of the rule.
2. If a child continues to have a difficult time, s/he is asked to join the teacher until the child is ready to talk about the problem.
3. When the child is ready to discuss the incident, s/he tells the teacher what s/he did wrong and what s/he could have done instead.
4. The teacher helps the child to re-enter play or choose a different activity. The child is told that if the problem reoccurs, s/he will not be allowed to play.
5. Child is removed from the activity that is too difficult for him/her at that time and is redirected into a guided activity.

While children may be redirected from an activity, we are careful not to admonish or embarrass them in front of their peers. If a child continues to have a difficult time at school, we will initiate a parent conference to work out a consistent plan to help him/her at home and at school.

When parents are visiting at school we ask that they not discipline children other than their own, or approach other parents about school-related incidents. Instead, discuss problems with your child's teacher. Help your child prepare for changes and transitions that you anticipate as stressful.

After 3 incidents of aggressive behaviors (hitting, kicking, biting, punching) and a behavior plan has been in effect, the child may be temporarily or permanently removed from the center. We will ensure the safety of all children in The Fairmount Early Childhood Center.

PBIS: Positive Behavior Interventions & Supports

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 Fairmount Early Childhood Center/Bryden 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.



Fairmount Early Childhood Center Positive Behavior Matrix

	Honorable	Encouraging	Accountable	Respectful	Determined
Arrival / Dismissal	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.
Hallway	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.
Cafeteria/	Take responsibility for your trash.	Include everyone when talking at the	Use a level 1 voice.	Stand in line with a calm body.	Raise your hand if you need to get up.

Lunch Room	Say 'please' and 'thank you'.	table. Help others open lunch items.	Throw away trash. Stay in your seat.	Use appropriate table manners. Respect others' food choices.	Be respectful of trash on the floor and pick it up.
Recess	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.
Restroom	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.
Bus	Ride by following bus rules: Feet on floor, Seat on seat, Back on back. When exiting the bus, stay in line and be patient with those in front of you.	Give a friendly reminder to others. Lead by example. Show others what good behavior looks like.	Use quiet voices. Sit on your bottom and face the front of the bus. Use kind words to others.	Stay safely in your seat. Be kind to those around you. Use voice level 1.	Do what is right even if others are not.
Classroom	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.

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 enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events

where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

Harassment, intimidation, or bullying means:

- A. 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
- B. 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 wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (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 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 concerns about incidents of suspected harassment must also be reported directly to the District Complaint Officer listed below:

India Jackson,
Director of HR/Anti-Harassment Coordinator/Title IX Coordinator
Email: ijackson@beachwoodschoools.org
Telephone: 216-464-2600

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

Toilet Training

Children enrolled in preschool must be toilet trained before attending preschool. Children must be wearing underwear. A child having accidents daily would not be considered toilet trained. Please note that wearing pull ups is not considered toilet trained.

By definition, “accidents” are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

A toilet trained child is a child who can do the following:

- Communicate to the teachers that he/she needs to go to the restroom before they need to go
- Alert him/herself to stop what he/she is doing, to go and use the bathroom
- Pull down his/her clothes and get them back up without assistance
- Wipe him/herself after using the toilet (with minimal assistance for 3 year olds)
- Get on/off the toilet by him/herself
- Wash and dry hands
- Postpone going if they must wait for someone who is in the bathroom or if we are away from the classroom
- Wake up during nap time should they need to use the bathroom

We certainly will ask your child many times throughout the day and before nap time if they need to use the bathroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently. This is an issue which protects all concerned.

It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Preschool staff are aware of this and will assist the children when necessary. Please have your child dressed in clothing that he/she can easily manage independently. Please send a complete change of clothes appropriate for the season. These will be left at school in case of accidents, and returned at the end of the school year. Parents will be notified if a child has a toileting accident.

Nap Time Policies

Each child will have his/her own labeled cot. Cots will be cleaned with a disinfectant once a week and whenever soiled. Each child is encouraged to bring a blanket, pillow, stuffed animal or other comfort item from home. Items must be labeled and will be kept in a cubby with the child’s name on it. Bedding will be sent home on Friday for laundering. Children may bring ONE quiet toy, book or puzzle to their cots to use independently at naptime. Children are given the opportunity to rest quietly on their own cots for 30-90 minutes. Quiet music will be played. Sleeping children will be allowed to rest longer if parents request, but no child will be forced to stay on his/her cot beyond 30 minutes. There will be a staff member present in the room at all times, in accordance with Ohio Department of Education’s Rules and Regulations, and required staff/child ratios will be maintained.

One cot is available for each child who remains at school during rest time. Each cot with individual bedding is labeled as to its assignment and is for the exclusive use of one child between sanitation procedures. Cots are cleaned with an appropriate germicidal detergent and regularly sanitized.

Clothing and Possessions

Comfortable clothing is most appropriate for play. Preschoolers need sturdy, self-help clothing. Spills happen. *Please send in a complete change of clothing in a labeled plastic bag. Please include: shirt, pants, underwear, and socks.* Occasionally re-check your child's extra clothing for its seasonal and size appropriateness. We stress the importance of labeling all of your child’s clothing. The children are encouraged to dress and undress themselves. Please help in this effort at home. Encouraging and praising children with independence is very helpful. Buy clothes, including coats and shoes that are easy for children to take off and put on.

Outdoor Wear

Your child needs a chance to play outside to get exercise and fresh air. Weather permitting, we will go outside every day. Please send boots, rain wear, snow pants, mittens, etc. that are appropriate for the weather. We do not have enough staff to keep a child indoors if he/she is not properly dressed or if he/she is not feeling well. If he/she is too sick to play outdoors, please keep your child home.

Toys, etc.

Children are welcome to bring one safe toy to school each day. A special belonging from home often helps a child feel safe and secure. We ask that only one toy be brought at a time. It is too difficult for children to keep track of more than one possession. Label all toys brought to school.

At naptime, children may bring a soft toy, blanket, stuffed animal or book. These will be stored in the children's cubbies. Please do not send toy weapons, animated toys, or delicate/fragile toys and treasures. **DO NOT SEND CANDY OR GUM TO SCHOOL.**

PARENT POLICIES

After the initial orientation, the preschool staff would like to communicate with parents often:

Parental Visitations

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 and provide a photo ID. Sign-in lists showing name, time, person visiting, and time departing shall be maintained by the school office. Any person who does not first register with the school office is on school property illegally and shall be asked to identify himself/herself properly or to leave the school grounds. If the visitor refuses to leave the school grounds or creates any disturbance, 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.

Written Evaluations

The preschool will hold two formal conferences a year with parents to share a child's progress. These will be individually scheduled in November and again in March. A written evaluation of the child will be reviewed at each conference. Additional conferences may be requested by the staff or parents as needed.

Classroom News

Each week, your child's teacher will e-mail home lesson plans, weekly bulletins and newsletters. Fairmount School newsletters will keep you informed about building events and news. **PLEASE READ EVERYTHING!!** We feel that parent/staff communication is very important to your child's adjustment and success at school.

Public Records Notification

Information transmitted to and/or from the Beachwood City School District, its board members and employees may be a public record and therefore subject to public disclosure. This standard also applies to information transmitted electronically (by email and email attachment) to and/or from the Beachwood City School District, its board members and employees.

However, information qualifying as a student record is generally confidential and therefore not subject to public disclosure without the written consent of the student's parent or guardian. The Beachwood City School District will guard against the release of confidential student information to the fullest extent of state and federal law. Other forms of confidential information that are generally not to the public disclosure include medical information and other records recognized as confidential by applicable law.

HEALTH POLICIES

Physical Examination

The Ohio Department of Education requires that each child have a physical examination and updated immunizations. After admission to the Fairmount Early Childhood Center, parents must provide a physical examination form with an attached updated immunization record, which is signed by a licensed physician before the child can begin school. This medical form must be completed annually thereafter. Children who do not have updated medicals on file will be asked to leave school until their records are updated.

Policies on Illness, Communicable Disease

At least one staff member covering each shift has completed the state required First Aid and Recognition of Child Abuse and Communicable Disease training, and is trained to recognize the common signs of communicable diseases and to provide emergency first aid care to the injured. The school's registered nurse is also available to the program on selected school days.

The teacher will be responsible for observing each child daily before he/she enters the group. A child with the signs or symptoms listed below shall be isolated immediately under the supervision of a staff member. The parent, guardian or emergency contact will be called to come and pick up the child.

Contagious Symptoms

1. diarrhea (three or more abnormally loose stools within a 24-hour period)
2. severe coughing (causing the child to become red or blue in the face or to make a whooping sound)
3. difficult or rapid breathing
4. yellowish skin or eyes
5. conjunctivitis (“pink eye”) redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching, eye pain.
6. temperature of 100 degrees Fahrenheit or greater (taken by the auxiliary method when in combination with other signs of illness).
7. untreated infected skin patch(es) or rash
8. unusually dark urine and/or gray or white stool
9. stiff neck with an elevated temperature
10. Evidence of untreated lice, scabies, or other parasitic infestation
10. sore throat or difficulty swallowing
11. a contagious disease, as defined by the Ohio Department of Health Guidelines posted in office
12. nausea, vomiting (more than one time when accompanied by any other sign or symptom of illness.
13. any injury requiring a physician’s care

Any child who has been sent home with contagious symptoms may not return until treated by a physician who has determined that the child is non-contagious and able to participate in regular activities or is symptom-free for 24 hours.

Two important reminders:

1. **A child must be fever-free for 24 hours without the use of fever-reducing medication before returning to school.**
2. **A child must be 24 hours free of vomiting or diarrhea without the use of medication before returning to school.**

Parents of other children enrolled in a classroom where a child has been diagnosed as having a communicable disease will be notified. A communicable disease chart is posted in the nurse’s office.

Isolating and Discharging an Ill Child:

1. A mildly ill child will be monitored closely by the classroom staff for any changes in symptoms that may require more direct care.
2. A child exhibiting more severe symptoms will be taken to the nurse’s office to determine action steps to care for the child in isolation or to return them to class.
3. A child with the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed above as well as the following: (a) Unusual spots or rashes; or (b) elevated temperature.
4. A child will be isolated due to suspected communicable disease or other symptoms of illness as stated above.
5. An isolated child will be cared for in the nurse’s office. A staff member or office secretary will supervise the child from the adjoined office. The child will rest on the cot located in the nurse’s room, which is routinely cleaned and disinfected. The blankets/linens provided for the child will be laundered after each use. The cot will be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other bodily fluids, the cots will be cleaned with soap and water and then disinfected with an appropriate germicidal agent. The child will be observed carefully for

worsening conditions and discharged to the parent, guardian, or person designated by the parent as soon as practical.

Administration of Medication, Vitamins, or Special Diets

Medications, vitamins, or special diets may be administered to children only under the following conditions:

1. The medication must be prescribed by a licensed physician and filled by a pharmacist.
2. The label must contain the physician's name, name of the pharmacy, name of the child, and date, and must specify the time and exact dosage to be given, including how -- orally or topically.
3. Medication and vitamins may not be given beyond the expiration date verified by the physician.
4. The staff member responsible for giving the medication or vitamin must sign the medication administration record each time the medication is given.
5. All medication will be kept in a locked bag in the child's classroom along with all medication forms and the medication administration record. If the medication requires refrigeration, it will be stored in a separate refrigerator in the school clinic.

*** Prescription Medication**

All prescription medication requires a district medication form (found on the website) that requires a physician's signature as well as a parent's signature in order for it to be administered in the school setting.

*** Non-prescription Medication**

All non-prescription medication requires a district medication form (found on the website) that requires a parent's signature in order for it to be administered in the school setting.

All medication to be administered at school should be brought to the school by parents/guardians or a designated adult, in the original container with a legible label with the student's name, dose, time, and route. All expired medication or medication that is not picked up at the end of the school year will be disposed of by school health staff.

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.

Hand Washing Procedures for Staff

All preschool staff members wash their hands with soap and water after assisting children with toileting, after cleaning, before preparing food, and when hands have come in contact with bodily fluids. Latex gloves are worn when dealing with blood and bodily fluids. Hands are dried with a disposable towel.

Absences

Call us to let us know when your child will be absent. The Fairmount office number is 216-464-2600. We must be aware of any communicable diseases. If your child will be out for several days, update us about the absence. Please be aware that when a child is absent there will be no fee adjustment.

Release of Child to Other Adult(s)

The preschool only can release your child to those adults for whom we have written authorization - - a parent

or a parent-designee. If you wish to have a friend or relative pick your child up on a particular day, you will need to write us a note to release your child to that adult. We also must have a written note to allow your child to go home with a classmate or friend.

Emergency Care Person

In the event your child is injured or ill, or if you are unable to pick your child up, the preschool will always try to reach you first. But, we must have the names of two emergency contact numbers to whom you would entrust your child's care if you could not be reached. It is the parent's responsibility to notify the preschool of any changes in name, address or phone numbers during the year.

SAFETY POLICIES

There is a posted plan for medical and dental emergencies, first aid, and fire and weather alerts in each room. No child shall ever be left alone or unsupervised at any time.

Arrival and Departure

Preschool children must be brought in by their parents or an authorized designee. Parents are asked to speak to the teachers about their child's presence, needs, and concerns before or after school hours.

Additionally, parents are required to sign in daily on a form provided in each classroom. Help your child get settled, put things away and refrigerate lunch items before leaving in the morning.

Communications

The preschool has a phone line in the classroom. During office hours (8:00 a.m. - 3:30 p.m.) parents are asked to call the front desk at 216-464-2600, who will transfer calls into voicemail. We recognize how important it is for children to be able to communicate with their parents. On occasion, if a child is feeling lonely, we assist him/her in phoning a parent to keep in touch. Parents also are permitted to phone their children during a long day or a stressful period, such as during separation or at nap time.

Accidents and Emergencies

In the event of an accident, the teacher or director will determine the seriousness of the situation and decide if immediate medical or dental attention is needed. The parent will be informed by telephone and instructed as to the nature of the injury. The child will be taken to a parent-designated hospital. Should neither parent be available, the child's doctor or dentist and/or emergency designee will be notified. The parent or designee will be instructed to meet the staff member at the hospital. A staff member will remain with the child as long as is necessary. A written report of the incident will be filed promptly at the Center.

A first aid kit is available in the preschool. The school's registered nurse will be notified of any emergency situation.

Fire Drills and Weather Alerts

A plan is posted in each classroom explaining the action to be taken in the event of a fire or weather alert. All staff members are trained to execute this plan. Monthly fire and weather drills are held. Exit time is recorded in the director's office.

School Closings

Occasionally winter weather may require a snow day, or rare circumstances may necessitate an emergency closing. Fairmount staff has a phone chain system and may call you about any school closings. Please check local television and radio stations for weather-related school closings.

State Compliance

The Ohio Department of Education monitors our preschool's program compliance with state rules. The director is responsible for providing required reports of rule compliance as well as annual statements of compliance to the Superintendent of Schools. Parents may review these reports in the director's office.

Parents' Concerns

Parents' comments and suggestions for program improvement are always welcome. When a concern about your child arises, please share it with your child's teacher. If it is unresolved, you may make an appointment with the director. Program concerns should be shared with the director.

Publicity Release

Occasionally, students in the Beachwood City School District may be photographed or videotaped for promotional, public relations, news, or educational purposes. If you do not want your child photographed or videotaped, please notify the building director in writing or complete the Beachwood School Publicity Release.

Beachwood Computer Network Code Of Conduct Policy

STUDENT AND STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

The purpose of this policy is to offer Beachwood students and staff access to the latest computer technology including Internet, on-line research services and email through the Beachwood Computer Network (BCN). It is the commitment of our District to provide a technology rich environment which includes high speed networked computers, scanners, digital cameras, and other sophisticated hardware and software. The goal in providing these resources, is to promote educational excellence in our schools by facilitating resource sharing, innovation and communication. We believe that electronic information research skills are now fundamental for citizens and future employees. Providing enhanced telecommunications capabilities enables students and staff to explore thousands of libraries, web sites, databases, and other resources while sharing messages and projects locally with their classmates and teachers, and throughout the world with other students and scholars.

The Board encourages students and staff to utilize the BCN in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board's policy on instructional materials.

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The District's Internet system has a limited educational purpose. The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student and staff use of the District's computers, network and Internet services will be governed by this policy and the related administrative guidelines, bargaining agreements, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

With global access, also comes the availability of material that may not be considered of educational value. The Internet has been subject to abuses because there are no controls on the material placed there. Therefore, it is possible to find material that may be offensive to most people, such as obscene material, "hate groups" propaganda, insulting or harassing messages and fraudulent commercial offers. No commercial method has been devised that can completely filter this kind of material. And in some limited instances, access to this material may be warranted for educational purposes. The BCN subscribes to an Internet filtering system approved through the Ohio Department of Education.

The Board has implemented the use of a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, child pornography, 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 protect against access to other material considered inappropriate for students to access. The Technology Protection Measure may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. The Superintendent or his designee may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the Technology Protection Measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the Technology Protection Measure.

The Board utilizes software and/or hardware to monitor online activity of students and staff to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, 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. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

The Superintendent is directed to prepare guidelines that address students' and the staff's safety and security while using email, chat rooms, instant messaging and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent, Technology Coordinator, and Network Coordinator as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' and the staff's use of the Network.

The Board directs the Superintendent to develop and implement guidelines in conformity with this policy and the following principles:

A. Acceptable Use

The Beachwood Computer Network (BCN) and all related software and hardware shall be used solely for academic purposes or other purposes which support the educational mission, goals and objectives of the Beachwood City School District. The following behaviors are not permitted on the BCN.

1. Sending, receiving or displaying offensive or obscene materials
2. Using obscene language
3. Harassing, insulting or attacking others
4. Damaging computers, components, software or networks
5. Violating copyright laws or plagiarizing others works
6. Using another's password
7. Trespassing, vandalizing or interfering in another's folders, work or files
8. Violating any local, State or Federal statutes

9. Intentionally wasting limited resources
10. Employing the network for commercial purposes

The School District reserves the right to determine what constitutes acceptable use and to limit computer access to such uses. The School District also reserves the right to limit the time of access and to establish priorities among competing acceptable uses.

B. Security and Safety

The Internet and other computer networks may obtain information and images that are obscene, offensive, false, fraudulent or illegal. Other persons using a computer network may also be attempting to exploit children and other users. For these reasons, users:

1. Should not reveal their name, address, phone number or other personally identifiable information without the express permission of a supervising teacher.
2. Should not participate in any real time communication (such as "chat rooms") without express permission of a supervising teacher;
3. Should not agree to meet any person, contacted through a computer network, without parental permission;
4. Shall inform his/her teacher of any sexually oriented messages or unsolicited requests for personal information about a student;
5. Should exit immediately any site containing sexually explicit material or other material deemed inappropriate under this policy;
6. Users shall protect their passwords and account numbers and may not allow other persons to use their passwords and account numbers.

C. Responsibilities of Users

It shall be the responsibility of the user to:

1. use the network only for appropriate purposes;
2. notify a teacher or administrator of computer or network malfunctions;
3. reimburse the School District for any damage or loss incurred as the result of inappropriate use;
4. be a courteous computer user by avoiding abusive, obscene, or disrespectful language;

5. avoid any use or practice which interferes with the use of the network by others;
6. respect the privacy of other computer users to the maximum extent possible.

D. Loss of Privileges

Access to the Beachwood computer Network is a privilege and not a right. A person who violates this Code of Conduct may have his/her access privileges suspended or revoked without notice. Disciplinary actions will be tailored to meet the violation and to help the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation involves a violation of the Student Code of Conduct or individual building policies, these will be handled according to applicable provisions. Employee violations of this Code of Conduct will be handled according to applicable District policies and terms under the collective bargaining agreement.

E. Right of Access

The Beachwood School District will make every effort to respect the privacy of students and staff using the Beachwood computer Network for email and other purposes. However, routine maintenance, monitoring of the District's system and often user error may lead to a discovery that a user has violated this Code of Conduct, other School District policy, or the law. Network storage areas for both email and text files should be treated like school lockers. Network administrators may review files and communications from time to time to maintain system integrity and insure that users are acting responsibly. Users should not expect that information stored on District servers will always be private.

F. Disclaimer of Liability

The District makes no guarantee that the functions or services provided by or through the Beachwood Computer Network will be error free or without defect. The District will not be responsible for any damage you may suffer including, but not limited to, loss of data, interruptions of service, or exposure to offensive material. The District is not responsible for the accuracy or quality of the information obtained through or stored on the BCN. The District will not be responsible for financial obligations arising from unauthorized use of the system. Due to the nature of electronic communications, it is impossible for the District to guarantee the confidentiality of email sent and received over the BCN.

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,
as amended
18 U.S.C. 2256
18 U.S.C. 1460
18 U.S.C. 2246

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.